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THE UNIVERSITY OF ALABAMA FALL 2020–SUMMER 2021 ACADEMIC CATALOG

About the University

As the state's flagship university, The University of Alabama family has always focused on being the best. After all, we are The Capstone of Higher Education.

Founded in 1831 as the state's first public college, The University of Alabama is dedicated to excellence in teaching, research and service. We provide a creative, nurturing campus environment where our students can become the best individuals possible, learn from the best and brightest faculty and make a positive difference in the community, the state and the world. You'll like what you find here. Become part of The University of Alabama family.

Learn more about UA

GRADUATE CATALOG

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About UA Graduate Education

Introduction

The University of Alabama, Graduate School, 102 Rose Administration Building, Box 870118, Tuscaloosa, AL 35487-0118; 205-348-5921; email: gradschool@ua.edu; or visit the website of the Graduate School. Although the publisher of this catalog has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial or clerical errors or error occasioned by honest mistake. All information contained in this catalog is subject to change by the appropriate officials of The University of Alabama without prior notice. Although this catalog intends to reflect any current policies or rules of The Board of Trustees of The University of Alabama referred to or incorporated herein, users are cautioned that changes or additions to policies or rules may have become effective since the publication of this material. In the event of such a conflict, the current statements of board policy contained in the official minutes and manual of rules, bylaws, and guidelines shall prevail.

Equal Opportunity in Education and Employment

UA complies with applicable laws prohibiting discrimination, harassment, and retaliation, including but not limited to Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Adjustment Assistance Act, as amended by the Jobs for Veterans Act of 2002 (VEVRAA), the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), the Age Discrimination Act of 1975, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, and the Genetic Information Nondiscrimination Act of 2008. Consistent with those laws and UA's Sexual Misconduct, Harassment and other policies, UA prohibits discrimination on the basis of genetic or family medical history information, race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, age, disability, protected veteran status, or any other legally protected basis in admission or access to, or treatment of employment in, its programs and services. These prohibitions against discrimination apply to recruitment, application, selection, hiring, appointment, transfer, demotion, promotion, tenure, job assignments, classification, compensation, benefits, leaves of absence, sick leave

or any other leaves, job training and development, tuition assistance, participation in UA-sponsored educational, social, and recreational programs, discharge, layoff, and/or any other term, condition or privilege of employment. Inquiries or concerns regarding UA's Title IX or gender-related compliance may be directed to UA's Title IX Coordinator, Ms. Beth Howard, 107 Burke Hall West, Box 870300, Tuscaloosa, AL 35487-0300, 205-348-5496, gbhoward@ua.edu. All other inquiries and concerns related to discrimination, harassment, or retaliation, except those regarding Section 1557 of the Affordable Care Act, may be directed to Dr. Gwendolyn Hood, University Compliance Officer and Director of the Office of Equal Opportunity Programs, 107 Burke Hall West, Box 870300, Tuscaloosa, AL 35487-0300, 205-348-5855 (Voice), 205-348-5573 (TDD), ghood@alan.ua.edu.

This statement is part of the Equal Opportunity, Non-Discrimination, and Affirmative Action Policy Statement (<https://www.ua.edu/about/policies/files/EE0%20Policy.pdf>).

Campus Security Report

Each year, The University of Alabama publishes the UA Annual Campus Security and Fire Safety Report. It contains crime and fire statistics for the three most recent calendar years. It also details UA security policies and procedures. The Campus Security Report is provided in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and is available online to view or print at police.ua.edu. The Alabama Department of Public Safety, a state agency, also provides an online listing of sex offenders currently registered with the state. This listing is available on the Alabama Department of Public Safety website. For information regarding the enrollment or employment of registered sex offenders at The University of Alabama, or to request a printed copy of the Campus Security Report, write The University of Alabama, University Police, Community Services Division, Attention: Clery Compliance Officer, Box 870180, Tuscaloosa, AL 35487-0180; or email ua.police@ua.edu.

Academic Policies

400-Level Courses for Master's Credit

Courses numbered 400-499 are primarily for advanced undergraduate students. Under no circumstances will coursework below the 400 level be accepted for graduate credit. Read more. (p. 7)

Academic Misconduct

All acts of dishonesty in any work constitute academic misconduct. This includes, but is not limited to, cheating, plagiarism, fabrication of information, misrepresentation, and abetting any of the above. Read more. (p. 7)

Admission Criteria

Each application is considered in the context of other applications to the same area, with due consideration given to the availability of space, the need to maintain a pool of students of superior potential, and other goals of the program. Read more. (p. 7)

Application

Application may be made to only two programs at a time, and at no time may a student be enrolled in more than two programs. Read more. (p. 15)

Continuous Dissertation Registration for Doctoral Students

The student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Read more. (p. 16)

Course-Numbering System

All courses taken for graduate level credit must be taught by a member of the Graduate Faculty. Read more. (p. 17)

Degree Requirements

Each student must assume full responsibility for understanding both the general and special requirements of the division and department in which the student pursues his or her major work. Read more. (p. 17)

Joint, Cooperative and Shared Graduate Programs

The University of Alabama, the University of Alabama at Birmingham, and the University of Alabama in Huntsville have agreed to the establishment of several joint, cooperative, and shared graduate programs. Read more. (p. 28)

Records Maintenance and Disposition

The policy statement is available upon request in the Office of Academic Records and University Registrar and is published in the class schedule each fall semester. Read more. (p. 28)

Registration and Assistantships

Any graduate student using the assistance of a faculty member or any facility of The University of Alabama in relation to a degree program must be registered in an appropriate course reflecting that activity. Read more. (p. 28)

Scholastic Requirements

Many departments and programs produce manuals, procedures, and policy guides, graduate student handbooks, and other publications for their students and faculty in graduate programs. Read more. (p. 30)

Withdrawals and Leave of Absence

A graduate student who desires to withdraw from a course may do so, with the approval of the student's advisor or department head, during the period allowed for dropping a class. Read more. (p. 32)

400-Level Courses for Master's Credit

A maximum of six semester hours of 400-level course credit may be accepted for a master's degree program, and only if approved by the department and Graduate School [prior to the semester](#) in which the 400-level coursework will be taken. The approval form is located on the Graduate School website.

All of the conditions below must be met:

1. The department offering the courses also offers a graduate degree.
2. Approval is obtained from the student's graduate advisor and the Graduate School prior to the semester in which the coursework is to be taken.
3. The course is taught by a member of the graduate faculty.
4. The course is not offered at the 500 level.

5. Graduate students in such courses do appropriate extra work and demonstrate a higher level of mastery.

Courses will differ for graduate students, typically in at least two of the four ways mentioned below.

1. Graduate students should submit additional papers that require more analysis, synthesis, evaluation and application of knowledge.
2. Graduate students should complete additional, higher-level readings.
3. Graduate students' oral and written work should demonstrate greater depth of thought.
4. Graduate students should attend additional meetings with the professor to discuss course content in greater depth.

The Graduate School must be notified, by the department, of a student's intention to use such credit by emailing the Graduate Registrar at grad.registrar@ua.edu.

No 400-level credit (except the six hours accepted toward the master's degree) may be accepted for doctoral degree programs. Under no circumstances will coursework below the 400 level be accepted for graduate credit. Master's students may use no more than six hours of 400-level courses for graduate credit.

Academic Misconduct

All acts of dishonesty in any work constitute academic misconduct. This includes, but is not limited to, cheating, plagiarism, fabrication of information, misrepresentation and abetting any of the above. The Academic Misconduct Disciplinary Policy will be followed in the event that academic misconduct occurs.

Students should refer to the Office of Academic Affairs' page on Academic Misconduct.

Admission Criteria

The Graduate School makes admission decisions based on a composite of qualitative and quantitative information that include, but are not limited to, the following: the applicant's statement of purpose, letters of recommendation, the academic standing of the student in program(s) in which the applicant has studied, relevant professional activities and achievements, admissions test scores, previous grades, and the recommendation of the faculty in the area to which the applicant is seeking admission. Each application is considered in the context of other applications to the same area, with due consideration given to the availability of space in the program at the time the student applies, the need to maintain a pool of students of superior potential, and other goals of the program. A department may set higher admission standards for doctoral students. Not every student whose credentials meet stated quantitative standards is admitted.

An applicant may apply to only two programs at a time and, upon acceptance to each, pursue only two programs at a time. Application to each program will be considered separately. The timeline for each program is based on the admission term for each, the degree completion requirements of each, and so forth. A student who pursues two programs must apply for candidacy and meet the degree requirements for each program. See Degree Requirements (p. 17) for additional information.

Persons are admitted to a specific program of study as specified on the application. A request for a change of program or continuation beyond an original purpose is viewed as a new application and is subject to current procedures and standards.

Admission to graduate studies at The University of Alabama is valid for 12 months after the requested entrance date. In some departments, students must seek pre-approval if they wish to change the entrance date initially requested on their applications. International students requesting a change in their entrance date should also be aware that their TOEFL, IELTS, or PTE scores must be less than two years old at the time of initial enrollment at the University. Should the TOEFL, IELTS, or PTE become more than two years old prior to enrollment, the student will be required to retest and submit an acceptable score prior to enrolling. If a student applies but does not complete any coursework within 12 months of the requested entrance date, a new application and an accompanying appropriate fee must be submitted. If a student enrolls for classes but then fails to register for three consecutive years, the student must reapply for admission.

The dean of the Graduate School is the only person authorized to waive any requirement, admit applicants to the Graduate School, or otherwise notify applicants of the disposition of their applications.

Additional requirements may be stated in the divisional and departmental sections of this catalog.

Admission requirements are subject to change without prior notice. Being admitted to a graduate program does not mean that each course required in the student's program of study will be available each semester or in a specific semester.

A person holding a bachelor's degree (or who is a senior) from a U.S. regionally accredited institution (or the foreign equivalent for an international applicant), is eligible for consideration for admission to the Graduate School at The University of Alabama. Students who have been determined as exceptional may start a graduate program in their senior year if: 1) they are part of a UA program (e.g. AMP) that identifies exceptional undergraduates; or 2) they are part of a formal domestic or international agreement (i.e. a 3+2 agreement). The undergraduate path of study must have been approved by the cognate UA academic program, and the students must have been identified by UA faculty as being capable of starting a graduate degree early. Students enrolled at the University as part of a formal domestic or international agreement must receive their bachelor's degree from their home institution at the end of the fourth year. If this is not achieved, they will be dropped from the master's degree program.

Types of admission are described below.

Regular Admission

An applicant whose credentials meet both of the following minimum requirements may be considered for regular admission:

1. **GPA requirement:** The applicant must have an undergraduate GPA of 3.0 overall, 3.0 for the last 60 semester hours in a degree program, or 3.0 for a completed graduate degree program.

AND

2. **Entrance exam score requirement:** To be considered for regular admission, an applicant must have a 300 on the GRE, a score at the 50th percentile on the MAT, a 500 on the GMAT, or a score at the 50th percentile on the MCAT, or a score at the 50th percentile on the Executive Assessment (EA; EMBA only), if required by the department or degree program to which the applicant is seeking admission. (See the departmental sections of this Catalog or contact the Graduate School for specific information.) Admission test scores must be less than five years old. The purpose of an admission test score (i.e. GRE, MAT, GMAT) is to provide a measure of an applicant's

potential for success at the graduate level. If an applicant, through obtaining a graduate degree, has shown the ability to succeed at the graduate level, the completion of a graduate degree is used in place of the admission test score requirement as a measure of potential for success. The admission test score is also waived if the prospective department can demonstrate that the applicant has five or more years of experience in a field related to the graduate degree. Individual degree programs may require an admission test score even if the applicant has a master's degree or the required work experience. During the application process the applicant may either request that official test scores be sent directly by the testing agency or the applicant may upload unofficial test scores to the application system. If the applicant provided unofficial test scores during the application review phase, on admission the applicant must request that official test scores be sent directly to The University of Alabama Graduate School by the testing agency.

These are minimum requirements; divisions or departments may set higher standards.

Exceptions to Admissions Policy

Under exceptional circumstances, an applicant may be considered for admission if he or she meets **either** the GPA requirement for regular admission (GPA of 3.0) **or** the entrance exam score requirement as outlined above. If such an applicant is admitted, he or she will need to obtain **permission to continue** in the program, after the first 12 semester hours of graduate-level work have been completed. Permission to continue is earned by achieving a GPA of "B" or better (3.0) in the first 12 semester hours. If the 12 hours are completed in a term in which the total credits exceed 12, the evaluation is made on the basis of all graduate-level work completed at the end of that term of enrollment. Students admitted under this circumstance who do not meet the 3.0 requirement after their first 12 hours of graduate-level work will not receive permission to continue in their graduate program, and will be dropped from the program. Very rarely, an applicant may still be considered for admission with **permission to continue** if they meet neither the GPA or admission test score requirement. In this situation a department must submit a written justification to the Graduate School that includes the following: 1) Compelling evidence indicating the applicant's ability to be successful in a graduate program (this might include, for example, several years of experience in the professional field with a record of excellence, or prior experience by the departmental faculty with the applicant); 2) A list of conditions for permission to continue (beyond the minimum stipulations outlined above for admission with **permission to continue**); 3) A plan to complete all conditions within the first year of graduate work; and 4) a mentoring plan to ensure the student's success. The justification will be reviewed by the Dean of the Graduate School or their designee prior to an admission decision.

Readmission

Applicants for readmission who are in good standing should write to The University of Alabama, Graduate School, Box 870118, Tuscaloosa, AL 35487-0118 or email gradschool@ua.edu, at least six weeks in advance of the desired date of registration to request registration materials. Some departments may have earlier deadlines; applicants should contact their departments for specific deadlines. For students without proof of all required immunizations, the Student Health Center may access a fine, and registration may be blocked.

For students seeking readmission after dismissal from the Graduate School, please refer to the Scholastic Requirements in the Graduate Catalog.

Readmission of Service Members

The University complies with laws concerning readmission of service members.

A student who has been admitted to or enrolled in The University of Alabama Graduate School may ask for a military leave to fulfill a U.S. military obligation. The student should notify the dean of the Graduate School of a call to military service and provide documentation. Upon return from military service, the student also should notify the dean of the Graduate School of the intent to return to graduate school and provide documentation of honorable discharge.

A student called to active military duty, unless dishonorably discharged, and eligible for readmission as defined by law, will receive an extension of the degree time limit equal to the term of eligible service, with a cap on the number of years in the extension. The extension is subject to the five-year limit as applicable to readmission provisions in the Higher Education Opportunity Act of 2008 (Section 484C of the HEA) and implementing regulations in 34 CFR Section 668.18.

Admissions Examination Criteria

Graduate admission examinations are required for applicants to most programs and must be less than five years old at the time of application. Most departments require a score of 300 on the GRE test for regular admission. Some departments may allow substitution of the MAT or the MCAT for the GRE. Applicants to the Manderson Graduate School of Business are required to submit acceptable scores on the Graduate Management Admissions Test (GMAT) although some departments allow the use of the GRE. The EMBA program will accept Executive Assessment (EA) scores. Applicants should consult the department descriptions in this catalog or contact departments directly for more specific information about admissions examination requirements.

Applicants to the Accelerated Master's Program (AMP) are not required to submit an admission test score except in the following cases: 1) AMP programs in the Manderson Graduate School of Business (with the exception of Marketing); 2) AMP programs leading to a Geography master's, and 3) AMP programs in the College of Education.

The following departments have received approval to eliminate or modify criteria for graduate admissions test scores. In the case of admission test score waivers, the programs have adopted alternative criteria that are used in place of a test score.

- **Accounting (MMA, MTA):** No admission test score required for applicants with one or more of the following: 1) a GPA of 3.25 or above in a minimum of 15 upper-division credit hours; 2) a prior graduate degree; 3) applicants who have passed the Certified Public Accountant (CPA) exam; or 4) applicants with five years of management experience that includes significant budgetary and leadership responsibility and a 3.0 (or better) upper-division undergraduate GPA from an accredited university.
- **Advertising and Public Relations (MA):** No admissions test required.
- **Anthropology (MA):** No admissions test required.
- **Art (studio art):** No admissions test required.
- **Biological Sciences (all programs):** No admissions test required.
- **Book Arts (MFA):** No admissions test required.
- **Business Administration (Executive MBA):** The Executive Assessment (EA) exam will be accepted in addition to the GMAT and GRE exams.
- **Chemistry:** No admissions test required for applicants who are applying as part of the 3+2 agreement with Lanzhou University.
- **Communication and Information Sciences (PhD):** No admissions test required.
- **Communication Studies (MA):** No admissions test required.
- **Creative Writing (MFA):** Admission test recommended but not required.
- **Criminal Justice (MS):** No admission test required for applicants with an overall GPA of 3.5 or greater.
- **Dance (MFA):** No admission test required.
- **Doctor of Nursing Practice (DNP):** No admissions test required if the applicant has a GPA of 3.0 or more.
- **English (MA, PhD):** No admissions test required.
- **English as a Second Language (MA):** No admissions test required.
- **German (MA):** No admissions test score required.
- **Health Sciences, Human Nutrition, General Human Environmental Sciences (Consumer Science) (master's programs):** No admissions test required if the applicant has a GPA of 3.0 or more.
- **Health Education and Promotion (MPH):** No admissions test required if the applicant has a GPA of 3.0 or more.
- **Hospitality Management (MS):** No admission test required.
- **Instructional Leadership (Concentration in Social and Cultural Studies; PhD):** No admission test required.
- **Journalism (MA):** No admission test required.
- **Library and Information Studies (MLIS):** No admission test required.
- **Modern Languages & Classics (MA-French):** No admission test required.
- **Modern Languages & Classics (MA-Spanish):** No admission test required.
- **Modern Languages & Classics (Spanish):** No admissions test required.
- **Music (all programs):** No admissions test required.
- **Nursing (MSN):** No admissions test required if the applicant has a GPA of 3.0 or more.
- **Population Health Sciences (MS):** No admissions test required if the applicant has a GPA of 3.0 or more.
- **Social Work (MSW):** No admissions test required if the applicant has a GPA of 3.0 or more.
- **Special Education (MA) Multiple Abilities Program:** No admission test required for graduates of the UA undergraduate Multiple Abilities Program with a minimum GPA of 3.0.
- **Theater (MFA):** No admissions test required.

Information concerning the GRE is available from the Educational Testing Service, Princeton, NJ 08540. The GMAT and MAT are given by the testing services of The University of Alabama and by most colleges and universities and may be taken by appointment. Applicants should plan well in advance so the results of the required examination will be available when needed to support an application for admission. Braille editions of both the GRE and MAT can be obtained from The University of Alabama, Testing and Data Management Services, Box 870108, Tuscaloosa, AL 35487-0108.

Interested persons with restrictions that prevent the use of our online application should contact The University of Alabama, Graduate School, Box 870118, Tuscaloosa, AL 35487-0118 or 1-877-UAGRADS; telephone 205-348-5921; email gradschool@ua.edu.

Other Types of Admission

Admission to Doctoral or EDS Programs from Master's Programs in the Same Department at The University of Alabama

In participating departments, master's students enrolled at The University of Alabama may apply for admission to doctoral or EdS programs in the same program by completing the Master's to Doctoral program application. Departments determine if submission of a statement of purpose, a new test score, or a new transcript is required. Interested students should contact their departments to ask if they accept the simplified application and if there are any additional departmental requirements.

Expedited Admission for University of Alabama Seniors

Undergraduate seniors in participating departments enrolled at The University of Alabama who have completed at least 91 hours, have overall GPAs of 3.0 or better, are recommended by the faculty in their departments, and wish to apply for admission to graduate study in their current fields may be eligible for an expedited admissions process by completing the Bachelor's to Master's/Doctoral program application. Students should contact the department or program for details. Students who plan to seek scholarships or fellowships are strongly encouraged to follow the application procedures outlined under 'Regular Admission.' Undergraduate seniors that are admitted to the Graduate School through the expedited admission may begin taking graduate level classes the semester following conferral of the undergraduate degree.

Irregular Postgraduate (IPG) Admission

A person who applies but is not admitted to the Graduate School may, on the recommendation of the department or division concerned and with the approval of the dean of the Graduate School, seek admission as an irregular postgraduate (IPG) student through undergraduate admission, for the purpose of attempting to qualify for admission to the Graduate School. An applicant who is denied admission must not assume that this procedure is available to all; specific instructions will be given to those who are eligible.

Work taken as an irregular postgraduate cannot be counted as graduate credit at the time it is taken or at a later date. IPG students register as undergraduates and receive undergraduate credit for all work completed. Upon completion of the required program of IPG studies (no less than 12 semester hours of advanced-level undergraduate credit taken from full-time graduate faculty of The University of Alabama), the student must request a review of the application for admission to the Graduate School within 12 months of the initial requested entrance date, or a new application accompanied by a nonrefundable application fee must be submitted.

The Accelerated Master's Program (AMP)

UA Juniors/Seniors interested in the Accelerated Master's Program (AMP) will initiate the process through their department. All requirements for the AMP program (p. 13) are located in the Graduate Catalog under Academic Policies.

Nondegree Admission

An individual who is interested in earning graduate credit but who is not an applicant for a graduate degree at The University of Alabama may be admitted for nondegree studies with the recommendation of the department or program in which the course is offered and approval of the Graduate School dean. Admission may be granted to a qualified student holding a bachelor's degree from a U.S. regionally accredited institution

or the equivalent for international applicants, or to a graduate student in good standing at another U.S. regionally accredited graduate school. Nondegree application forms are available at the Graduate School's Website.

International applicants for nondegree status must submit transcripts (with English translations) and a diploma showing degree earned. They also must have a TOEFL score of at least 550 on the paper-based version, a score of 79 on the iBT, a 6.5 on the IELTS, or 59 on the PTE. Applicants also must meet all current immigration requirements.

Nondegree admission is granted for attending special institutes and workshops, for meeting professional training requirements, for taking off-campus courses, or for special conditions approved by the dean of the Graduate School. Departments may set restrictions on the number or type of classes in which nondegree students may enroll, may limit nondegree enrollment to one semester only, or may prohibit nondegree admission. A maximum of 12 semester hours of graduate work may be taken as a nondegree student and later applied to the credit-hour requirements for a degree, if the student is later admitted to a degree program. Individuals enrolled as nondegree students cannot register for more than 12 hours without providing written verification to the Graduate School that they do not plan to pursue graduate degrees at the University. No more than 12 semester hours of this nondegree coursework can be evaluated for degree credit. Application of any nondegree credit toward an advanced degree will be contingent upon an evaluation made after the student has been admitted to the Graduate School to pursue a degree program. Responsibility rests with the student to observe the limitations imposed on credit hours, coursework, and transfer of credit. Procedures and online application for this type of admission are available at the Graduate School's Website. Students who have had an application to a degree program formally rejected are not eligible for nondegree status.

If a student is not eligible for consideration for admission to a degree program, the grades the student earns as a nondegree student will not make the student admissible for the degree program.

Each student taking nondegree courses through the University's programs offered at international sites must submit an official transcript (with an English translation) and a diploma showing a bachelor's degree from a U.S. regionally accredited institution (or the equivalent for an international applicant).

Nondegree students are not permitted to hold graduate assistantships. Nondegree students may not be eligible for federal financial aid and loan programs. For more information, contact the Office of Student Financial Aid, Box 870162, Tuscaloosa, AL, 35487-0162 ; telephone 205-348-6756.

Admission of International Students

Applicants who are citizens of countries other than the United States are welcome at The University of Alabama. Highly qualified students from around the world have been extremely successful in our graduate programs, and the contributions made by our international students in the areas of teaching, research, and general cultural enrichment have been great. Standards for admission and financial aid are extremely competitive, ensuring academic excellence.

Interested students should visit our online application center to apply electronically. Applicants with restrictions that prevent the use of our online application should contact the Graduate School, Box 870118, Tuscaloosa, AL 35487-0118, U.S.A, email gradschool@ua.edu. The request should contain information on the student's citizenship, formal academic preparation, English language ability, standardized test scores, financial situation, proposed major, and date of entry.

The fall semester begins in August and is considered the beginning of the academic year, and international students are strongly advised to plan to begin their studies then. Many of our departments and programs will consider applications for the spring semester, which starts in January, but fewer openings for new students are available at that time.

The University of Alabama recognizes that, to be accurately evaluated, applications from international students require more time and more supporting information than do domestic applications. For this reason, international applicants applying from outside the U.S. are encouraged to have complete applications, with all supporting documents, at least 180 days before the beginning of the semester for which application is made. All applications must be complete at least 120 days before the beginning of the semester for which application is made. Some departments have earlier deadlines; applicants should contact the departments in which they are interested to obtain information about department deadlines and other requirements. The student whose application is completed well in advance of our deadlines is more likely to be admitted and to receive admission and immigration materials in time to make travel arrangements.

Each international application must hold the equivalent of a U.S. four-year bachelor's degree from an accredited institution to be eligible for graduate admission. While individual departments may have more stringent requirements, bachelor degrees from Bologna Accord-certified institutions are considered to meet this criterion.

Non-native speakers are required to submit TOEFL, IELTS, or PTE scores unless they meet at least one of the following criteria: 1) at the time of initial enrollment, they will hold a degree from a U.S. institution or an institution in one of the English speaking countries or regions listed below; 2) at the time of initial enrollment, they will have been enrolled in coursework for at least two years at a U.S. institution or an institution in one of the English-speaking countries or regions listed below; 3) they are a citizen or legal resident of one of the English-speaking countries or regions listed below. The minimum score for admission to a degree program or for nondegree admission is 79 on the TOEFL iBT. The minimum IELTS score for admission to a degree program or for non-degree admission is 6.5. The PTE minimum score for admission to a degree program or for non-degree admission is 59. In regions where the TOEFL iBT is not available, the TOEFL Paper Based Test (PBT) may be accepted. The minimum TOEFL PBT score for admission to a degree program or for non-degree admission is 59. TOEFL, IELTS, or PTE scores must be less than two years old at the time of the application. During the application process the applicant may either request that official test scores be sent directly by the testing agency or the applicant may upload unofficial test scores to the application system. If the applicant provided unofficial test scores during the application review phase, on admission the applicant must request that official test scores be sent directly to The University of Alabama Graduate School by the testing agency. Applicants to College of Education programs at off-campus sites (Bogota, Colombia; Mexico City, Mexico; Guayaquil, Ecuador; and Quito, Ecuador) who are K-12 teachers employed at international schools, are exempted from tests of English proficiency. For information on registering for the TOEFL, IELTS, and PTE visit the testing center websites or contact U.S. embassies, consulates, USIS offices, Institute of International Education offices, AMIDEAST offices, and other organizations concerned with international education.

English-Speaking Countries or Regions

American Samoa

Anguilla

Antigua

Australia

Bahamas

Barbados

Bermuda

Belize

Botswana

British Virgin Islands

Canada (except Quebec)

Cayman Islands

Christmas Islands

Cook Islands

Dominica

Falkland Islands

Federated States of Micronesia

Fiji

Gibraltar

The Gambia

Guyana

Ghana

Grenada

Guam

Hong Kong

Ireland

Jamaica

Kenya

Kiribati

Lesotho

Liberia

Malawi

Malta

Marshall Islands

Mauritius

Montserrat

Namibia

Nauru

New Zealand

Nigeria

Niue

Norfolk Island

Northern Mariana Islands

Palau

Papua New Guinea
 Pitcairn Islands
 Saint Helena
 Saint Kitts and Nevis
 Saint Lucia
 Saint Vincent and the Grenadines
 Samoa
 Sandwich Islands
 Sierra Leone
 Singapore
 Solomon Islands
 South Africa (English-speaking, i.e. not Afrikaans)
 South Georgia Islands
 Swaziland
 Tanzania
 Tonga
 Trinidad and Tobago
 Turks and Caicos Islands
 Tuvalu
 Uganda
 United States
 United Kingdom
 US Virgin Islands (St. Thomas, St. Croix, St. John)
 Zambia
 Zimbabwe

Conditional Language Admission and the Pathway to UA Program for International Graduate Students

International graduate applicants to The University of Alabama may be considered for conditional language admission if they do not meet the minimum score requirement of 79 on the TOEFL iBT, 6.5 on the IELTS, 59 on the PTE, or 59 on the TOEFL PBT. Applicants should indicate on their application if they wish to be considered for conditional language admission. Conditionally admitted students who have not yet met their conditions for admission are not permitted to hold an internally funded assistantship or fellowship.

Students admitted with conditional language admission are required to take classes in the English Language Institute (ELI) as a condition of moving into full-time academic classes. Students with an English language test score of 61-78 on the TOEFL iBT, 5.5-6.0 on the IELTS, or 44-58 on the PTE have the option of applying to the graduate Pathway to UA program. The Pathway to UA program permits students in participating departments to take classes toward their graduate degree while taking ELI classes. Students scoring below these thresholds must start in full-time ELI classes before progressing to the Pathway to UA program. As their English skills will not be reflective of their academic potential, conditionally admitted students are exempt from the admission test score (e.g. GRE/GMAT/MAT) requirements at the time of admission.

Pathway to UA Students

Depending on their English language test score, Pathway to UA students take a combination of ELI courses and graduate-level courses in their discipline (see table below). In order to meet the conditions of admission, students must complete ELI classes with a minimum GPA of 3.0 in the advanced levels (Levels 5 and 6) and graduate-level courses in their discipline with an overall GPA of at least 3.0. A student who does not meet the Pathway to UA requirements in 2 semesters (not including summer) will not be permitted to continue at The University of Alabama.

Tier 1: Pathway students with a TOEFL of 70-78, IELTS of 6.0, or a PTE of 49-53 will be initially placed in ELI level 6. Tier 1 students will spend one semester in the pathway (taking 6 credits of ELI classes and 6 credits towards the student's degree program). Upon passing tier 1 as described in the paragraph above, students proceed to full-time study in their degree program.

Tier 2: Pathway students with a TOEFL of 61-69, IELTS of 5.5, or a PTE of 44-48 will be initially placed in ELI level 5. Tier 2 pathway students will spend two semesters in the pathway. In semester 1 they will take 9 credits of ELI classes and 3 credits towards the student's degree program. Upon passing their first semester, tier 2 pathway students will progress to tier 1.

Non-Pathway Students

Conditionally admitted students who do not initially qualify for the Pathway to UA program (either based on English language test score or non-participation by their department) must enroll full-time in ELI classes. For departments participating in the Pathway to UA program, non-pathway students enter the Pathway to UA program on completion of ELI Level 4 classes with a GPA of at least 3.0. Students from departments not participating in the Pathway to UA program take only ELI classes until such time as they complete the ELI program of study with a minimum GPA of 3.0 in the advanced levels (Levels 4, 5, and 6) and/or meet the English test score requirements for regular admission. Such students will be required to take an admission test before proceeding to graduate classes if this is required for regular admission.

Other Information for International Applicants

Students whose applications to the Graduate School are approved will receive housing and health-service information, a letter of admission, and an immigration document (usually Form I-20 or DS-2019). Upon arrival in Tuscaloosa, students should report to Office of International Student and Scholar Services in order to obtain registration materials and information on the special orientation session for international students that is held prior to the beginning of each semester.

International students who are offered graduate assistantships are limited to a maximum .50 FTE (half-time) assistantship. Additional employment outside the University is not permitted.

Students are encouraged to direct any questions they may have concerning immigration, housing, or the health service to the Office of International Student and Scholar Services. Questions concerning admission procedures should be directed to the Graduate School.

Requirements and deadlines for submitting applications are subject to change; applicants should review the specific instructions on the application forms for current requirements and deadlines.

English Language Institute

The University of Alabama offers intensive English language instruction to prepare students for further academic study at colleges and universities in the United States. In addition, through the English Language Institute, the University offers the International Teaching Assistant Program (ITAP), a program that all graduate

assistants with any teaching or instructional activities who are non-native speakers of English must successfully complete before they are allowed to teach. Students are registered for the ITAP by their departments. For information about these programs please visit the English Language Institute webpage.

Graduate Admission and Internal Degree Candidacy for UA Faculty

Faculty who wish to take occasional graduate courses must register for these courses after admission to the Graduate School on a non-degree-seeking basis. To maintain university accountability, regular full-time faculty seeking admission as a degree-seeking graduate student must seek approval from their department chair and dean (which should not be unreasonably withheld), as well as the approvals required for other applicants to the same program. See the UA Faculty Handbook for details.

Accelerated Master's Program (AMP)

The Accelerated Master's Program is intended for gifted and highly motivated candidates for bachelor's degrees at The University of Alabama whose objectives include degrees at the master's or doctoral level. In participating AMP departments, with a related undergraduate and graduate program, qualified students apply to begin graduate study in their senior year. Although AMP students will typically complete the requirements for the bachelor's degree prior to the graduate degree, such a program may lead to simultaneous completion of requirements for both graduate and bachelor's degrees. New College students can participate in any of the programs listed below if they have the approval of both the director of New College and the Graduate Program director. A student may enroll in only one AMP program.

AMP students are classified as undergraduates until they complete the requirements for their undergraduate degrees, and therefore may not hold graduate assistantships until their classifications are changed to graduate status. At that time, AMP students will also become eligible for graduate fellowships and scholarships.

Applicants to the Accelerated Master's Program (AMP) are not required to submit an admission test score except in the following cases: 1) AMP programs in the Manderson Graduate School of Business (with the exception of Marketing); 2) AMP programs leading to a Geography master's, and 3) AMP programs in the College of Education.

Any department that offers a graduate program may, with the approval of the dean of the Graduate School, participate in AMP. The following programs currently are approved to participate in AMP.

Department	Undergraduate Major	Graduate Program	Dual-counted Hours	Minimum Overall GPA for Admission	Length for Completion (Years)
Advertising and Public Relations	BA Advertising, BA Public Relations	MA Advertising and Public Relations	12	3.3	5
Aerospace Engineering and Mechanics	BS Aerospace Engineering	MS Aerospace Engineering and Mechanics	12	3.3	5
Aerospace Engineering and Mechanics	BS Mechanical Engineering	MS Aerospace Engineering and Mechanics	9	3.3	5
American Studies	BA American Studies	MA American Studies	15	3.3	5
Anthropology	BA Anthropology	MA Anthropology	15	3.75 (3.3 in exceptional cases)	5
Art and Art History	BA Art History	MA Art History	15	3.3	5
Biological Sciences	BS Biology	MA Biological Sciences	15	3.3	5
Biological Sciences	BS Biology	MS Biology	15	3.3	5
Chemical and Biological Engineering	BS Chemical Engineering	MS Chemical Engineering	15	3.3	5
Chemical and Biological Engineering	BS Chemical Engineering	PhD Chemical Engineering	15	3.3	7
Chemistry and Biochemistry	BS Chemistry	MS Chemistry	15	3.5	5

Seniors at The University of Alabama Taking Graduate Credit

A senior at The University of Alabama who has completed no fewer than 90 hours and has earned at least a 3.0 GPA overall may petition to take graduate courses. Permission to take a particular course is granted based on approval by the instructor, the instructor's department chairperson, the dean of the student's division, and the graduate dean. The total course load for an undergraduate taking graduate courses should not exceed 15 hours per semester. A senior may accumulate no more than 9 hours of graduate credit. With the exception of seniors officially admitted to the Accelerated Master's Program, graduate courses taken by a senior may be applied to either graduate or undergraduate credit - but not both. Please note that the College of Education does not permit graduate credit taken as an undergraduate to count toward a degree.

Civil, Construction, and Environmental Engineering	BS Civil Engineering	MS Civil Engineering	9	3.3	5
Civil, Construction, and Environmental Engineering	BS Environmental Engineering	MS Environmental Engineering	9	3.3	5
Communication Studies	BA Communication Studies	MA Communication Studies	10	3.3	5
Computer Science	BS Computer Science	MS Computer Science	12	3.3	5
Consumer Sciences	BS Consumer Sciences	MS Consumer Sciences	15	3.3	5
Criminology and Criminal Justice	BA Criminology and Criminal Justice	MS Criminology and Criminal Justice	9	3.3	5
Curriculum and Instruction	BS Mathematics (Mathematics Education Concentration)	MA Secondary Education	15	3.3	5
Economics, Finance and Legal Studies	BA Economics, BS Economics	MA Economics	12	3.3	5
Economics, Finance and Legal Studies	BS Economics	MS Finance	12	3.3	5
Economics, Finance and Legal Studies	BS Finance	MS Finance	12	3.3	5
Economics, Finance and Legal Studies	BS Finance	MA Economics	12	3.3	5
Electrical and Computer Engineering	BS Electrical Engineering	MS Electrical Engineering	6	3.3	5
English	BA English	MA English	15	3.5	5
Geography	BS Environmental Science	MS Geography	15	3.5	5
Geography	BA Geography	MS Geography	15	3.5	5
Geography	BS Geography	MS Geography	15	3.5	5
Geological Sciences	BS Geology	MS Geology	15	3.5	5
Health Science	BS Athletic Training	MA Health Studies	15	3.5	5
Health Science	BS Public Health	MPH Health Education and Promotion	15	3.3 (3.5 in public health courses)	5
History	BA History	MA History	15	3.75	5
Human Development and Family Studies	BS Human Development and Family Studies	MS Human Development and Family Studies	15	3.3	5
Human Nutrition and Hospitality Management	BS Food and Nutrition	MS Human Nutrition	15	3.5	5
Human Nutrition and Hospitality Management	BS Hospitality Management	MS Hospitality Management	15	3.3	5
Information Systems, Statistics and Management Science	BS Mathematics (Statistics and Optimization Concentration)	MS Applied Statistics	12	3.3	5
Information Systems, Statistics and Management	BS Management Information Systems	MS Management Information Systems	15	3.3	5
Information Systems, Statistics and Management Science	BS Operations Management	MS Operations Management	15 (12 for the Enterprise Integration focused area of study)	3.4	5
Journalism and Creative Media	BA News Media, BA Creative Media	MA Journalism	12	3.5	5

Management	BS Management	MA Management	12	3.3 (3.5 in Management Courses)	5
Marketing	BS Marketing	MS Marketing	15	3.3 (3.5 in marketing classes)	5
Mathematics	BS Mathematics	MA Mathematics	15	3.75	5
Mechanical Engineering	BS Aerospace Engineering and Mechanics	MS Mechanical Engineering	6	3.3	5
Mechanical Engineering	BS Mechanical Engineering	MS Mechanical Engineering	9	3.3	5
Mechanical Engineering	BS Mechanical Engineering	PhD Mechanical Engineering	9	3.3	7
Metallurgical and Materials Engineering	BS Metallurgical Engineering	MS Metallurgical Engineering	9	3.3	5
Modern Languages and Classics	BA Foreign Languages and Literature (German Track)	MA German	12	3.3	5
Modern Languages and Classics	BA Foreign Languages and Literature (French Track)	MA Romance Languages - French	12	3.3	5
Modern Languages and Classics	BA Spanish	MA Romance Languages - Spanish	12	3.3	5
Physics and Astronomy	BS Physics	MS Physics	12	3.75	5
Political Science	BA Political Science	MA Political Science	15	3.75	5
Political Science	BA Political Science	MPA Public Administration	15	3.75	5

Students may start the AMP program once they have earned 90 or more undergraduate hours. Typically, this would mean that an AMP student will apply to the Graduate School in the final semester of their junior year. Once admitted, an AMP student is approved to take up to 15 hours of graduate courses that will count towards both the bachelor's and graduate degrees. At the time of application they must have overall undergraduate GPAs of not less than 3.3 in all courses (or higher if required by their program). Many programs require a higher GPA for admission and/or do not permit the full 15 hours to dual-count (see table). Permission to take graduate courses will be granted by the Graduate School if the student has met the criteria above as well as other minimum requirements for graduate admission. Upon admission to the Graduate School, an AMP student will begin a program of study leading to the master's or doctoral degree, as approved by his or her department and by the dean of the Graduate School. It is advised that prospective AMP students meet with the Graduate Program director for their prospective AMP program at the beginning of their junior year. Programs may have specific coursework requirements and graduate class prerequisites for which an AMP student must be prepared.

Application

Required Materials for All Applicants

Please apply online for graduate study at the Graduate School's website. Interested persons with restrictions that prevent the use of our online application or who have questions about applications should contact The University of Alabama, Graduate School, Box 870118, Tuscaloosa, AL 35487-0118; telephone 205-348-5921 or 1-877-UAGRADS; fax (205) 348-0400; or email gradschool@ua.edu.

All applicants, including U.S. citizens, permanent residents, and international applicants, must submit the following materials to the Graduate School using the online application:

- Applicant data sheet and statement of purpose
- One unofficial transcript from each U.S. or international institution of higher education (including community colleges) at which 15 or more credit hours have been completed. If the applicant is admitted, they will not be permitted to register for classes until the Graduate School receives **official** copies submitted directly by the issuing institution.
- Official or unofficial admissions test scores that are less than five years old (if required by the department; see "Admissions

Examination Criteria (p. 7)" for departments that do not require a test). If unofficial test scores were submitted during the application process, official scores must be sent directly from the testing agency on admission

- The application fee is \$65 for U.S. citizens and permanent residents and \$80 for international applicants, payable online. Application fees are non-refundable.
- Three letters of recommendation. Each applicant must have a letter of reference from at least one professor in
 - a. his or her undergraduate major, or
 - b. the proposed field of graduate study, if any courses have been taken in either area within the last five years
- Additional application materials (e.g., portfolios, writing samples, responses to essay questions, etc.) required by individual departments. Applicants should contact departments directly for more information and visit 'Manage Supporting Documents' for a list of documents that may currently be uploaded.

All of the above materials must be received by the Graduate School before an application will be considered. To ensure that no materials are missing, applicants should periodically check the status of their applications online.

Application may be made to only two programs at a time, and at no time may a student be enrolled in more than two programs. A person holding a bachelor's degree from a U.S. regionally accredited institution (or the foreign equivalent for an international applicant) is eligible for consideration for admission to the Graduate School of The University of Alabama. Seniors who have completed at least 90 undergraduate credits at regionally accredited institutions are also eligible to apply.

If a student applies but does not complete any coursework within 12 months of the requested entrance date, a new application and an accompanying appropriate fee must be submitted.

Additional Materials for International Applicants

International applicants may be required to submit the results of an English proficiency exam. Please see the admission criteria (p. 7) section of this catalog for more details.

International applicants must submit one certified copy in the native language along with certified precise word-for-word English translations of all transcripts, diplomas, and certificates of degree. To be acceptable, transcript and diploma copies must be certified by the issuing institution. Notary copies are **not** acceptable. Documents should be received in official sealed university envelopes.

Application Deadlines

To ensure adequate time for review, applications must be completed at least six weeks before the desired date of registration. International applicants are encouraged to have completed applications (including all supporting materials) at least 6 to 8 months in advance of the desired term of enrollment. International applicants must have completed applications no later than four months prior to expected enrollment. However, many departments establish earlier deadlines for receipt of application materials. (Applicants should contact their proposed departments for deadline information.) In those cases, completed applications must be in the Graduate School six weeks prior to the departmental deadline. Requirements and deadlines for submitting applications are subject to change; applicants should review the specific instructions on the application forms for current requirements and deadlines.

Alabama Residency Status

Questions regarding resident and nonresident status should be directed to the Office of the University Registrar.

Immunizations

New Tuscaloosa campus students who were born after January 1957 are required to provide proof of immunization against measles, mumps, and rubella (MMR) and other diseases before being officially enrolled at The University of Alabama. For students without proof of all required immunizations, the Student Health Center may block registration. New students are encouraged to complete a medical history form, which may be obtained from the Student Health Center.

Change of Degree

All students pursuing a higher degree level (ie. MA to PhD) will be required to submit new applications. Students pursuing doctorates in the College of Education should consult the College of Education section of this catalog for additional requirements.

Application Fees

A nonrefundable application fee must accompany each new application for admission before it will be processed. Credit card payments may be made with online applications at the Graduate School's website. If a student applies but does not complete any coursework within 12 months of the requested entrance date, a new application and an accompanying appropriate fee must be submitted.

Number of Applications

Application may be made to up to two programs at a time. If a student applies to two programs, he or she must submit two separate and complete sets of application materials (applicant data sheet, statement of purpose, letters of recommendation, transcripts) and two application fees. Each set of application materials must clearly identify the program to which the applicant is applying.

Continuous Dissertation Registration for Doctoral Students

Once a student has met the requirements for admission to candidacy, received approval for the dissertation/document/project research proposal, or initiated enrollment in 699 (dissertation/document research) or 739 (project research), the student must pursue completion of the dissertation/document/project without interruption by enrolling each fall and spring semester of the academic year.

-PhD and EdD students are required to register for a minimum of 3 hours each semester.

-DMA and DNP students are required to register for a minimum of 1 hour each semester.

Summer enrollment is **expected** if the student is working on the dissertation/document/project and using any University facilities or resources, including faculty time. The only time summer registration is **required** for dissertation/document/project research is when a doctoral student is graduating in August or defending the dissertation/document/project during the summer semester. This is true whether or not the student has formally submitted an **Application for Admission to Candidacy and Plan of Study**.

PhD students must complete a minimum of 24 hours of dissertation research credits but must maintain continuous enrollment until degree completion.

EdD students must complete a minimum of 12 dissertation research credits upon but must maintain continuous enrollment until degree completion.

DMA students must complete a minimum of 4 hours of document research rather and may register for one hour of document research during a semester but must maintain continuous enrollment until degree completion.

DNP Students must complete a minimum of 7 hours of project research and may register for one hour of project research during a semester and must maintain continuous enrollment until degree completion.

The amount of dissertation/document/project research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Course-Numbering System

All courses taken for graduate-level credit must be taught by a member of the Graduate faculty.

Courses numbered 400–499 are primarily for advanced undergraduate students. Courses numbered 500–599 are primarily at the master's level. Courses numbered 600–799 are primarily at the doctoral level.

As noted in the section on “400-Level Courses for Master’s Credit,” a maximum of six semester hours of 400-level course credit may be accepted for a master’s degree program if approval has been obtained from the department and the Graduate School in the semester **prior to taking the 400-level coursework.**

Graduate courses may be cross-listed in accordance with the University’s Cross-Listing Guidelines.

Degree Requirements

The Graduate School reserves the right to change any provision or requirement at any time in order to fulfill its educational mission and exercise its educational responsibility. Refer to the Graduate School catalog and department website for all master’s and doctoral degree program requirements and the academic forms needed for degree completion.

The general requirements for advanced degrees are set out under the tabs above. Special divisional (i.e., college and school) and departmental requirements are given in the sections dealing with the respective divisions and departments. Each student must assume full responsibility for understanding both the general and special requirements of the division and department in which the student pursues his or her major work.

Master's Degrees

The primary purpose of master’s degree programs is to provide students with subject matter at an advanced level in their fields of study. Master’s degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master’s programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master’s degree:

Plan I. Candidates for the master’s degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master’s degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or “capstone experience” as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student’s program at the master’s level must provide sufficient association with the resident faculty to permit individual evaluation of the student’s capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master’s degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student’s advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a ‘B’ average on all graduate work attempted. Only courses in

which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate

member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire

examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee

members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and

summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Educational Specialist Degrees

The Educational Specialist degree (EdS) is offered in some departments of the College of Education that offer doctoral degrees. Students interested in the EdS degree should contact the department involved regarding availability of the degree.

The EdS degree normally is granted at the end of the sixth year of collegiate study and falls in time between the master's degree and the doctorate, although it is not viewed as intermediate between the master's and doctoral degrees. In the College of Education, some EdS degrees lead to a teaching certification for P-12 education fields. In some teaching fields, the purpose of the degree is to prepare undergraduate-college teachers, especially those who will be employed in junior colleges, small private and state colleges, and the group of colleges labeled as 'developing' institutions. The primary goals of the EdS degree are teaching and acquiring professional proficiency.

Because the purposes of the EdS degree may differ from those of either the EdD or PhD, credit earned in an EdS program is not automatically transferable to a doctoral program. Instead, if a holder of an EdS degree enters a doctoral program at a later date, the doctoral advisory committee will decide how much of the credit earned in the EdS program will be counted toward the doctorate.

Program Requirements

The EdS degree requires a minimum of 30 semester hours of study beyond the master's degree. (Students completing an EdS program and also expecting to receive an Alabama Class AA certificate for service in the public schools must complete a minimum of 30 semester hours and achieve a minimum 3.5 GPA on all work attempted.) Generally, the following requirements will hold for the degree:

- If a student enters a program with a master's degree in the same field, a minimum of 12 additional semester hours in the teaching field must be taken as part of the 30-hour total. Some departments may require more than these minimums.
- Since one of the goals of the EdS degree is to prepare undergraduate-college teachers, certain courses in higher education may be necessary, if required by the major department. A faculty advisor in the program in higher education administration will advise students on the appropriate courses to complete this requirement.
- Candidates for the EdS degree will be required to complete all coursework at the 500 and 600 levels.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from

any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript of the credit concerned, well in advance of the final semester and typically before or at the time of advancement to candidacy.

The greater of 12 semester hours or 25 percent of appropriate post-master's-degree credit, earned through a regionally accredited institution approved to offer graduate programs beyond the master's level in the field of study where the credits were earned, may be transferred to apply toward an EdS degree. To be considered for transfer, credit must have been completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded.

Previous and appropriate post-master's-degree credit earned at The University of Alabama before a student applies for admission to the EdS program can be applied toward the EdS degree, provided it meets the program requirements of the particular department and the time limitation stated above.

Please note that some departments allow fewer than 9 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience and so forth.

A student in his or her last semester of work toward the master's degree who does not need a full course load to complete the course requirements of his or her master's program may register for work toward the EdS degree, in the amount needed to complete full registration loads.

Residency Requirement

A student's program at the EdS level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Time Limit

All requirements for the EdS degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision at the EdS level for a time limit extension beyond 6 years.

Plan of Study

A standard form for an EdS plan of study is available in each department. Because each department or program participating in the EdS degree has established a framework of requirements for the degree that indicates

the general structure of its program. At or before initial registration, each student develops a formal plan of study for the degree, designating all courses he or she plans to take in the program. In reaching decisions, the student should consult with the program director. The student will file a completed plan of study with the program director who, upon approving the plan, will distribute a copy to the student and retain one copy for departmental files.

A plan of study may be amended at any time using appropriate forms and following the procedure described above. Until formal approval of an amended plan of study is made, the original or current modification of the plan will be in effect.

Admission to Candidacy

As noted above, the EdS Plan of Study is available in the College of Education and must be approved by the Graduate School before the student can be admitted to candidacy for the EdS degree. Thus, it is best to complete the plan of study by the end of the first or second semester of coursework.

Each EdS student completes the Admission to Candidacy for the EdS Degree application form and submits it to the Graduate School along with the approved Plan of Study.

Examinations

In addition to the regular course examinations, a final comprehensive examination is required. The examination may be written or oral or both, at the discretion of the major department. No candidate is eligible for the final examination until approved by the appropriate program director. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

The examination will be prepared and conducted by a committee of at least three members of the UA graduate faculty, including the program director in the major area of study and a designee (or two or more people from the major area of study, designated by the program director) and the program director (or a designee) from the minor field of study, if one has been included in a program. Committees will be appointed by the dean of the Graduate School on request of the major program director. Each candidate must be judged by the major department to have completed the examination(s) satisfactorily.

If a candidate receives failing marks in both the minor area of study and the professional education field, the candidate will be judged to have failed the examination. If a candidate fails either the minor examination or the professional education examination, the committee as a whole will reach a decision about the satisfactory or unsatisfactory nature of the candidate's performance on the examination. If a candidate does not have a minor field, the committee members will meet to reach a decision in the event the student fails the professional education examination.

All written examinations will be kept on file by the program directors for five years following the date of the examination, and students will have the right to confer with their program directors regarding the strengths and weaknesses shown on the examinations.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the

oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member

of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Application for Graduation

Each candidate for an educational specialist degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as

independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See *Interdisciplinary Studies (IDS)* (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music.

Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the

department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.*
 - b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
 - c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
 - d. The Field-Related Employment Since Earning Mater's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course

hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice.

Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part

of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.

- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
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By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
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After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
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After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3
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'Completed' means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.

² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance

- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human

Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

"Completed" means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Joint, Cooperative and Shared Graduate Programs

To use the educational resources of the state more effectively and to prevent excessive duplication of graduate programs, The University of Alabama, the University of Alabama at Birmingham, and the University of Alabama in Huntsville have agreed to the establishment of several joint, cooperative, and shared graduate programs. (These three terms

are defined by the Alabama Commission on Higher Education). Inquiries regarding these types of programs available at The University of Alabama should be directed to specific departments and to the admissions staff of the Graduate School of The University of Alabama.

Records Maintenance and Disposition Application Materials

For many years, The University of Alabama has subscribed to the ethical principles for confidentiality of records of the American Association of Collegiate Registrars and Admissions Officers. Following passage of the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), the University established policies and procedures for implementation of that legislation. The policy statement is available upon request in the Office of Academic Records and University Registrar and is published online at the University Registrar's website.

All application materials and records, including academic records from other institutions, become the property of The University of Alabama and may not be returned to the applicant or forwarded to other institutions.

The admission credentials and application materials of applicants will be retained for 12 months following the requested entrance date, after which time reapplication must be made. This includes applicants who do not register for courses at the time for which they have been admitted, applicants who have been rejected, applicants who do not respond to requests for additional information, and applicants whose applications are not completed with respect to supporting credentials.

Transcripts and other Academic Records

Official transcripts are issued and sent by the Office of the University Registrar to recognized institutions and agencies that require such documents. Transcripts can be requested at the University Registrar's website. The Graduate School maintains other academic records of graduate students during the course of their graduate study, and for a period of 5 years following the last term of enrollment.

Registration and Assistantships

General Requirements

Any graduate student using the assistance of a faculty member or any facility of The University of Alabama in relation to a degree program must be registered in an appropriate course reflecting that activity. This includes such activities as coursework, thesis and dissertation advising and reading, comprehensive examinations, and other degree requirements. Registration in courses numbered 599 (Thesis Research), 699 (Dissertation Research), 598 (Non-Thesis Research), and 698 (Non-Dissertation Research) may be repeated.

Prerequisites

If the student's undergraduate preparation in either the major or minor subject is considered inadequate, certain preliminary (undergraduate and/or graduate) courses will be prescribed by the department or school concerned. These courses become prerequisites and do not carry graduate credit. The required prerequisites must be taken, if possible, during the first semester of enrollment.

Plan of Study

The student's plan of study is determined in consultation with the chair of the major department, the graduate director, or the chairperson of the

graduate committee and is approved by that person and the dean of the Graduate School.

Course Loads

The normal course load for a fall or spring semester is 12 credit hours; the maximum course load for a semester is 15 credit hours. Full-time enrollment for graduate students is 9–15 hours per regular semester.

Students may register for a maximum of 6 semester hours in a summer term or 12 hours during an entire summer dual session. No more than 3 semester hours may be taken during the Interim session. Taking more than 12 semester hours in a summer dual term requires a petition from the department regarding the extraordinary circumstances for approval by the Graduate School. A student who is employed part-time is expected to take a reduced load. The course load of a fully employed student will be evaluated according to the individual graduate program. It is recommended that fully employed students should register in no more than one course plus thesis or dissertation research.

Failure to Register for Three Years

If a student fails to register for three consecutive years, the student must reapply for admission. If readmission is granted, previous credit earned may be out of date and therefore not applicable toward a degree. See sections titled 'Time Limits' for each degree in this catalog.

Assistantships: Admission Status, Class Hours, and FTE Level

Students with regular or conditional admission status may hold graduate assistantships. A minimum graduate GPA of 3.0 must be maintained while holding any assistantship, except during the first 12 graduate semester hours earned at UA. Students who have earned academic warning or are in non-degree status may not hold graduate assistantships of any kind.

A conditionally admitted student whose graduate GPA falls below 3.0 at any time during the conditional status will not be allowed to hold a graduate teaching assistantship until such time as the graduate GPA has increased to 3.0 or better. A student with provisional language admission status may hold only an assistantship that is externally funded through a contract or grant; he or she may not hold a permanently budgeted UA assistantship.

The FTE from **all** assistantships, plus any other on-campus employment, must be combined when determining FTE (Full-Time Equivalent) status.

Each graduate assistant must be a full-time graduate student. Full-time status for assistantships means 12 or more graduate semester hours of classes. However, the FTE level of the assistantship assignment is converted to equivalent credit hours and combined with actual class hours in order to meet the full-time requirement. A quarter-time assistantship (0.25 FTE) equates to 3 class hours and a half-time assistantship (0.50 FTE) equates to 6 class hours. This means that a student who has, for example, the typical 0.50 FTE assistantship needs to register for only 6 class hours in order to meet the full-time requirement (6 assistantship equivalent hours plus 6 actual class hours).

Overloads Involving Coursework Hours

The Graduate School must approve all overloads involving just courses when the number of course hours exceeds 15. Taking more than 15 semester hours in fall or spring semester requires a petition from the department regarding the extraordinary circumstances for approval by the Graduate School.

Overloads Involving Assistantship FTE Plus Coursework Hours

The Graduate School does not need to approve combined FTE + course hour loads that are within the table guidelines below.

The table below includes the Graduate Council's maximum recommended combinations of FTE plus course hours, as modified by the University in 2013 in accordance with Health Care Reform Act requirements. Combinations of assistantship FTE in excess of 0.50 are prohibited.

Combined FTE of All Assistantships	Recommended Range of Graduate Course Hours the Student is Taking;
.25	9-15
.50	6-12

The Graduate School continues to urge caution when considering large course loads and will continue to monitor overloads even though prior approval is not needed. We especially monitor whether academic warnings and suspensions increase and, if they do, we track the student's and department's overload history for signs of a correlation. We hope and expect that student loads will be designed intelligently to provide meaningful yet not burdensome GTA and GRA experiences, while allowing students to move efficiently through their degree programs.

Caution also is urged when considering an underload, i.e., course hours below the recommended minimum for a particular FTE level in the previous table. Under-loads risk the student's not making adequate progress toward degree completion. Under-loads typically occur only in the final semester and only to avoid taking needless extra course hours to meet the minimum number of hours normally expected for a particular FTE level.

For fall and spring semesters, a graduate student must be enrolled in classes to hold an assistantship. For Interim and/or summer, it is not required that a graduate student be enrolled in classes to hold an assistantship.

Please note that full-time status here is not the same as that required for other registration and financial situations. For example, fellowships, financial aid regulations, resident visa rules, the UA System Cooperative Exchange Program, INS and IRS regulations, and other academic policies use different status definitions with regard to full-time. For more information, please refer to the department(s) administering these other programs.

Part-Time Temporary Instructors

A graduate student employed as a part-time temporary instructor (PTTI) to teach a credit-bearing course must meet the SACS 18-hour requirement. Such PTTIs do not receive tuition waivers, must pay taxes on the income they earn as PTTIs, and must comply with Personnel Policies for Student Employees of The University of Alabama. These policies may be obtained by contacting the Human Resources Service Center or calling 205-348-7732.

Class Attendance

Graduate students are subject to the same rules regarding class attendance, the performance of assigned tasks, and course examinations as undergraduate students. Since graduate work presupposes specialization and thorough investigation, students will not be permitted to overload themselves with courses.

Continuous Registration for Doctoral Students

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated

enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research.

Summer enrollment for 699 Dissertation Research is **expected** if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is **required** for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an **Application for Admission to Candidacy and Plan of Study**.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Noncredit Experiences for Graduate Credit

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Satisfactory Academic Progress Requirements for Federal Financial Aid Recipients

All students at The University of Alabama who receive federal financial aid must make satisfactory academic progress toward completion of their degrees within a reasonable period of time. Satisfactory academic progress criteria may be obtained by contacting the Office of Student Financial Aid at 106 Student Services Center or calling 205-348-6756.

Scholastic Requirements

Many departments and programs produce manuals, procedures and policy guides, graduate student handbooks, and other publications for their students and faculty in graduate programs. These statements are designed to provide detailed and useful information; however, they are not statements of official policy of The University of Alabama. In all matters, the graduate catalog of The University of Alabama contains official policies as passed by the graduate faculty's Graduate Council and shall supersede departmental, program, or college publications.

Degree requirements and academic performance standards outlined in this section are the minimum required. Satisfying these general requirements and standards does not imply that all degree and program requirements have been met. Many departments, colleges, and schools establish additional requirements for their students. Accordingly, students may be dismissed from their programs for failure to meet departmental, college, or school standards. Such requirements are included in individual program descriptions in this catalog and/or in departmental and program manuals or policy statements. These special requirements shall not be considered in conflict with this catalog and shall have the same force as this catalog. Departmental suspension (dismissal) from a degree program also results in suspension from the Graduate School. Departmental dismissal differs from Academic Misconduct. Please view the section on Academic Misconduct (p. 7) on the Office of Academic Affairs website.

Grades and Grade Points

Graduate course grades and values appear in the table below. Graduate courses do not receive plus or minus grades.

A	4.0
B	3.0
C	2.0
D	1.0
F	0.0
I	Incomplete
N	No Grade Reported
NC	No Credit
IP	In Progress
P	Pass
W	Withdrawn
NG	Non-Graded Class

Grade Point Average (GPA)

All graduate students must earn and maintain an overall graduate grade point average (GPA) of 3.0 or better for all graduate courses undertaken at The University of Alabama. Grades below 'C' count in computing the GPA but do not carry credit toward a degree.

Grade point averages are computed on the following grades: 'A,' 'B,' 'C,' 'D,' 'F,' 'N' and 'I.' Grades of 'P,' 'W,' 'NC,' and "NG" do not calculate in the GPA. In computing the graduate GPA, an 'I' or "N" calculates in the GPA as an 'F' until replaced by the earned grade.

Transfer credit

Courses completed at other postsecondary institutions and accepted for UA graduate credit are given a grade of "P" and are not calculated in the overall graduate GPA.

Repeating a course

Regular courses (courses other than IDGR assistantships (teaching, research, etc.), thesis research, dissertation research, etc.) typically may not be repeated for graduate credit; this includes courses initially taken on an audit basis. However, a regular course that is required in a student's curriculum in which a 'D' or 'F' is earned may be repeated for credit, upon the recommendation of the major department or program area and with the approval of the Graduate School. If the student passes the course with a 'C' or better, both grades contribute to the computation of the GPA but only one may be used toward a degree.

Federal regulations limit the number of times a student may repeat a course and receive financial aid for that course. Questions about these regulations should be addressed to the Student Financial Aid Office.

Academic Standing

A graduate student must earn and maintain a cumulative GPA of 3.0 or better on all graduate work undertaken at The University of Alabama to be in good academic standing.

Permission to Continue Admission

A student admitted with Permission to Continue to the Graduate School who earns a cumulative graduate GPA of 3.0 or better after undertaking 12 semester hours of graduate coursework at The University of Alabama and satisfies any other admission conditions specified by the department or the Graduate School, will have earned good academic standing.

Failure to do so will result in Academic Suspension (dismissal) from the Graduate School. If the 12 hours are completed in a term in which the total credits exceed 12, the evaluation is made on the basis of all graduate-level work completed at the end of that term of enrollment.

Regular Admission

A graduate student with good academic standing whose GPA drops below 3.0 at any time after earning 12 semester hours will have earned Academic Warning.

Students who have earned academic warning or are in non-degree status may not hold graduate assistantships.

“I” and “N” grades

All “I” and “N” grades must be removed within the first four weeks of the next term of enrollment if the overall GPA drops below a 3.0 as a result of the “I” or “N” grade(s).

Students admitted with Permission to Continue who fail to bring their overall GPA up to a 3.0 or better by removing the ‘I’ or ‘N’ within the four weeks will earn Academic Suspension (dismissal) from the Graduate School.

Regularly admitted students who are in good academic standing who fail to bring their overall GPA back up to 3.0 or better by removing the ‘I’ and ‘N’ grade(s) within the four weeks will earn an Academic Warning.

Academic Warning

A student placed on Academic Warning has the next 12 hours of graduate work to raise the overall graduate GPA to 3.0 or better. The overall graduate GPA after the next 12 hours following academic warning must be at least 3.0 to avoid Academic Suspension (dismissal) from the Graduate School.

A department may dismiss a student from a degree program if there is unsatisfactory academic or other progress toward completion of the degree. As noted above, such departmental dismissal also results in suspension from the Graduate School. For additional details see Degree Requirements (p. 17) in this Catalog. Students who are suspended may not attend class or enroll in any form of distance learning courses.

Students are encouraged to use the time of the suspension in ways that assist their academic progress. Students may study in order to finish courses in which they have earned incomplete (‘I’) or no grade (‘N’) and may work with faculty members in this process. Students also may address other non-academic problems that have impeded their progress.

Please note that academic dismissal from the department or Graduate School differs from dismissal for academic misconduct. Academic misconduct results in dismissal from the University. The Academic Misconduct policy may be found at the Provost’s website.

Academic Suspension

A student placed on Academic Suspension will not be permitted to take any graduate level coursework unless they have been reinstated to the program or readmitted to a new degree program.

Readmission

A person seeking readmission to the Graduate School to pursue a program of study different from the one from which the person was suspended can initiate consideration for readmission by completing an application for admission in the Graduate School and communicating with the academic unit of the new program.

The graduate faculty of the new academic unit will consider the request for readmission upon receipt of the new application, will identify in

a written request to the dean of the Graduate School the compelling reasons for readmission to the Graduate School, and will state the conditions required of the student upon readmission if readmission is granted by the dean of the Graduate School. If readmission is granted, specific conditions of the readmission will be stipulated in the readmission letter to the student.

Students readmitted to the Graduate School following suspension, may **not** hold a graduate assistantship until **all** conditions have been met for the readmission.

Reinstatement

A person seeking reinstatement to the same degree program after being suspended from the Graduate School can initiate consideration for reinstatement by communicating with the academic department or program from which the person was dismissed.

The graduate faculty of the academic unit will consider the request for reinstatement and, if the faculty request reinstatement, they will identify in a written request to the dean of the Graduate School the compelling reasons for reinstatement and the conditions required of the student if reinstatement is granted by the dean of the Graduate School.

Students reinstated to the Graduate School following suspension, may **not** hold a graduate assistantship until **all** conditions have been met for the reinstatement.

Clinical Components and Dismissal

In graduate programs that include clinical components, practicum experiences, internships, or other similar program requirements, each student’s effectiveness will be given a broad-based evaluation by faculty and supervisors. Final decisions will be based on factors such as course grades, demonstrated clinical competence, personality factors, and relevant test scores. Many programs establish additional academic and/or professional requirements for their students. Failure to meet program requirements for academic progress and/or clinical components may result in the student’s being dismissed from the program. Dismissal from a degree program also results in suspension (dismissal) from the Graduate School.

Graduation Requirements

Grade Point Average (GPA)

Each student must earn and maintain an overall graduate GPA of 3.0 or better for all graduate courses undertaken at The University of Alabama. Grades below ‘C’ are counted in computing scholastic averages, but they do not carry credit toward a degree.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master’s degree program, and only if approved by the department and Graduate School prior to the semester in which the 400-level coursework will be taken. All of the conditions below must be met:

No 400-level credit (except the 6 hours accepted toward the master’s degree) may be accepted for doctoral degree programs. Under no circumstances will coursework below the 400 level be accepted for graduate credit. Master’s students may use no more than 6 hours of 400-level courses for graduate credit.

For more information, please see the 400 Level Courses for Master’s Credit (p. 7) in the Academic Policies section of the catalog.

Pass/Fail Courses

A maximum of 20 percent of a graduate student's required course credit may be taken on a "pass/fail" basis. Each graduate level course is either "letter grade" or "pass/fail" in the system at the time the student registers for the course. Graduate students are not permitted to change a course registration from "letter grade" to "pass/fail" or vice versa. Departments may request a change in how a course is graded for future semesters, through the submission of a course change request in the online Course Inventory Management (CourseLeaf) system.

Withdrawals and Leave of Absence

Withdrawal from a Course

A graduate student who desires to withdraw from a course may do so, with the approval of the student's advisor or department head, during the period allowed for dropping a class. It is the student's responsibility to review the UA Academic Calendar for the specific date by which one may drop a course.

No notation of courses attempted will be made on the permanent record of a student who withdraws from the University by the last day to add classes in a particular semester. After that, the withdrawal from a course will be noted on the student's permanent record. It is the student's responsibility to consult the Academic Calendar for the specific date by which one may withdraw without receiving a grade notation. From the end of that period until the end of the tenth week of a regular semester or the equivalent in a five-week summer session or three-week Interim session, a student may withdraw from a course, and a grade of 'W' will be assigned. Graduate students are not permitted to drop a course after the tenth week.

In extraordinary circumstances beyond the student's control, a student may petition the department chair to drop a course after the tenth week of class. If the department chair agrees that there are extraordinary circumstances and supports the petition, it is forwarded to the college dean. If the college dean supports the petition, it is sent to the Graduate School for approval. After the tenth week, the student's academic status at the time of the withdrawal will be noted on the record ('W' for courses passing, 'F' for courses failing).

Withdrawal from a course may affect several elements linked to registration and class loads, including (but not limited to) graduate fellowships, assistantships, tuition awards, financial aid, withholding taxes, etc. Before dropping a course, the student should contact all aspects of enrollment that may be affected.

Withdrawal from All Courses (Withdrawal from the University)

A graduate student may withdraw from the University (i.e., withdraw from all courses in the semester), either for non-medical or medical reasons, as long as this is done prior to the last day of classes. The first thing a student considering withdrawal should do is to consult with his or her academic advisor.

It is the student's responsibility to initiate a withdrawal through myBama and provide the information necessary to complete the withdrawal process. Academic Bankruptcy (described in the Undergraduate Catalog) is not available to graduate students.

Withdrawal from the University requires approval from the Office of the University Registrar (206 Student Services Center) and dean of the Graduate School.

Please visit <https://studentaccounts.ua.edu/withdrawal-from-the-university/> for more information about the financial effects of withdrawing, including information on how federal financial aid, loans, and scholarships may be affected.

Leave of Absence

Under compelling circumstances beyond the student's control, a graduate student may request that the department petition the Graduate School with the rationale for granting a leave of absence. If granted by the Graduate School, a leave of absence will cover one or more upcoming semesters rather than any prior semester(s). A leave of absence is not a method of avoiding continuous registration requirements, and it *does not* lengthen the time limit. When a student returns from a leave of absence, the Graduate School must be notified and will work with the department and student to determine the number of semesters remaining on the time limit and the degree requirements that remain.

Military Leave

The University complies with laws concerning readmission of service members.

A student who has been admitted to or enrolled in The University of Alabama Graduate School may ask for a military leave to fulfill a U.S. military obligation. The student should notify the dean of the Graduate School of a call to military service and provide documentation. Upon return from military service, the student also should notify the dean of the Graduate School of the intent to return to graduate school and provide documentation of honorable discharge.

A student called to active military duty, unless dishonorably discharged, and eligible for readmission as defined by law, will receive an extension of the degree time limit equal to the term of eligible service, with a cap on the number of years in the extension. The extension is subject to the 5-year limit as applicable to readmission provisions in the Higher Education Opportunity Act of 2008 (Section 484C of the HEA) and implementing regulations in 34 CFR Section 668.18.

Medical Withdrawal and Return to Campus

Policy

The Medical Withdrawal and Return to Campus policy of The University of Alabama establishes procedures to follow when a student suffers from a physical, emotional, or psychological condition that significantly impairs the student's ability to function successfully or safely as a student. The policy is primarily administered by the University's Student Health Center (SHC) according to the procedures described below.

Eligibility

Medical Withdrawals are voluntary. Eligibility for Medical Withdrawal is limited to students who have not taken a final exam or otherwise completed coursework for a final grade. The SHC shall request documentation from the dean of the division in which the student is enrolled to verify that the student either took no final exam(s) or otherwise completed coursework for a final grade for the semester/term in question; in addition, students are expected to affirm these conditions at the time of the request. Falsely attesting to the eligibility on the *Student Request for Medical Withdrawal* form is a violation of the Code of Student

Conduct and may result in the revocation of a Medical Withdrawal and/or referral to the Office of Student Conduct.

Academic Impact

Medical Withdrawal, when approved, withdraws a student from all courses for a given semester/term. Students are not allowed to medically withdraw from individual courses. The only exception to this policy occurs when parts of a term within a semester have unique start and end dates. For example the summer semester at UA includes four separate parts (Interim Term, Summer I, Summer II, and full Summer Term). It would be possible, if approved, for a student to complete coursework in Summer I and to medically withdraw from Summer II. In this example, the student would not be medically withdrawn from the entire summer semester, but rather only from all courses for the Summer II.

Procedures

After appropriate SHC personnel have deemed a Medical Withdrawal request eligible for consideration, a designated SHC physician handles all Medical Withdrawal decisions on behalf of the University. The designated SHC physician, on behalf of the University and, where appropriate, in consultation with relevant University personnel, will conduct an individualized assessment of the student's situation before deciding to approve or deny the request and determining the effective date of the withdrawal. The effective date will be determined based on the circumstances associated with the student's participation at UA and the medically related documentation. The designated physician's decisions regarding Medical Withdrawal are final with no appeal rights. If approved, the SHC will notify the student and the Office of the University Registrar. Upon notification by the SHC, the University Registrar shall process the withdrawal and notify the student. If the request is denied, the SHC shall notify the student.

Medical Withdrawal Documentation

1. A student **must** fully and accurately complete the *Student Request for Medical Withdrawal* form (available at www.shc.ua.edu) and send the completed form by fax (205-348-7174), email (medwithdrawal@ua.edu) or if there is time by mail to The Student Health Center, Medical Withdrawal, 750 Peter Bryce Boulevard, Tuscaloosa, AL 35401.
2. A student **must** have a licensed medical provider (physician, nurse practitioner, or mental health professional) submit a completed *Licensed Provider Recommendation for Medical Withdrawal* form (available at www.shc.ua.edu) by fax (205-348-7174), email (medwithdrawal@ua.edu) or if there is time by mail to The Student Health Center, Medical Withdrawal, 750 Peter Bryce Boulevard, Tuscaloosa, AL 35401. The licensed medical provider shall be the one who is currently treating the student for the condition(s) prompting the withdrawal request and is responsible for obtaining permission from the student to provide the documentation and to discuss the medical conditions, if needed, with the appropriate University personnel. If the University, in its sole discretion, determines that an extraordinary or emergency situation exists, alternative documentation may be requested and considered.
3. A student **may** also attach to the student request form any further supportive documentation from faculty teaching the student's currently enrolled courses, or if to support a retroactive withdrawal, from faculty who taught the student for the semester/term for which the withdrawal is requested.
4. In the event that the student's medical condition so incapacitates the student that the student cannot act on his or her own behalf, the

student's parent or legal guardian should contact the Student Health Center at 205-348-7164 for further guidance.

Types of Medical Withdrawals

1. Regular Medical Withdrawal, within the current semester/term. A timely regular Medical Withdrawal request must be made before the close of business on the last day of classes of the semester in question. A timely withdrawal for the current semester requires a *Student Request for Medical Withdrawal* form submitted by the student and the *Licensed Provider Recommendation for Medical Withdrawal* form submitted by a licensed practitioner (forms available at www.shc.ua.edu). The student is encouraged to begin the medical withdrawal request process as soon as it becomes evident that a physical, emotional, or psychological condition significantly impairs the ability to function successfully or safely as a student. The designated SHC physician shall determine the effective date for the medical withdrawal based on the circumstances associated with the student's participation at UA and medically related documentation. An approved Regular Medical Withdrawal requires the submission of the *Licensed Provider Return to Campus (Medical Clearance) form* as described below in the section Return to the University Following Medical Withdrawal as well as its approval by the SHC-designated physician.

2. Retroactive Medical Withdrawal. A timely withdrawal for a previous semester must be made within sixty (60) calendar days of the last day of classes for the semester/term for which the withdrawal is requested. The student must submit the *Student Request for Medical Withdrawal* form and the *Licensed Provider Recommendation for Medical Withdrawal* form (forms available at www.shc.ua.edu). For all approved Retroactive Medical Withdrawals, the effective date shall be the last day of classes for the semester/term in question. Also, if a student is seeking a retroactive medical withdrawal and is currently enrolled or intending to be enrolled or registered for an upcoming semester or term, then the student must also submit with the *Licensed Provider Recommendation for Medical Withdrawal* form a *Licensed Provider Return to Campus (Medical Clearance) form*. Failure to submit the *Return to Campus* form at the same time as the request for retroactive withdrawal will prevent the student's request for retroactive medical withdrawal from being considered. Further, if such a student's medical withdrawal is granted, but the submitted return to campus materials are insufficient to allow a return, the student will have the option to (1) retract the request for a retroactive Medical Withdrawal and remain registered/enrolled or (2) take a Medical Withdrawal for the previous and current semester or term in which they are enrolled. If the student selects the latter option, the student will still have to submit and have approved additional *Return to Campus* paperwork before being eligible to seek re-enrollment.

Medical Withdrawal Requests submitted outside of the semester in question, and beyond the required sixty (60) day deadline, must have clear, convincing, and extraordinary circumstances in order for the request to be considered.

Extensive documentation (such as extended hospitalization and rehabilitation progression not met, etc.) must be submitted to the SHC and must be related to the reasons for the medical withdrawal and to the circumstances that prevented a timely request.

Handling of a Medical Withdrawal

Once a Medical Withdrawal has been approved, the withdrawal will proceed under these guidelines:

1. The Office of the University Registrar assigns a grade of "W" on the official transcript for effective dates that fall after the add/drop period for the semester.

2. All grades from the transcript, for the term in question, are completely removed when the Medical Withdrawal effective date falls within the add/drop period for the semester.

3. The impact of an approved non-medical semester withdrawal (administrative withdrawal) for the same semester is addressed in the following way:

1. If an approved non-medical withdrawal from an academic division predates the approved Medical Withdrawal effective date, the earlier date will be applied by the Office of the University Registrar.
2. If the approved Medical Withdrawal effective date pre-dates an approved non-medical withdrawal, again, the earlier date will be applied by the Office of the University Registrar.

Return to the University Following Medical Withdrawal

When the Medical Withdrawal is approved, an SHC representative shall place a medical clearance hold on the student's record. A medical clearance hold will remain in place until the appropriate medical documentation is received and a designated SHC physician approves release of the hold. If the hold is not removed by approximately one week prior to the start of classes for the term in question, all of the student's classes will be dropped for that term, regardless of whether or not an appeal is in process.

A student seeking to return following a Medical Withdrawal must provide appropriate medical documentation from a licensed physician, nurse practitioner, or mental health professional who is knowledgeable of the student's full health history and has treated the student since the effective date of Medical Withdrawal. This medical documentation must indicate that it is appropriate and safe for the student to resume classes at the beginning of a specified semester/term. A completed *Licensed Provider Recommendation for Return to Campus (Medical Clearance)* form (available at www.shc.ua.edu) must be submitted to the Student Health Center, by fax (205-348-7174), email (medwithdrawal@ua.edu) (medwithdraw@ua.edu), or if time allows by mail to Student Health Center, Medical Withdrawal, 750 Peter Bryce Boulevard, Tuscaloosa, AL 35401 .

Upon receipt of the required *Licensed Provider Recommendation for Return to Campus (Medical Clearance)* form and other appropriate medical documentation, a designated SHC physician, on behalf of the University and, where appropriate, in consultation with relevant University personnel, will conduct an individualized assessment of the returning student's situation. The assessment will include reviewing materials submitted by the student or on the student's behalf. During the process of reviewing a student's request to return, if at the discretion of the SHC physician, a determination is made that the information provided by a treatment provider or student is incomplete, requires further explanation or clarification, or when there is a discrepancy between the medical information provided and other available information relating to the student, the student may be required to provide additional documentation and/or grant permission to the SHC to obtain further information about the student's current condition. In extraordinary circumstances (e.g., concern exists about the medical provider's credentials/assessment, etc.), the student may be asked to undergo, at their expense, additional evaluation or assessment to assist with the determination about readiness to return. All steps that the SHC may initiate as part of its individualized assessment are aimed at ensuring the student is ready to resume studies and be a successful member of the campus community.

Every effort will be made to respond to a student's request for return within fourteen (14) calendar days of receipt of all requested or required materials. A longer response time may be caused by the inability to reach a student's treatment provider, clinic closure during University holiday periods, or other extenuating circumstances.

If the decision is made to grant the student's request to return and lift the medical clearance hold, relevant University personnel may contact the student to discuss or review a plan for sustained health. Recommendations for return shall, if applicable, include, but will not be limited to, ongoing treatment, accommodations, or other resources to help the student succeed.

If, at the discretion of the SHC physician, it is determined that the hold should remain in place because a student is not yet ready to return, the student will be advised in writing by letter or via email to their University account. A student may appeal that decision by submitting an appeal letter in writing to the SHC by email (medwithdrawal@ua.edu) or fax (205-348-7174) within fourteen (14) calendar days of receiving the SHC physician's decision. A designated Appeal Team, which will consist of the executive director of the SHC, the director of Student Care & Well-Being, and a designee of the provost, shall review the matter and make a final determination as to the student's ability to return. Once the Appeal Team's determination has been made, that decision is final and no further appeals are permitted.

A student registered for a future term and seeking a medical withdrawal will have a medical clearance hold placed on the student's record, which will temporarily preserve the enrollment for that future term assuming all financial obligations are met. The student will have until one week prior to the start of the future term to have completed the protocol listed above and *have the hold removed*. The medical clearance form should be submitted one month prior to the first day of classes for the semester the student wishes to attend. The process normally takes about 14 working days, depending on the need for additional communication with the licensed provider.

If the medical clearance hold is lifted, the returning student may have additional holds on their record (e.g., conduct hold, financial hold, academic hold, etc.) that will need to be resolved through other areas of the University before the student may return. Additionally, to return, the student must meet any applicable admission and enrollment requirements of the University and of the school or college in which they wish to be enrolled.

Financial Impact of Medical Withdrawals

The purpose of this policy is to provide academic relief to the student, not financial relief. Please refer to Student Account Services policy for the financial impact of withdrawals at different stages in the semester (<https://studentaccounts.ua.edu/financial-implications-of-withdrawal-impact-on-institutional-costs-and-charges/>). Financial questions may also be directed to Student Account Services, 205-348-5350.

Other Options For Students When Medical Withdrawal is Not Appropriate

When Medical Withdrawal is not appropriate, the student is directed to the appropriate dean's office student services area for other potential options.

Questions

Please call 205-348-7164 for clarification or more information.

Administration and Faculty

The Honorable Kay Ivey

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- Ex Officio President of the Board of Trustees

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Academic Divisions of the University

College of Arts and Sciences (1910)

- Joseph P. Messina, Dean

Culverhouse College of Business (1919)

- Kay M. Palan, Dean

College of Communication and Information Sciences (1973)

- Mark D. Nelson, Dean

College of Community Health Sciences (1971)

- Richard Friend, Dean

College of Continuing Studies (1919)

- Jonathon Halbesleben, Interim Dean

College of Education (1909)

- Peter S. Hlebowitsh, Dean

College of Engineering (1909)

- Charles L. Karr, Dean

Graduate School (1924)

- Susan Carvalho, Dean

Honors College (2003)

- Tara Williams, Dean

College of Human Environmental Sciences (1931)

- Stuart Usdan, Dean

School of Law (1872)

- Mark E. Brandon, Dean

Capstone College of Nursing (1976)

- Suzanne Prevost, Dean

School of Social Work (1965)

- Lesley Reid, Interim Dean

Graduate School Staff

Qualifications of the Graduate Faculty

The purpose of the graduate faculty of The University of Alabama is to set standards for graduate work and to provide graduate instruction. It is the responsibility of the graduate faculty in each division to elect its representative(s) to the Graduate Council, which acts for the faculty in matters relating to graduate work. There are three categories of members: full, associate, and affiliate. Only members of the graduate faculty may teach courses numbered 500 or above, and only members of the graduate faculty may serve on thesis, dissertation, and examining

committees. Only full members may chair dissertation committees, associate members may serve as chair on thesis committees.

Criteria for Full and Associate Members

The dean of each academic division has the annual responsibility of nominating members who meet the following criteria to serve on the graduate faculty:

- I. Hold the PhD or other terminal degree **and** hold the rank of at least assistant professor in a full-time, tenure-track position.
- II. Must demonstrate ability and continuing interest in the graduate program and in research or creative activity. Full members must show a strong, continuing record of productive research, publication, creative activity, and scholarly activity appropriate to the discipline. These broad requirements are best interpreted by each department and college considering their unique aspects.
- III. Be recommended by the departmental graduate faculty, department chairperson, and dean of the academic division.

These nominations then will be acted on by the chairperson of the Graduate Council, the dean of the Graduate School.

Terms of appointment

Full and associate members are appointed for six-year, renewable terms.

Affiliate membership

Affiliate membership may be extended to well-qualified individuals who do not satisfy the above criteria, to perform specific functions for specific time periods not to exceed three calendar years. They should be recommended by the departmental graduate faculty, department chairperson, and dean of the academic division. These nominations then will be acted on by the chairperson of the Graduate Council, the dean of the Graduate School. While affiliate faculty members may serve as co-chair to a committee, they may NOT serve as the sole chair.

Administrative appointments

Faculty members currently on administrative appointments or returning to the faculty from such appointments are eligible for full or associate membership on the graduate faculty. They should show, at a minimum, promise of satisfying the appropriate departmental and University membership criteria. The individual's record of teaching and research before becoming an administrator should be considered.

Retirement

After a graduate faculty member retires, the faculty member may need to continue to serve as a chair or member of students' thesis or dissertation committees and/or to perform other specific functions. For this reason, members of the graduate faculty are automatically permitted to retain the graduate faculty status that they hold upon retirement, for up to three years after retirement. After that point, retired graduate faculty members may be appointed as affiliate members of the graduate faculty, with terms of one to three years, for as long as needed, for this purpose and/or to perform other specific functions. The nomination and appointment procedures for these affiliate appointments are the same as those adopted by the academic unit and the University.

Graduate Faculty

A current list of full, associate and joint members of the Graduate Faculty is available online. It includes each faculty member's name, department, status (associate or full member), appointment date, and end-of-appointment date. Faculty members need to apply through their department and the dean's office of their college/school for reappointment to the graduate faculty during the fifth year of their

six-year appointment, in order to continue to teach graduate courses, serve on thesis and dissertation committees, and chair dissertation committees (full members only).

A list of affiliate graduate faculty is also available online. The graduate dean appoints such faculty to perform specific functions (e.g., serving on a thesis or dissertation committee) for a finite period of time, and the appointment ends when the function is completed.

Graduate Faculty Appointment Procedure

The procedure is the same for initial appointments and renewal appointments. The department chair sends the dean of the college an appointment request either for full, associate, or affiliate graduate faculty status.

The department chair attaches the faculty member's current curriculum vitae to the request. The dean of the college reviews the request and, if the dean approves, forwards the request to the dean of the graduate school. The dean of the graduate school reviews the request and responds to the dean of the college, the department chair, and the graduate faculty candidate.

Graduate Faculty in Multiple Departments

To accommodate the full breadth of faculty members' expertise as well as to facilitate the establishment of interdepartmental and/or interdisciplinary student committees, it is permissible that faculty be appointed as Full or Associate graduate faculty in multiple departments, to teach graduate courses and/or serve on graduate thesis/dissertation committees. The appointment process follows the regular Graduate Faculty Appointment Procedure, with the department chair initiating the request for an appointment. The type of appointment will depend on each department's criteria and their regular appointment procedures. In cases in which the faculty member has no contractual effort assigned in the department in which the appointment is requested, the chair's request for an appointment must include confirmation that the request is supported by the chair(s) of the faculty member's home department(s).

General Information

Mission, Vision and Strategic Goals of the University

UA Mission Statement

Our Mission

To advance the intellectual and social condition of the people of the state, the nation, and the world through the creation, translation, and dissemination of knowledge with an emphasis on quality programs of teaching, research, and service.

Our Vision

The University of Alabama will be the university of choice for the best and brightest students in Alabama and a university of choice for all students who seek exceptional educational opportunities. The University of Alabama will be a student-centered research university and an academic community united in its commitment to enhancing the quality of life, not only for all Alabamians, but for citizens of the nation and world.

Our Strategic Goals

- Advance the University's academic, research, scholarship, and service priorities, consistent with a top tier university, and continue to promote growth and national prominence in these areas.

- Enhance the teaching, research, and service mission of the University by retaining and recruiting outstanding faculty and staff.
- Enhance the University's learning environment to attract and retain excellent students.
- Develop a universitywide emphasis on leadership as a primary role of the flagship university of the state of Alabama.

Mission of Graduate School

The Graduate School, through graduate offerings of the various colleges and schools, prepares students for careers in a wide range of teaching, research, creative, and service activities. The Graduate School assists the graduate faculty in offering programs of study leading to more than 120 master's, Educational Specialist, and doctoral degrees. It works with the office of the Executive Vice President and Provost to coordinate the ongoing program review of all academic departments and programs of the University.

Personnel of the Graduate School work with departments to identify prospective graduate students and enroll a graduate student population consistent with the enrollment objectives of the University. The objectives include not only overall enrollment, but also the enrollment of a diverse student body. The Graduate School operates in cooperation with the other colleges and schools of the University to foster the development of teaching by graduate teaching assistants.

History and Organization

In 1819, the Congress of the United States donated 46,000 acres of land within the state of Alabama for the endowment of a seminary of learning. The board of trustees of the University was created by the General Assembly of Alabama in 1821, and on April 18, 1831, the University was opened for the admission of students. From the outset, the University offered graduate degrees, the first being a Master of Arts degree conferred in 1832. On April 4, 1865, most University buildings were burned to the ground by a body of federal cavalry. Construction of new buildings began in January 1867, and classes were resumed in April 1869. On February 25, 1884, the federal government donated 72 sections of public lands within the state to The University of Alabama in restitution for its loss in buildings and equipment when the campus was destroyed in 1865.

The Graduate School was organized as a specialized division of the University in 1924. In the fall of 1950, the University began to offer the PhD degree. Today, The University of Alabama provides a comprehensive program of graduate study in more than 120 master's, Educational Specialist, and doctoral degree programs. The comprehensive program of graduate study embraces the humanities, the sciences, education, and several professional areas.

Graduate study is designed for college graduates who desire a deeper and more thorough involvement in scholarship and research and more thorough professional preparation in their chosen fields. Graduate study, especially at the doctoral level, is designed to develop independent scholarship, originality, and competence in research or competence in the various professional areas in which doctoral programs are offered.

The Graduate School is composed of the divisions that offer graduate instruction leading to advanced degrees. The faculty of the Graduate School consists of those faculty members of the divisions who are deemed qualified by their peers and deans to teach and do research of graduate caliber and who participate actively in these graduate activities. The Graduate School has supervision over all graduate work in the University except law and medicine.

The Graduate Council is composed of 6 appointed and 32 elected faculty members, plus two student members. The Council formulates graduate academic policies and reviews proposals for new graduate programs, certificates, and concentrations. The dean of the Graduate School is *ex officio* chairperson of the Council and is responsible for the administration of the regulations and requirements for advanced degrees.

Accreditation

The University of Alabama is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master's, Educational Specialist, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The University of Alabama.

Selected graduate programs have been accredited by the American Assembly of Collegiate Schools of Business, American Bar Association, American Library Association, American Psychological Association, American Speech-Language-Hearing Association, Association of Research Libraries, Commission on Collegiate Nursing Education, Council on Social Work Education, National Association of School Psychologists, National Association of Schools of Art and Design, National Association of Schools of Dance, National Association of Schools of Music, National Association of Schools of Theatre, Council on Accreditation of Counseling and Related Educational Programs, Council on Rehabilitation Education, and National Council for Accreditation of Teacher Education.

Academic Common Market

The Academic Common Market (ACM) is a tuition scholarship program that enables selected students to pursue out-of-state college degrees at discounted tuition rates through agreements among the states, colleges, and universities. The ACM is designed for qualified first-time freshmen, first-time graduate students, and first-time transfer students. The purpose of the Academic Common Market is for states to share specified academic degree programs located at Southern public colleges and universities. This is accomplished through an exchange of students across borders at in-state tuition rates. The Southern Regional Education Board (SREB) coordinates the ACM, and through this program, students wishing to study in majors not available in their home states may be able to attend out-of-state universities that agree to pay the out-of-state portion of their tuition. Approximately 30 of UA's degree programs participate in the ACM.

For more information regarding program eligibility, participation qualifications, and the ACM application process, please visit <https://graduate.ua.edu/acm/>.

Capstone International Center

The University of Alabama provides a wide variety of international education programs and services at the Capstone International Center (CIC), housed on the first floor of B.B. Comer Hall. The Capstone International Center takes its name from its historical pre-eminence in the state as a provider of international education. The CIC is comprised of several integrated units. These include the English Language Institute (ELI), Education Abroad (EA), and Capstone International Student & Scholar Services. The Capstone International Center has multiple complementary functions, including intensive English language instruction, U.S. immigration compliance, Fulbright programs, and study-abroad programs. The Capstone International Center is a multipurpose center designed to inform, assist, and educate both international and

domestic students, faculty, and staff members, as well as members of the local civic, education, and corporate communities. The CIC annually serves more than 1,600 international students on campus and makes possible the participation of UA faculty, students, and staff in a multitude of internationally focused degree, research, and outreach programs. Education Abroad sends approximately 1,200 students abroad each year. The CIC also oversees the Global Studies Certificate.

Outreach is an important function within Capstone International as evidenced by its Sakura Festival (focused on Japanese culture), involvement with Tuscaloosa Sister Cities Commission (TSCC), involvement with Japan America Society of Alabama (JASA), and the work of the English Language Institute (ELI). ELI provides the annual World Friends Day for local elementary schools, annual summer programs for students from our sister city in Japan, on-site corporate programs, and tailored courses for the children and spouses of employees. A wide variety of activities are coordinated in conjunction with the Rotary International Club of Tuscaloosa, Tuscaloosa's International Friends (TIF), the Children's Hands-on Museum (CHOM), University Place Montessori School, and the Tuscaloosa Club of Altrusa International. In addition, CIC has previously worked extensively with the German Supplementary School for school-age children from Germany.

The CIC is involved with numerous international education organizations providing professional training, outreach to national and local government entities, and annual conferences to promote international education at member universities. These organizations include: NAFFSA: Association for International Educators, the Institute for International Education (IIE), the Council on International Educational Exchange (CIEE), the Association of International Education Administrators (AIEA), the European Association of International Education (EAIE), and the Forum on Education Abroad.

Programming, activities, and resources of CIC include:

- Academic Programs
- Academic Support Program
- English Language Institute
- External Group Programs
- Fulbright Program Advisors
- Graduate Research Scholarships
- Intensive English Program
- International Exchange Programs
- International Linkages
- International Scholar Events
- International Student and Scholar Services
- International Student Programming
- International Teaching Assistant Program (ITAP)
- Multicultural Guidance and Counseling
- Overseas Study
- Overseas Study Resource Center
- Sakura Festival
- U.S. Immigration Compliance
- Visa Advising
- Global Studies Certificate
- Peace Corps Recruiter

Contact the CIC

The Capstone International Center can be contacted by telephone at 205-348-5256, by fax at 205-348-5298, by email at cic@ua.edu or by mail

at The University of Alabama, Capstone International Center, Box 870254, Tuscaloosa, AL 35487-0254. The office is located in 135 B.B. Comer Hall.

Academic Programs

Through its three units, the English Language Institute (ELI), Education Abroad (EA) and Capstone International Services (CIS), the Capstone International Center provides courses, programs, and activities to The University of Alabama community.

Fulbright Programs

The Capstone International Center encourages and facilitates active participation in all Fulbright programs. Since the founding of the Fulbright programs in 1948, approximately 125 UA students, faculty, and professional staff members have been selected to receive the prestigious Fulbright award. Their appointments have ranged from Austria to Zimbabwe. More information is available from the CIC, 135 B.B. Comer Hall; 205-348-5256; or cic@ua.edu.

Education Abroad

The Education Abroad office, a unit of the Capstone International Center, provides support to the UA community through identifying, developing, and administering study abroad opportunities. Education Abroad offers academically challenging programs for students, promoting both academic and personal growth. The office is responsible for all of UA's credit-bearing global learning experiences. Exchange programs, affiliate programs, and numerous faculty-led programs are offered. Visit studyabroad.ua.edu to learn more about all of the study abroad programs.

Exchange Programs

The University of Alabama offers a number of international exchange programs that allow students to study as visiting students at overseas universities. Each program gives students opportunities to learn in a foreign country where they obtain firsthand knowledge of another people, language, and culture in addition to gaining course credits. In some cases, a working knowledge of the language of the host country is a prerequisite. In others, the language can be studied for the first time in the host country; sometimes, no language requirement is necessary (e.g., England and Australia). Students pay University of Alabama tuition based on residency and are assisted in arranging transfer of credits through appropriate departments and divisions prior to departure. Graduate students should secure approval from the Graduate School prior to taking any overseas credit that they may wish to transfer.

International exchange programs are available to UA students at the following partner universities for either one or two semesters and, in some cases, summer study:

Exchange Partner Institutions in Europe include:

- University of Klagenfurt - Austria
- Université de Liège - Belgium
- Aarhus School of Business - Denmark
- University of Birmingham - England
- University of Hull - England
- University of Leicester - England
- KEDGE Business School - France
- Université de Poitiers - France
- Université de François-Rabelais-Tours - France
- Freie Universität Berlin - Germany
- University of Augsburg - Germany

- University of Mannheim - Germany
- Università Cattolica del Sacre Cuore-Milano – Italy
- University G.d'annunzio del Sacro Cuore-Pescara-Italy
- Politencico di Torino - Italy
- Hanze Hogeschool-Gröningen - the Netherlands
- University of Glasgow, Scotland
- Aberystwyth University - Wales

Exchange Partner Institutions in the Asia-Pacific region include:

- Queensland University of Technology - Australia
- Feng Chia University - the Republic of China-Taiwan
- Chiba University - Japan
- Hiroshima University - Japan
- Kansai Gaidai University - Japan
- Meiji University - Japan
- Ritsumeikan University - Japan
- Ajou University - Korea
- Pusan National University - Korea
- Yonsei University - Korea

Direct-Enroll Study Abroad Institutions:

- University of Sydney - Australia
- University College Dublin – Ireland

Faculty-led Programs

In addition to its longer-term international exchange programs, The University of Alabama conducts many overseas study programs lasting from two to six weeks, most often during the summer and Interim sessions. These are normally led by UA faculty members. The number of these programs has expanded greatly over the last few years. Scholarships and financial aid are available to students participating in these programs. Examples of programs and fields of study in recent years have included the following:

- UA in Australia: Law
- UA in Austria/Czech Republic: Field Studies in Water and Climate Change
- UA in Belgium: Political Science
- UA in Belize: Rainforests and Reefs
- UA in China: Language and Culture
- UA in Europe: International Financial Reporting
- UA in Honduras: Marine Science Internship
- UA in France: Language and Culture
- UA in Germany: Honors Intercultural Understanding via Global Perspectives
- UA in Ghana: Service Learning
- UA in Ghana: Global Health
- UA in Greece: Birth of Western Civilization
- UA in Italy: Language and Culture
- UA in India: STEM Path to MBA
- UA in Ireland: Chemical Engineering
- UA in Jamaica: Democracy and Economic Development
- UA in Oxford: English, History, Honors
- UA in New Zealand: Honors Intercultural Understanding via Global Perspectives
- UA in Spain: Language and Culture

- UA in South Africa: Resistance and Freedom
- UA in Spain: Science, Technology, and the Environment
- UA in Sweden: Women Studies and Political Science
- UA Nursing: Healthcare Missions to Kenya, Bolivia, Peru, China, Dominican Republic
- UA Internships: Barcelona, Dublin, London, Chile, Seoul, Shanghai, Australia, and New Zealand

Academic Program Policies

- Students participating in UA programs abroad must be in academic good standing. GPA requirements vary by program.
- All UA students participating in programs abroad will be cleared through the Office of Student Conduct.
- Students must submit all application and pre-departure requirements prior to program departure.
- Study abroad in countries where current U.S. Department of State Travel Warnings exist is subject to additional restrictions and requirements, and may be denied.

Additional information about any international program may be obtained from studyabroad.ua.edu; 135 B.B. Comer Hall; by writing The University of Alabama, Education Abroad, Capstone International Center, Box 870254, Tuscaloosa, AL 35487-0254; or by calling 205-348-5256. In the rare instance where The University of Alabama is unable to meet the overseas study needs of a student, Education Abroad provides information about additional international education opportunities available through study abroad at other institutions and organizations.

Japan Program

The Capstone International Center, in conjunction with the Department of Modern Languages & Classics, administers academic and cultural programs and activities designed to increase understanding between the peoples of the United States and Japan. Through linkages with universities and other educational or cultural agencies in Japan, the program enables UA students and faculty members to study, conduct research, and teach in Japan.

Reciprocal student exchange programs with Kansai Gaidai University in Osaka, Ritsumeikan University in Kyoto, Hiroshima University, Meiji University in Tokyo, and Chiba University enable qualified postgraduate students to study Japanese in Japan while undertaking Asian studies, humanities, social science, and science courses taught in English. Generous AIE-J scholarships providing round-trip transportation and a monthly stipend are available on a competitive basis to UA students. Examples of courses offered at partner institutions include Japanese-Style Management, Japanese Economic Development, Sociology of Everyday Life in Japan, Survey of Modern Japanese History, Japanese Culture and Education, Seminar in Geography, Agriculture and Agricultural Sciences in Japan, and Introduction to Deep-Sea Biology.

Chiba University offers prestigious Monbusho (Ministry of Education) graduate student research scholarships for 18 months of study. The Monbusho scholarship provides round-trip transportation and monthly stipends to cover living costs.

A founding and active member of the Tuscaloosa Sister-Cities Commission as well as the Japan-America Society of Alabama, Capstone International organizes the annual spring Sakura Festival and Haiku contest for the state of Alabama.

Contact Education Abroad

Education Abroad can be contacted by telephone 205-348-5256, by fax at 205-348-5298, by email at studyabroad@ua.edu or by mail at

The University of Alabama, Capstone International Center, Box 870254, Tuscaloosa, AL 35487-0254. The office is located in 135 B.B. Comer Hall.

International Services

International Services, a unit of the Capstone International Center, provides specialized services for international students, professors, research scholars, visitors, and their families.

International Services' primary function is to provide visa support for these international members of the UA community. The office is responsible for the creation and ongoing maintenance and verification of visa support documents within the Student and Exchange Visitor Information System (SEVIS) for both F-1 student visas and J-1 student and scholar visas. These are ongoing services that monitor individual progress according to federal regulations. The office is also responsible for filing H-1B and other types of work-visa support documentation on behalf of international faculty and staff at UA.

International Services conducts comprehensive orientation programs and provides vital information regarding U.S. immigration compliance as well as multicultural guidance and counseling. Great emphasis is placed on international student programming. International Services coordinates a wide variety of student activities such as a weekly international coffee hour, an international spouse support group, and an annual welcome reception for international students at the President's Mansion.

Professional staff members advise and assist the International Student Association, which represents all international students, and the many nationality organizations on campus. Professional staff work closely with community groups such as Tuscaloosa's International Friends (TIF), which sponsors a friendship family program for international students.

International Services may be contacted by telephone at 205-348-5402, by fax at 205-348-5406, by email at international@ua.edu, and by mail at Box 870254, Tuscaloosa, AL 35487-0254, USA. More information about office services, visa regulations, and processing of visa support is available on the website: <http://international.ua.edu>. International Services is located in 105 B. B. Comer Hall.

English Language Institute

The University of Alabama English Language Institute (ELI), a unit of the Capstone International Center, provides instruction and support in English as a second language for non-native speakers of English.

The ELI offers the following programs:

Intensive English Program and Courses

The ELI Intensive English Program (IEP), which is accredited by the Commission on English Language Program Accreditation (CEA), is designed for non-native speakers of English who need to improve their English language proficiency. The primary focus of the program is on preparing students for academic success in undergraduate and graduate study at The University of Alabama.

Six levels of study, from beginning to advanced, are available. Each level consists of 20-24 hours per week of classroom instruction. Each level of study lasts 6-8 weeks and is available during each of six sessions offered annually. Sessions begin in January, March, May, June, August, and October. Students may begin their English study at the start of any one of these sessions.

Students pursuing graduate study must complete ELI Level 6 with a GPA of 3.5 (in Levels 4-6) or obtain a minimum iBT score of 79 or a 6.5 IELTS score. In certain cases, the Graduate School, the ELI, and the student's academic department may together grant permission for a student to

enroll in one graduate course per semester while completing the ELI program of study. The specific course must be approved by the instructor and department prior to enrollment. Students who receive Conditional Language Admission to the Graduate School because they do not have the required minimum TOEFL or IELTS score may also receive permission to take one graduate course depending upon their placement level within the ELI.

IEP courses at the ELI include the following:

Structure, Levels 1-6: ELI Structure courses provide students with the basic grammatical structures they will need to communicate effectively in all aspects of English—listening, speaking, reading, and writing. Each Structure course emphasizes communication—both comprehension (listening and reading) and production (speaking and writing). Structure courses meet 5 hours per week in fall and spring sessions and 7 hours per week in summer sessions.

Speaking/Listening, Levels 1-6: ELI Speaking/Listening courses provide students with the opportunity to improve their listening and speaking skills and to gain confidence in using English to communicate orally. Students develop fluency, practice appropriate conversation management skills, receive instruction on pronunciation, learn useful vocabulary, and focus on comprehensibility. These activities are carried out through a variety of classroom exercises that focus on the everyday situations students are likely to encounter while adjusting to life, including academic life, in the United States. Speaking/Listening courses meet 6 hours per week in fall and spring sessions and 8 hours per week in summer sessions.

Reading/Writing, Levels 1-6: ELI Reading/Writing courses are designed to provide students with skills needed to comprehend written discourse at the college level as well as produce written English in a variety of forms. Reading skills include understanding the main idea of a passage, understanding an author's purpose, distinguishing fact from opinion, reading quickly, using the resources of a collegiate dictionary, and discussing written discourse in a relatively sophisticated manner. Writing exercises are designed to stimulate self-expression and personal involvement in writing. With attention to each step of the writing process, teachers guide students toward communicating their ideas with increasing clarity and depth. Reading/Writing courses meet 9 hours per week in fall and spring sessions and 12 hours per week in summer sessions.

Culturally Speaking, Levels 2-6: The ELI Culturally Speaking class allows ELI and UA students to meet together to converse in English and discuss cross-cultural issues. Culturally Speaking also provides a comfortable way for all participating students to form friendships with each other and get to know students from cultures different from their own. Culturally Speaking is only offered during fall and spring sessions; it is not offered in summer sessions.

Culture & Language Exchange Program

The ELI Culture & Language Exchange Program (CLEP) pairs an ELI student with a UA student who is interested in the ELI student's native language/culture. Once paired, these students then meet as often as they like for conversation practice in both English and in the particular foreign language. CLEP partners are not guaranteed and can only be provided when available, and the program is not offered during ELI summer sessions.

ELI Customized Group Programs

Customized group programs can be designed upon request for groups that need specialized needs. Such programs for non-native English speakers are typically designed for teachers of English, for university

study-abroad students, for students who have been admitted for graduate study, for students or professionals in a particular discipline such as business or engineering, etc. An organization interested in a customized group program should contact the English Language Institute to request a program proposal.

Academic Support Program

The ELI Academic Support Program (ASP) provides support courses in English for UA undergraduate and graduate students who are non-native English speakers and who may want or need additional English-language instruction. At the graduate level, ASP support courses in writing and speaking are available free of charge to full-time international graduate students each fall and spring semester.

International Teaching Assistant Program

The International Teaching Assistant Program (ITAP) provides training and evaluation for international students who hold graduate teaching assistantships. Participation in ITAP is mandatory for all non-native English-speaking graduate teaching assistants and other graduate assistants who have instructional responsibilities at UA.

Contact the ELI

To obtain more information about any of the above ELI programs, contact The University of Alabama English Language Institute, visit the ELI website (<http://eli.ua.edu>) or contact the ELI at Box 870250, Tuscaloosa, AL 35487-0250; telephone 205-348-7413; fax 205-348-9266; or e-mail info@eli.ua.edu. (info@eli.ua.edu)

Capstone Center for Student Success

The **Capstone Center for Student Success (CCSS)** provides a network of support services aimed at holistic student success. Through a combination of specialized programs, broad support services aimed at all UA students, and intentional partnerships throughout UA, the Capstone Center helps undergraduate students:

- succeed in University of Alabama courses,
- improve study techniques and other academic skills,
- successfully transition to the UA academic and social community,
- prepare for professional school and graduate school entrance examinations, and
- get connected to available resources to improve their overall UA student experience.

The Capstone Center is located on the second and third floors of Russell Hall and can also be found on the web at success.ua.edu or by calling 205-348-5175.

Academic Support Services

- Academic Coaching
- Computer Lab
- Skill Sessions & Workshops
- Study Spaces
- Tutorial Services (Individual and Small Group)

Specialized Support Programs

- Alabama REACH
- Crimson Edge
- Exploring 4 Success (for undeclared students)
- First-Generation Student Scholarships

- First Year Experience & Retention Initiatives
- Student Support Services TRIO

Division of Academic Outreach

More than ever before, students are choosing distance education to pursue their college degrees. The Division of Academic Outreach strives to facilitate University degree programs to adult learners who are limited by time, geography, work schedules, or personal obligations. Students may choose from formats that will fit their schedules and learning styles such as online, interactive video conferencing, evening and weekend classes, or online video-streamed classes. All degrees are conferred by the appropriate academic college.

For more information on these programs, write to The University of Alabama, College of Continuing Studies, Division of Academic Outreach, Box 870388, Tuscaloosa, AL 35487-0388. You may also call 205-348-0089 or toll free 800-467-0227, or email aoinfo@ccs.ua.edu. Visit the Bama by Distance website.

Online Courses

Academic Outreach delivers courses over the internet directly to the student's computer online. Students are instructed through a secured internet site, and where they interact with their professors and other students online. Online courses accommodate the educational needs of individuals who have access to and experience with a computer and the internet.

Video Courses

Academic Outreach delivers undergraduate and graduate courses via online video streaming to students who cannot attend classes on campus. Lectures are recorded as they occur and streamed via the internet the same day. Students who do not have high-speed internet access are given the option to receive DVD recordings of the lectures. Students complete the same course requirements as on-campus students and take proctored exams at convenient sites.

IITS (Videoconferencing)

The Intercampus Interactive Telecommunication System (IITS) is a network of conference rooms connected to a statewide videoconferencing network. Approximately 30 sites throughout Alabama are equipped with cameras, monitors, and other devices that allow teachers and students to interact as if they were in the same room. Presenters use traditional visuals, such as PowerPoint presentations, overheads, and videotape/DVD as well as digital options unique to IITS.

Weekend College

Designed to meet the needs of both part-time and full-time students, Weekend College offers a number of courses in the fall, spring, and summer on Friday evenings and Saturday mornings and afternoons. Scheduling weekend classes is especially convenient for part-time students who would like to pursue academic studies while working.

Gadsden Education and Research Center

Established in 1946, The University of Alabama's Gadsden Education and Research Center is an off-campus program serving residents of northeast Alabama. The center offers graduate coursework for credit, noncredit programs for professional development, and test services as well as serves as a liaison to the University's main campus. Currently, the center offers more than 25 complete graduate degree or certification programs in education, including master's degrees, Educational Specialist degrees,

and class A and class AA certification programs. Graduate-level courses in library studies are also available in Gadsden. For more information please call 256-546-2886 or toll free 888-223-4131, or visit our Gadsden Center web site.

Evening Program

The Evening Program offers classes at times convenient for working adults. Students unable to continue their education in the traditional format (day classes) may take courses offered after 5 p.m. Monday through Friday. Courses are offered at both the undergraduate and graduate level in various subject areas.

Adult Student Services

The Division of Academic Outreach provides a universitywide point of entry for adult students returning to campus or entering the University for the first time. The division provides the services listed below to meet the particular needs of adult students. Through Academic Outreach students can:

- initiate the admission process
- receive assistance with applying for financial aid and adult student scholarships
- be referred to appropriate offices at the University for additional assistance with individual needs
- receive assistance with academic advising and schedule building

For more information call Academic Outreach Student Services toll free at 800-467-0227 or 205-348-0089, or visit the Bama by Distance website.

Required Disclosure Statements

Alaska

Distance education programs are exempt from authorization requirements in the state of Alaska under AS 14.48.

California

The University of Alabama is not under the purview of the California Bureau of Private Postsecondary Education.

District of Columbia

Education Licensure Commission of the Office of the State Superintendent of Education in Washington, D.C. granted The University of Alabama required conditional exemption to offer its programs to residents of the District.

Georgia

The University of Alabama is authorized under the Nonpublic Postsecondary Education Institutions Act of 1990.

Indiana

This institution is authorized by: The Indiana Board for Proprietary Education, 101 W. Ohio St., Ste 670, Indianapolis, IN, 46204-1984.

Louisiana

The University of Alabama is currently licensed by the Board of Regents of the State of Louisiana. Licensed institutions have met minimal operational standards set forth by the state, but licensure does not constitute accreditation, guarantee the transferability of credit, nor signify that programs are certifiable by any professional agency or organization.

Minnesota

The University of Alabama is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to

136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Nevada

The University of Alabama is licensed to provide experiential training in Nevada.

Texas

The University of Alabama is authorized by the Texas Higher Education Coordinating Board and is not regulated in Texas under Chapter 132 of the Texas Education Code.

Washington

The University of Alabama is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes The University of Alabama to offer field placement components for specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.

Financial Assistance

Students receiving funding through the Graduate School must be admitted to a degree-seeking program and have completed an undergraduate degree at the time of enrollment.

Departmental Assistantships

Most academic departments offer a limited number of teaching or research assistantships, which pay the graduate student a stipend to help teach or conduct research. The majority of these assistantships also include a full or partial tuition scholarships. Prospective graduate students should contact their proposed departments and request information and application forms for assistantships, scholarships, and other awards.

The semester tuition scholarship for any eligible graduate assistant is limited to the full University charges for 15 graduate hours or to the student's actual tuition costs, whichever is less.

Recipients of assistantships may also be entitled to relief from paying full nonresident tuition during the Interim and/or summer sessions, again dependent upon the FTE of their appointments.

Students whose graduate GPA falls below 3.0 after their first semester will not be allowed to hold a graduate assistantship until such time as the GPA has increased to 3.0 or better. Nondegree students or students on academic warning may not hold assistantships.

The Graduate School will provide single-coverage health insurance for each qualified assistantship, based on the FTE (Full-Time Equivalency, or number of assigned work hours) of the appointment.

Any international student who is offered a graduate assistantship is limited to a maximum workload of 20 hours per week (0.5 FTE) for all combined appointments. All non-native speakers of English who accept classroom teaching or other instructional duties must successfully complete the International Teaching Assistant Program (ITAP). Students are enrolled in the ITAP by their departments.

Graduate assistants whose appointments are terminated before the end of the academic semester are eligible only for reduced tuition grants. Those assistants who resign or are dismissed from their duties before the end of the academic semester are personally responsible for the payment of any tuition and fees not covered by the reduced tuition grant. Withdrawal from classes for medical or any other reason may disqualify your assistantship for the whole semester, so please check with the Graduate School before making any withdrawal. Check The Department's Guide to the Administration of Graduate Assistantships for detailed information concerning departmental graduate assistantships.

Fellowships and Assistantships

Graduate School fellowships are designed for exceptional applicants. Unless otherwise noted, fellowships carry a service-free \$20,000 stipend for the academic year (fall and spring) plus a full out-of-state tuition scholarship for up to 15 hours for the academic year (fall and spring). The Graduate School will provide single-coverage health insurance coverage for each recipient. Nominations must be made by the student's department.

Students whose graduate GPA falls below 3.0 after their first semester will not be allowed to hold a fellowship until such time as the GPA has increased to 3.0 or better.

Fellowships and scholarships may affect a student's allowable federal financial aid. Students who receive federal financial aid should consult with the UA Office of Student Financial Aid before accepting any of the fellowships listed below.

Graduate Council Fellowships

Graduate Council Fellowships are designated for both new and current graduate students. Departments can nominate resident, non-resident, and international students in this category. Most Graduate Council Fellowships are for one year. Exceptional nominees may be considered for the following categories:

1. David A. Francko Fellowship. Up to five years of funding at \$25,000/year.
2. Capstone Graduate Council Fellowship: Fellowship funding in years one, three, and five and departmental assistantship funding in years two and four (doctoral nominees) or two years of fellowship support (master's nominees).

McNair Graduate Fellowships

McNair Graduate Fellowships are designated for both new and current graduate students. McNair Graduate Fellowships are for students who have either completed a McNair Scholars program as an undergraduate or who are McNair-eligible; i.e., a low income AND first-generation college student or a member of a group traditionally underrepresented in graduate education (Hispanic, African American, Native American, Native Hawaiian, Pacific Islander). Preference is given to doctoral students. Following two years of support from the Graduate School, a doctoral student's home department is required to continue to support the McNair Graduate Fellow for at least an additional two years through an assistantship or equivalent. For master's students, the Graduate School will provide one year of support followed by one year of support from the student's home department. Exceptional nominees may be considered for the following additional category:

1. Capstone McNair Graduate Fellowship: Fellowship funding in years one, three, and five and departmental assistantship funding in years two and four (doctoral nominees) or two years of fellowship support (master's nominees).

National Alumni Association Fellowships

National Alumni Associate Fellowships are designated for both new and current graduate students. Departments may nominate students for National Alumni Association Fellowships. The recipient must be an Alabama resident (for tuition purposes). National Alumni Association fellowships are for one year.

Joint Faculty Development Program Fellowships

The University of Alabama Graduate School has joint programs with Alabama A & M University, Alabama State University, Oakwood College, and Stillman College for practicing faculty members at these institutions who do not have terminal degrees in their fields of instruction. Faculty members must be nominated for the fellowship by their home institution. Faculty who participate in this program receive support from both their home institution (to be negotiated with each institution's vice president for academic affairs) and The University of Alabama Graduate School. The Joint Faculty Development Program provides support for up to two years of full-time graduate study to allow the faculty members participating in this program to complete the majority of their required coursework.

Southern Regional Education Board (SREB) Doctoral Scholars Program

The SREB Doctoral Scholars Program supports newly admitted graduate students who are seeking the PhD and planning a career in college teaching. Recipients must be a member of a group traditionally underrepresented in graduate education. The program provides a \$20,000 annual stipend and a full tuition scholarship for up to three years. The student's home department is required to continue to support the student for at least an additional two years through an assistantship or equivalent. Support is also available for students in the final year of their program.

Graduate Student Travel and Research Support Fund

These awards are available to all graduate students on a competitive basis, for presenting their research or for other research-related expenses, and are based on departmental nominations as well as department-based matching funds. For more information, students should contact their department offices, or go to the Graduate School website.

Departmental Scholarships and Grants

Many departments and divisions offer special scholarships for graduate students. Consult individual departments for a list of these scholarships and grants.

Federal Financial Aid

Students enrolled in degree programs in the Graduate School are also eligible to apply for federally supported financial aid. Further information can be obtained from the Office of Student Financial Aid.

Grievance Procedure (Faculty Handbook)

A student academic grievance is broadly defined as a student complaint regarding action taken by instructional or administrative personnel at The University of Alabama.

1. Academic Grievances
 - a. A student academic grievance is broadly defined as a student complaint regarding an academic action taken by instructional or administrative personnel at The University of Alabama. An

academic grievance may be filed by a student against university personnel including instructional personnel, administrators, or staff members at the University. Examples of academic grievances include, but are not limited to, allegations of unfairness in grading, alleged violation of a written or oral agreement with a student (e.g. course requirements for graduation), and alleged inconsistent applications of existing policies.

For a protest of a final course grade or other final comprehensive evaluations to be considered, the protest must be based upon one or more of the following grounds and upon allegation that the ground or grounds cited influenced the grade assignment to the student's detriment:

- i. Arithmetic or clerical error
- ii. Arbitrariness, possibly including discrimination based upon race, sex, religion, or national origin of the student
- iii. Personal malice

Grievances related to course grades normally should be filed during the semester in which the alleged action takes place, but such protest must be made not later than the last day of classes of the next succeeding regular semester. This grievance procedure is not available in cases where a decision has been appealed, and been afforded a committee hearing, and the appeal has been denied.

- b. A student must file a grievance in the academic department (academic department is a phrase that also refers to academic program or area if these terms apply) of The University of Alabama in which the alleged action took place. Academic grievances shall be resolved by the department head in the division where the grievance took place. Grievances concerning matters that are not within the jurisdiction of a particular academic division and grievances against the divisional academic dean must be resolved by the Provost/Vice President for Academic Affairs. Grievances against the department chairperson must be resolved by the divisional academic dean. Appeals from the academic dean's decisions may also be made to the Provost/Vice President for Academic Affairs.

2. Resolution by Department Chairperson

- a. A student who believes that an academic action has unjustly affected him or her may file a grievance with the department chairperson. The facts and circumstances which are bases for the academic grievance should be presented to the department chairperson in written form.
- b. The department chairperson will schedule a conference with the student who has brought the grievance, reissue the student a copy of the universitywide Academic Grievance Procedures, ascertain the circumstances involved, and review any materials or circumstances pertinent to the grievance to determine if there seems to be a reasonable or sound basis for the academic grievance. If the chairperson decides there may be a reasonable or sound basis for the academic grievance, or if the student insists on filing the grievance anyway, then the department chairperson will arrange conferences with the student and other person(s) involved.

Prior to these conferences, the other person(s) involved will be given a copy of the written grievance and will be reissued a copy of the universitywide Academic Grievance Procedures. Both the student and other person(s) will be informed that the purpose of conferences scheduled by the department chairperson

is to attempt to resolve the issue informally. Both parties will be informed that they have the right to present any evidence, supporting witnesses, or any other relevant information during these conferences.

- c. At the beginning of these conferences, the department chairperson will inform the student and other person(s) involved that the purpose of these meetings is to attempt to resolve the grievances informally. The department chairperson will act as intermediary between the student and other individual(s) with whom the student has a dispute. If a mutually satisfactory resolution can be reached, the academic grievance is resolved.
 - d. If a resolution cannot be reached informally between the student and other person(s) involved, then the matter will be forwarded to the academic dean to be resolved.
- ## 3. Resolution by Academic Dean

Any matter not resolved by the department chairperson will be resolved by the academic dean. The dean may act alone or in the conjunction with a standing divisional committee or an ad hoc committee appointed by the dean, but the dean will make the decision. The academic dean will arrange conferences with the faculty or staff member, student, and others, as may be appropriate, to discuss the matter in question. The student and other person(s) involved will be given an opportunity to make a statement, present evidence, witnesses, or materials pertinent to the academic grievance; during these conferences both parties can be accompanied or advised by anyone either party chooses. The academic dean, after careful deliberation, will render a decision.

Notice of the dean's decision will be sent by certified mail to the student with copies to the faculty or staff member and other involved parties; either party may appeal the dean's decision to the Office for Academic Affairs if the appeal is filed within 15 working days of the date of mailing of the dean's decision.

4. Appeal

The dean's decision may be appealed to the Office for Academic Affairs within 15 working days of the mailing of the dean's decision. Appeals must be based on substantive grounds such as procedural errors, new information, or inconsistencies in the application of policies.

When an appeal is received by the Office for Academic Affairs, an official from that office will schedule a conference(s) with the student and other concerned parties to discuss the reasons for the appeal. If meetings with the student and other concerned parties result in an agreeable solution to the matter, the appeal process will end. If no such solution is reached, the official from the Office for Academic Affairs will recommend to the Provost/Vice President for Academic Affairs, giving reasons for the recommendation, whether the appeal should be heard or denied. If the Provost/Vice President for Academic Affairs denies the appeal, the appeal process will end. If the appeal is to be heard, the official from the Office for Academic Affairs will convene a panel to resolve the issues that remain. The panel will consist of a person designated by the Vice President for Student Life, a person designated by the Provost/Vice President for Academic Affairs (not the official convening the panel), one student (appointed by the president of the SGA), and one faculty member (appointed by the president of the Faculty Senate); both the student and the faculty member will come from the division holding jurisdiction for resolving the academic grievance if it is possible to find such people who have no prior connection with the case. In cases involving graduate students, the faculty and student members of the appeal panel

should hold graduate faculty or graduate student status respectively. The person designated by the Provost/Vice President for Academic Affairs will serve as hearing administrator and will coordinate and preside at all meetings conducted to resolve the academic grievance appeal.

The hearing by a panel is an administrative hearing and the proceedings will be informal rather than those used in courts of law. The panel may admit any evidence which is of probative value in determining the issues, subject to the panel's judgment as to the relevance, credibility, and weight of the evidence. The panel may ask the parties to produce evidence on specific issues, may examine witnesses, and may call and examine its own witnesses. The student may be represented at the hearing by a person of his or her choice; if the student is represented by an attorney, then the other parties may be represented by a person from the Office of the University Counsel. Each party (or the representative of the party) will have the right to confront and cross-examine all opposing witnesses. The panel will decide each of the issues raised in the appeal. The panel's decision will be final and will conclude the process insofar as the University is concerned.

A decision contrary to the student's position must be supported by the votes of at least three of the four panel members. The panel will give written notice of its decision to the student, the faculty or staff member, the dean, and the Provost/Vice President for Academic Affairs.

Housing and Dining Options

Housing

Housing is available in the many neighborhoods surrounding the University where apartments, rental houses, and condominiums are plentiful and reasonably priced. For more information concerning off-campus housing, please contact the UA Office of Off-Campus Resources at 205-348-8096 or offcampushousing@sa.ua.edu. Our Off-Campus Resources website, allows UA students to search for housing, search for roommates, post/find subleases, and find resources about how to make the most of life off campus.

You may also want to visit www.TuscaloosaApartmentGuide.com or www.crimsonchoice.ua.edu.

Dining Options

There are many food-service areas on campus, including the Ferguson Center food court, and a growing number of options in multiple locations. Students who live off campus, as well as campus residents, can enjoy the convenience of Bama Dining food service.

The UA Action Card or Act Card includes a debit (Bama Cash) account that may be used at any Bama Dining location. Students may deposit money in a debit (Bama Cash) account at any time during the semester. Money-saving meal plans are also available through Bama Dining. Additional information may be obtained by visiting Bama Dining's Website or by writing to Bama Dining, Box 870389, Tuscaloosa, AL 35487-0389. Bama Dining can be reached at 205-348-6816 or 1-888-226-2366.

Libraries at The University of Alabama

With access to more than 4.1 million print and electronic resources, University Libraries, a system of five separate discipline-related libraries,

provides both traditional print collections and cutting-edge technology. All library buildings offer a computer-networked environment providing enhanced access to electronic information sources. In addition, a wireless network facilitates student use of laptop and tablet computers and cell phones. As research has become increasingly interdisciplinary in nature, students may find collections of importance in more than one library and in our online resources.

The University Libraries website, lib.ua.edu, available 24/7 from any computer, provides all library users with access to integrated collections, services, and information resources. Currently, the University Libraries system provides access to 199,515 full text print and electronic journals. In addition, more than 591 databases, including indexes, abstracts, and other reference resources, are linked from the Libraries website. The collection of electronic books continues to grow with more than 1.5 million e-books in all disciplines.

The University Libraries discovery interface, Scout, is accessible through the Libraries website and provides access to the full catalog of local holdings, as well as a wide variety of database content – including scholarly and trade journals, popular magazines, current and historic newspapers, microfilm, federal government documents, digital archives, and streaming audio and video. Links to books and electronic materials on reserve, Interlibrary Loan services, and other self-initiated services, such as renewing books and requesting materials from the Libraries Annex, are also available. Faculty and students also have access to research collections encompassing more than 1 million titles from the Center for Research Libraries (CRL) via Interlibrary Loan.

Subject liaisons work closely with students and faculty to assist them in ordering or locating materials and in advising students and faculty who need specialized assistance with research projects. A list of subject liaisons is available on the University Libraries website. **Reference services are available in person, over the phone, and online through the Ask-a-Librarian service.** University Libraries also provides services for users with disabilities.

The University Libraries system offers academic software to support student assignments and class projects. Software is upgraded and added annually. Students can find locations of the current programs available on library computers by accessing the University Libraries website. The University Libraries provides access to 3D scanning and printing services, 3D stereoscopy, virtual reality, and other technology equipment for student learning and research.

In 2017, the University Libraries launched the Institutional Repository for UA. In this resource one can find electronic theses and dissertations (2009 onward) and faculty publications. The Institutional Repository accepts faculty and student research publications for submission.

The University Libraries maintains memberships in the Association of Research Libraries, the Center for Research Libraries, HathiTrust, the Coalition for Networked Information, centerNet, LYRASIS, the Association of Southeastern Research Libraries, the Network of Alabama Academic Libraries, the Digital Preservation Network, and the Alabama Digital Preservation Network. As a U.S. Government Documents Regional Depository, the University Libraries serves Alabama libraries and the public.

Amelia Gayle Gorgas Library

Amelia Gayle Gorgas Library is the main campus library supporting the teaching and research needs of the College of Arts and Sciences' humanities and social sciences programs, the College of Communication and Information Sciences, the College of Human Environmental Sciences,

the Honors College, the School of Social Work, and the College of Continuing Studies.

Located on the first level, the Gorgas Library Learning Commons provides students with computers equipped with the latest productivity and academic software used in classrooms and laboratories. The area provides space for students to study together for group projects or individually. In addition, students, faculty, and staff can ask for personal research assistance at the Information Desk located in the Commons area. Also located on this level is the Digital Humanities Center, a hi-tech environment for faculty and graduate students exploring the digital humanities; the Music Library with two recording booths; and Java City Café, a fun place to relax and meet friends.

The Circulation Desk, located on the second level, serves as the central check-out area for media production equipment, laptops, headphones, books, and other materials. Items requested through InterLibrary Loan can also be picked up at the Circulation Desk.

Gorgas 205 (a large meeting room for University events), the Pearce Foyer (exhibition space), group study spaces, and the Sanford Media Center, a leading-edge facility for digital media production for students, are all located on the second level.

Special features in Gorgas Library include areas with designated noise levels, from silent to quiet talking; several types of seating and study accommodations, including group study rooms for collaborative assignments; designated study carrels for graduate students and faculty; additional computers with academic software on the third level; printers; and 3D printers. University Libraries partners with the University Writing Center, which maintains a satellite center in Java City Café.

Gorgas Library is located on the Quad opposite Denny Chimes.

Angelo Bruno Business Library

Angelo Bruno Business Library serves the business information needs of the campus and in particular the students, faculty, and staff of the Culverhouse College of Business and the Manderson Graduate School of Business. The library also houses the college's **Sloan Y. Bashinsky Sr. Computer Center**.

Bruno Library's resources comprise a wide variety of scholarly and professional business databases, along with a significant collection of print and electronic books and journals. Library faculty and staff offer users specialized information assistance and services, including individual and class instruction in library research and effective use of library databases.

Special features include areas with designated noise levels, from silent to quiet talking; several types of seating and study accommodations, including group study rooms for collaborative assignments; and designated study space for graduate students. A wide range of software is offered on computers throughout the facility and on circulating laptops.

The 64,000-square-foot facility is conveniently located on Stadium Drive within the Culverhouse complex.

McLure Education Library

McLure Education Library serves primarily the students, faculty, and staff of the College of Education and the Graduate School of Education.

McLure Library includes the **School Library and Curriculum Materials Center** on the lower level; reference and periodical areas and public computer areas on the main level; and study rooms, two presentation practice rooms, and a computer lab on the upper level. Several

Promethean Boards and SMART Boards are available throughout the facility for student use. Instruction sessions are offered at all levels, including training for pre-service teachers.

The main collection of the library comprises scholarly and professional books and journals related to education (including sports and physical education). The School Library collection contains over 25,000 trade books for preschool through young adult readers. The Curriculum Materials Center holds approximately 10,000 items, including K-12 textbooks, curriculum guides, supplemental classroom materials, and educational media including DVDs, kits, games, and other items.

McLure Library is located on University Boulevard near Bryant-Denny Stadium.

Eric and Sara Rodgers Library for Science and Engineering

Eric and Sara Rodgers Library for Science and Engineering serves students, faculty, and staff in the sciences, engineering, and nursing programs. Rodgers Library offers a 3D studio and other makerspace resources; seven group study rooms; and equipment and special space for students to prepare, practice, and record presentations.

The library is equipped with a generous number of computer workstations offering a wide range of productivity software, including specialized software for use in science and engineering.

Rodgers Library is open 24 hours daily from Sunday through Thursday during portions of the semesters, giving students more opportunities to learn, study, and do research.

Rodgers Library is located immediately south of Shelby Hall and the Science and Engineering Complex, north of the Biology building, and one building west of the Campus Drive Parking Deck.

Special Collections

Special Collections is comprised of the W.S. Hoole Library and the A.S. Williams III Americana Collection.

Hoole contains rare and unique materials dealing with U.S. history with a focus on Southern history and culture and Alabama history and culture. Areas of concentration include the exploration and settlement of territory in the Gulf of Mexico; the antebellum period; the Civil War and Reconstruction; slavery, abolition, and emancipation; the socio-economic and racial history of the New South; the Civil Rights movement; and Latin America with a particular emphasis on Mexico and Brazil.

Hoole has more than 40,000 volumes of rare books and incunabula, serials, and newspapers; approximately 4,000 manuscript collections; more than 2,000 maps, including several hundred from the 16th, 17th, and 18th centuries; over 500,000 photographic images; and nearly a million University records. Extensive digital collections comprising several hundred thousand images are accessible through Hoole's home page.

The Williams Collection includes an additional 20,000 volumes, hundreds of maps, and an extensive collection of manuscripts and historical documents pertaining to the history and culture of the South, particularly the Civil War. The Civil War materials in both Hoole and Williams document the war from the perspectives and observations of participants in the Union and the Confederacy, and include several hundred Confederate imprints.

Hoole Library is located on the second floor of Mary Harmon Bryant Hall, Hackberry Lane, and the Williams Collection is located on the third floor of Amelia Gayle Gorgas Library.

Additional Libraries

Under separate administration are the Health Sciences Library in the University Medical Center, the Bounds Law Library in the School of Law, and the Map Library, **department of geography**, in Farrah Hall.

Military Programs

General

Army or Air Force ROTC scholarships and other financial assistance may be available to qualified students who plan to be enrolled for at least two years. Interested students may obtain information about current programs from one of the following ROTC offices: The University of Alabama, Professor of Military Science, Box 870260, Tuscaloosa, AL 35487-0260; or Air Force ROTC Detachment 10, The University of Alabama, Box 870258, Tuscaloosa, AL 35487-0258.

Air Force ROTC

An Air Force officer's commission is available to graduate students through the Air Force ROTC Two-Year Program. If other qualifications are met, a student with at least two full years of full-time coursework remaining (in either graduate studies or a combination of undergraduate and graduate courses) can apply for entry into the Professional Officer Course (POC).

Applicants must favorably complete the Air Force Officer Qualifying Test, pass a medical physical, pass a physical fitness test and have at least a 2.0 GPA. Students selected to enter the cadet corps will be scheduled for a summer field training encampment prior to entry into the POC. Field training camps are conducted at Air Force bases throughout the United States. Successful completion of field training qualifies the student to enter the POC. The student then completes the last two academic years of graduate and/or undergraduate studies, taking one 3-hour Air Force studies (AFS) class and a leadership laboratory each semester in order to gain an officer's commission upon completion of studies. Cadets in the POC are paid a \$350–\$400 stipend per month during the academic year and may be eligible for academic scholarships. To apply, contact The University of Alabama, AFROTC DET010, Box 870258, Tuscaloosa, AL 35487-0258, or call 205-348-5900 prior to planned entry into Air Force ROTC.

Required Air Force ROTC courses for the Two-Year Program are:

Code and Title	Hours
AFS 350 USAF Leadership Studies & AFS 301 and Leadership Laboratory	4
AFS 360 USAF Leadership Studies & AFS 302 and Leadership Laboratory	4
AFS 470 National Security Affair & AFS 401 and Leadership Laboratory	4
AFS 480 National Security Affair & AFS 402 and Leadership Laboratory	4

Course descriptions may be found in The University of Alabama Undergraduate Catalog.

Army ROTC

Army officer's commissions are available to graduate students through the Army ROTC two-year option. A student with at least two years of full-time coursework remaining (in either graduate studies or a combination of undergraduate and graduate courses) can apply for the Advanced ROTC Program. Students will be required to take three ROTC classes

each semester while completing their graduate or undergraduate studies. Advanced ROTC Program students must attend the Leader's Development Assessment course between the first and second years of enrollment, for which they will be paid one-half the pay of a second lieutenant (\$887). Students are paid a monthly tax-free subsistence allowance (\$450 per month during the first year and \$500 per month the second year) while enrolled in the Advanced ROTC Program. Full-tuition scholarships are available to qualified students who commission before age 27. To apply, contact The University of Alabama, ROTC Department, Box 870260, Tuscaloosa, AL 35487-0260; or call 205-348-1056.

Course descriptions may be found in The University of Alabama Undergraduate Catalog.

Readmission of Service Members

The University complies with laws concerning readmission of service members.

A student who has been admitted to or enrolled in The University of Alabama Graduate School may ask for a military leave to fulfill a U.S. military obligation. The student should notify the dean of the Graduate School of a call to military service and provide documentation. Upon return from military service, the student also should notify the dean of the Graduate School of the intent to return to graduate school and provide documentation of honorable discharge.

A student called to active military duty, unless dishonorably discharged, and eligible for readmission as defined by law, will receive an extension of the degree time limit equal to the term of eligible service, with a cap on the number of years in the extension. The extension is subject to the five-year limit as applicable to readmission provisions in the Higher Education Opportunity Act of 2008 (Section 484C of the HEA) and implementing regulations in 34 CFR Section 668.18.

Office of Disability Services

The Office of Disability Services (ODS) is the central contact point for UA students with academic disabilities. ODS works with faculty and other members of the University community to provide individualized academic accommodations while promoting student responsibility and self-advocacy. It is the student's responsibility to make known a need for academic accommodations and services by

- (1) completing an application and providing appropriate documentation of the disability to ODS,
- (2) formally requesting accommodations during an intake interview with an ODS Accommodations Specialist,
- (3) using the ODS Online Portal to provide each instructor the Faculty Notification Letter, and
- (4) meeting with each instructor to discuss the implementation of accommodations.

Students can apply for academic accommodations and submit disability documentation by logging into the ODS Online Portal with their MyBama username and password.

For more information about services for students with disabilities, including documentation requirements, visit ods.ua.edu or call 205-348-4285 (voice), or 205-348-3081 (TTY). Office hours for ODS are Monday through Friday, 8:00 a.m. to 4:45 p.m.

Office of Information Technology

The Office of Information Technology (OIT) provides state-of-the-art technology services to The University of Alabama community. Faculty, staff, and students can turn to the OIT for access to and assistance with email, websites, network, and much more. Visit <http://oit.ua.edu> for a complete overview of the Office of Information Technology services.

Email

Crimson Mail is the email service for students at The University of Alabama. Crimson is powered by Google, meaning students have all the benefits of using Gmail. Email addresses use the format userID@crimson.ua.edu, and accounts are lifelong with no expiration. Crimson Mail is accessed using the same login credentials as myBama.

Internet

Wireless internet service is available in all buildings and residences on campus. Students, faculty and staff should use the eduroam wireless network. Students should connect with their crimson email address and myBama password. Additional information and connection instructions are available at oit.ua.edu/wifi.

Software

OIT offers a variety of free software packages to UA students. Box unlimited cloud storage, Microsoft Office 365, Qualtrics, and others can be downloaded at oit.ua.edu/software.

Security

All UA students are required to use DUO two-factor authentication to protect myBama and Crimson mail accounts.

Research

OIT offers high-performance computing platforms to students and graduate students at UA. Learn more at <https://oit.ua.edu/service/research>.

Research Agencies

Oak Ridge Associated Universities

Since 1946, students and faculty of The University of Alabama have benefited from its membership in Oak Ridge Associated Universities (ORAU). ORAU is a consortium of 96 colleges and universities and a contractor for the U.S. Department of Energy (DOE) located in Oak Ridge, Tennessee. ORAU works with its member institutions to help their students and faculty gain access to federal research facilities throughout the country; to keep its members informed about opportunities for fellowship, scholarship, and research appointments; and to organize research alliances among its members.

Through the Oak Ridge Institute for Science and Education (ORISE) that the DOE facility ORAU operates, undergraduates, graduates, postgraduates, and faculty enjoy access to a multitude of opportunities for study and research. Students can participate in programs covering a wide variety of disciplines, including business, earth sciences, epidemiology, engineering, physics, geological sciences, pharmacology, ocean sciences, biomedical sciences, nuclear chemistry, and mathematics. Appointment and program length range from one month to four years. Many of these programs are specially designed to increase the numbers of underrepresented minority students pursuing degrees in

science- and engineering-related disciplines. A comprehensive listing of these programs and other opportunities, their disciplines, and details on locations and benefits can be found in the ORISE Catalog of Education and Training Programs. ORAU's Office of Partnership Development seeks opportunities for partnerships and alliances among ORAU's members, private industry, and major federal facilities. Activities include faculty development programs, such as the Ralph E. Powe Junior Faculty Enhancement Awards, the Visiting Industrial Scientist Program, and various services to chief research officers. For more information about ORAU and its programs, visit the ORAU home page.

The University of Alabama's rich environment for research involves an array of Centers and Institutes, many of which offer opportunities for graduate student engagement. For a full list, please see <http://ovpred.ua.edu/research-institutes/>.

Student Health Center and Pharmacy (SHC)

The University of Alabama provides high-quality and easily accessible health care for its students through The University of Alabama Student Health Center and Pharmacy (SHCP). Located conveniently on campus at the corner of Peter Bryce Boulevard and 4th Street East and adjacent to the UA tennis courts, the SHCP is accredited by the Accreditation Association for Ambulatory Health Care (AAAHC). The SHCP can meet most ambulatory medical needs of UA students, including women's health, psychiatry, ADD/ADHD, nutrition, allergy/immunization services, dermatology, an in-house pharmacy, X-ray and lab, as well as international-travel medical evaluations. We provide referral services for other medical services when needed. For convenience, students may make certain SHCP appointments through the Patient Portal accessible through myBama. Those requiring appointments with our specialty services should call the appointment line, 205-348-2778.

For University-required immunizations for all entering students, refer to www.shc.ua.edu/immunizations; these can also be obtained at the SHCP. For more general information, visit www.shc.ua.edu or call 205-348-6262.

For students who need to purchase health insurance, information regarding this can be found at www.uhcsr.com/ua; or by calling 205-348-4086.

Tuition and Other Expenses

For a complete list of current tuition costs and an estimated student budget for the current year, visit studentaccounts.ua.edu/cost; contact The University of Alabama, Student Account Services, Box 870120, Tuscaloosa, AL 35487-0120; or call 205-348-5350. The main office is located in 105 Student Services Center.

College/course fees will vary depending on the student's actual course enrollment. College/course fees are listed online with applicable courses in the Web Schedule of Classes for the applicable term after logging into the MyBama account. To see the college fee rates per college, visit studentaccounts.ua.edu/college-fee-rates-by-college.

Application Fees

A nonrefundable application fee must accompany each new application for admission before it will be processed. The application fee for U.S. citizens and permanent residents is \$65; for international applicants the fee is \$80. Credit card payments may be made with online applications at the Graduate School's website. After admission, no fee will be assessed for subsequent applications requesting a change of program area, change of degree objective within the program of study, or change of

status from non-degree to a degree program. If a student applies but does not enroll within 12 months of the requested entrance date, a new application and an accompanying appropriate fee must be submitted.

Auditing courses

Auditing a course does not affect the rate charged for the course.

Status as an Alabama Resident

The University's policy on residency can be found in the In-state Residency section of the University Registrar's website.

Any questions regarding residency should be directed to the Office of the University Registrar, 206 Student Services Center, Box 870134, Tuscaloosa, AL 35487-0134 or 205-348-2020.

Alabama resident status should not be confused with "residency" requirements for completion of doctoral degrees. Please refer to those degrees' respective sections of the Catalog for information on residency requirements for degree purposes.

General Payment Information

Students are expected to meet all financial obligations to the University by specified due dates in order to maintain their enrollment. Payment in full or Payment Plan participation is required for a student to maintain each semester's registration. **Students who have not completed payment for a term before the bill date of the next term will lose their ability to register for subsequent terms.**

Students will be notified via their @crimson email when a student account bill is available to review and pay. No paper bills will be mailed. Students will log in via their myBama account to view their account activity and make payment. Instructions for making payments can be found at Make a Payment or by viewing our How to Videos.

For important dates and more information see studentaccounts.ua.edu.

Veterans Services

The Office of Veteran and Military Affairs provides assistance to veterans, reservists, service persons, and eligible dependents. The office processes all certifications that must be filed with the Department of Veteran and Military Affairs before educational benefits can be received. Students must register with the Office of Veteran and Military Affairs each semester to begin receiving or to continue receiving benefits. In addition to helping students apply for benefits and complete VA certifications, the Office of Veteran and Military Affairs provides academic, personal, and financial referrals to students in VA programs. VA-sponsored work-study programs and tutoring are available to those who qualify. Students eligible for veterans benefits include VEAP veterans, reservists and veterans on the 'New GI Bill', disabled veterans, dependents of persons who have total and permanent service-connected disabilities, and dependents of persons whose deaths were service-connected.

Information about services, application procedures, and compliance with VA requirements is available at the Office of Veteran and Military Affairs, Houser Hall, Ste. 3000, or by contacting The University of Alabama, Office of Veteran and Military Affairs, Box 870251, Tuscaloosa, AL 35487-0251; 205-348-0983.

For students receiving VA education benefits, any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link: <https://www.benefits.va.gov/gibill/feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

Graduate Non-Standard Terms For Federal VA Certification Purposes

The VA instructs institutions to enter the training time (full, $\frac{3}{4}$, etc.) in the TT/FT box for the enrollment period based on the school's academic policy when submitting the federal VA certification for graduate level terms. The VA also depends on the institutional determination of what is considered full time in these cases. The VA has an undergraduate matrix for students that is used for non-standard terms. However, this matrix does not adequately apply to graduate students in a fair and equitable manner when graduate students take courses in non-standard terms due to the weight of semester hours being affected by the number of hours the institution considers full time for graduate level coursework as compared to the undergraduate equivalent (12 hrs for UG = FT vs. 9 hrs for GR = FT). Furthermore, the academic policy of UA does not dive deeper into the individual parts of term in order to apply the academic policy appropriately and in an equitable manner as compared to the undergraduate counterpart and due to the way the federal VA requires institutions to certify benefits to the VA.

To bring clarity and equity to this situation, the Office of Veteran & Military Affairs has established the following policy when certifying graduate students in non-standard terms that takes the academic policy of what the institution considers full time and allocates the policy's equivalent to the individual parts of the term when certifying benefits to the VA and is publishing this certification policy guidance to bring the institution into federal compliance by having this information published in UA's catalog. Otherwise, graduate students using benefits would be unfairly subjected to the lesser-weighted undergraduate hours.

Below is UA's determination for VA purposes of how the academic policy for full-time status would apply to VA students for determining rate of pursuit for VA purposes:

GRADUATE POLICY FOR FULL-TIME STATUS WITHIN ANY SEMESTER = 9 HRS

VA NON-STANDARD SUMMER SCHEDULE EXAMPLE:

MAY INTERIM: 3 HRS

SUM I: 3 HRS

SUM II: 3 HRS

TOTAL HOURS: 9 HRS

(This student would be full time for the semester, and each part of term would be full time for that individual part of term. Likewise, and to maintain equity, a student who is in 6 hours, with 3 hours in May Interim and 3 hours in Summer I, would be considered full time for only those parts of term while not being full time for the entire summer semester. As a result, when submitting graduate hours to the VA, the institution will use the equivalent of how the academic policy would apply to the individual parts of term if a student was full time for the entire term being certified in other similar cases. VA's Rate of Pursuit Calculator will also be used in help determining the proper Rate of Pursuit for graduate level non-standard terms.)

Withdrawal From the University

It is the student's responsibility to officially withdraw from the University or from an individual course in accordance with University regulations. The Withdrawals and Leave of Absence (p. 32) section of the Undergraduate Catalog has the necessary instructions. Please visit <https://studentaccounts.ua.edu/withdrawal-from-the-university/> for more information about the financial impacts of withdrawing, including

information on how federal financial aid, loans, and scholarships may be affected.

A student may initiate the withdrawal process through myBama.

Workshop for New Graduate Teaching Assistants

Since 1987, the Graduate School has offered special training for all new graduate teaching assistants (GTAs). The Workshop for New Graduate Teaching Assistants is mandatory for all new GTAs, including those who have not yet completed the 18 graduate semester hours in the teaching field required before the GTA can be responsible for teaching a class and/or assigning grades. The workshop includes a variety of formal presentations on topics such as syllabus and course preparation, teaching with technology, leading group discussions, leading lab sessions, and important policies and legal issues. The workshop also includes interactive sessions led by experienced GTAs, who have been recognized for superior teaching. In these sessions, each new GTA receives both written and oral feedback of teaching strengths and areas for improvement on a short, prepared teaching presentation. Students also have the opportunity to discuss important University policies such as services for students with disabilities, harassment, academic misconduct, academic grievances, and the confidentiality of student records.

All new GTAs who are non-native speakers of English **must also** successfully complete the International Teaching Assistant Program (ITAP), conducted by the University's English Language Institute, before they will be allowed to teach.

College of Arts and Sciences

The College is committed to leadership in pedagogical innovation and the use of technology to further student learning. It values the traditional residential campus and is dedicated to providing an array of stimulating learning communities where students may grow personally and intellectually. The discovery and sharing of knowledge is at the heart of our enterprise. The College is committed to leadership in the creation, dissemination, and application of knowledge and the preparation of future scholars. It accomplishes this by maintaining and enhancing both its nationally competitive faculty and its nationally ranked graduate and undergraduate programs.

Learning and quality-of-life are interrelated. As the state's largest liberal arts college, the College of Arts and Sciences is central to the cultural, intellectual, and social life on campus and in the community, state, and region. It contributes fundamentally to the economic development of the state through teaching, creative activity, research, and outreach.

The College holds to the principle that knowledge must serve humanity and our environment, and it is dedicated to global responsibility, justice, and ethics.

Department of American Studies (p. 50)

Department of Anthropology (p. 53)

Department of Art and Art History (p. 68)

Department of Biological Sciences (p. 85)

Department of Chemistry and Biochemistry (p. 106)

Department of Communicative Disorders (p. 119)

Department of Criminology Criminal Justice (p. 126)

Department of English (p. 128)

Department of Gender and Race Studies (p. 151)

Department of Geography (p. 157)

Department of Geological Sciences (p. 166)

Department of History (p. 178)

Department of Mathematics (p. 192)

Department of Modern Languages and Classics (p. 209)

School of Music (p. 256)

Department of Physics and Astronomy (p. 271)

Department of Political Science (p. 285)

Department of Psychology (p. 303)

Department of Religious Studies (p. 313)

Department of Theatre and Dance (p. 320)

Department of American Studies

- Major
 - American Studies, MA (p. 52)

AMS500 Internship

Hours 1-3

An internship opportunity that combines independent study and practical field work focusing on a particular problem or topic related to American culture and experience. Recent examples include internships in museum management, historic preservation, archaeological research, television production, category fiction, promotion of academic programs, documentary television, academic public relations, with Alabama Heritage and Louisville magazines, and with the Paul Bryant Museum.

AMS505 Directed Study

Hours 1-3

No description available

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AMS506 Directed Study

Hours 1-3

No description available

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AMS507 Landscapes of the South

Hours 3

This seminar explores the cultural, social, and natural ecology of the Mississippi watershed from St. Louis to the Gulf Coast. This interdisciplinary American Studies course examines the river dubbed "the Body of the Nation," its history, cultural geography, and geophysical ecology. Through readings in history, literary accounts, and artistic expressions, we explore effects of human interventions in nature and nature's impact on the course of human events.

AMS509 Memory, Identity and Politics: Gender, Race, and Class

Hours 3

This interdisciplinary graduate seminar explores the ways in which memory and the past construct political identities and the interplay of race, class, gender, and ethnicity in its social construction through readings, discussion, and student research. Reading selections include core theoretical texts on memory studies and specific case studies on topics, including not but exclusive to the American Civil War memory, U.S. South, slavery, and Reconstruction. Issues and questions are: how memories are constructed, translated into identities and political action; bases of shared memories and contested memories; political memorialization and the effects of collective amnesia; and how "communities of memory" are developed, sustained, and dissolved.

Prerequisite(s): None

AMS512 On The Road

Hours 3

This course seeks to introduce the breadth and power of the travel culture that defines 'America' and examines enduring features when writers take to the open road in America.

AMS516 American Environmental Thought

Hours 3

Popular conceptions of nature hold extraordinary power in shaping our responses and policies toward both the geophysical world and built environments. This interdisciplinary course examines key concepts and controversies in American thought about nature since before colonization. Using accounts from various regions, the course explores evolving conceptions of nature and justice, competing claims about race and class, and changing institutional responses and remedies to environmental degradation in the context of global change.

AMS520 Mark Twain's America: America's Mark Twain

Hours 3

This course begins with the premise that Mark Twain is alive and well. The course will balance consideration of the life, work, and times of America's most celebrated author as well as his impact on popular culture to this day—from film adaptations of his work, to pop-culture references, to the traditions of American humor, to tourists abroad, etc. Students will examine Mark Twain as the "Lincoln of Our Literature" and as an American icon. The course will require careful consideration of the life and work of Samuel Clemens, the man who would later become Mark Twain, the most famous American of the late nineteenth and early twentieth century. We will read and discuss several of his works in context with his times, and we will explore how his legacy affects our own. Why was he so popular, and why does he remain so popular? Students will encounter a wide range of intellectual and emotional interactions with American culture through the mind of Mark Twain, and, likewise, filter much of American popular culture through the lens of the world he created and reported to the world in his literary output. Students will consider, in addition, their own relationship to Mark Twain's America.

Prerequisite(s): Graduate admission.

AMS521 Writer & Artist in America

Hours 3

This course offers a comparative examination of responses by 20th century literary and visual artists to perceived social crises and challenges to American cultural values, such as sex in the early 20th century American city, working class struggles during the Great Depression, issues of atomic anxiety during the early years of the Cold War, the ethical dilemmas of the Vietnam War, the perils of the AIDS/HIV crisis, and the flourishing of contemporary consumer culture. The course also introduces several important movements in twentieth century American arts and letters, including Naturalism, Modernism, Social Realism, the Beat movement, Social Surrealism, and Postmodernism.

AMS522 Popular Culture in America

Hours 3

Survey and analysis of 20th century US popular culture including social context and how it has reflected and shaped American society, including gender, race, class and region.

AMS523 The Roots of American Music

Hours 3

This class surveys American music from ragtime, blues, and hillbilly to Broadway, Hollywood musicals, and swing jazz. Our focus will be on commercial mainstreams and democratic audiences – how selling sound led to different identities being expressed through taste and style. Race, gender, class, sexuality, age, technology, and the music business will all factor as we move from blackface minstrelsy in the 1800s to World War II. We will listen closely to several songs each week, connecting music to larger themes through primary and secondary sources, regular writing, and in-class discussion.

AMS529 American between the Wars

Hours 3

Explores first two decades of America's 'Modern Times' (1919-1941) when Americans redefined themselves and their society.

AMS530 Special Topics

Hours 3

Selected American topics in American Studies offered by AMS faculty members or Americanists from related departments. Recent example: Women in America.

AMS531 Studies In Pop Culture

Hours 3

Research and discussion of selected topics in American popular culture: literature, music, network broadcasting, advertising, film, and drama.

AMS532 Studies In The Arts

Hours 3

Research and discussion of selected topics in literature, film, painting, photography, and architecture, and the role of the artist in 19th- and 20th-century America.

AMS536 Studies Social Experience

Hours 3

Research and discussion of selected topics in the American social experience.

AMS539 Urban Spaces

Hours 3

This interdisciplinary social science course provides an introduction to the cultural and physical ecology of cities, focusing primarily on urbanization in the United States from the late 19th century to the present. Course readings include classical scholars in urbanism and urban design. Contemporary urban environmental histories explore population shifts and land use along the urban gradient from the suburbs to urban centers, with attention to water, sewer, and transportation infrastructure, pollution, and urban sprawl.

AMS545 The 'Good War'

Hours 3

A topical examination of the American Experience at home and abroad, 1941-1945.

AMS565 Fictions of American Identity

Hours 3

This course explores nineteenth- and twentieth-century American literature and culture. Novels and short stories by Zora Neale Hurston, Henry James, Gish Jen, James Weldon Johnson, Toni Morrison, Vladimir Nabokov, and other writers are studied in the context of debates over slavery, national identity, women's roles, immigration and assimilation, social mobility, sexual mores, consumer culture, and race relations. Paper assignments emphasize close reading techniques and process-oriented writing. Assigned literary critical readings include papers written by students in this class and subsequently published in *The Explicator*, a journal of text-based critical essays. Writing proficiency within this discipline is required for a passing grade in this course.

AMS570 Natives and Newcomers: Cross-Cultural Encounters in Early America

Hours 3

The colonization efforts of European empires in the early modern period led to cross-cultural encounters between societies previously unfamiliar with one another, introducing each of them to unfamiliar ideas, cultures, political systems, and landscapes and changing their lives in profound ways. This course explores the complex interactions between Native American, European, and African peoples in North America, with a particular focus on the region that is currently the Southeastern United States. Such cross-cultural contact could result in valuable collaborations, deep misunderstandings, violence, or contests for power. How were interactions with unfamiliar peoples described and understood by Native Americans, Europeans, and African peoples in North America? How did the circulation of peoples and cultures shape ideas about 'America' and 'Americanness'? Is 'encounter' a single event, or a long process? This course meets a college core writing requirement; a demonstration of writing proficiency is required for a passing grade in this course.

AMS585 American Experience to 1865

Hours 3

An exploration of the formative years of the American cultural experience, from early European encounters with the New World to the attainment of continental nationhood. The course will draw upon insights from many disciplines and will include several kinds of cultural evidence (for example: literature, art, and photography; religious, political, and social thought and behavior; and economic, technological, and geographical development) as well as consideration of recent major synthetic works of cultural scholarship. Topics covered include the growth of colonial societies; the Revolutionary movement and the political foundations of the American Republic; the Market Revolution and the rise of middle-class culture; the antebellum South and the emerging West; and the origins and evolution of American cultural diversity. Offered fall semester.

AMS589 Approaches Teaching Ams

Hours 3

A study of basic approaches to interdisciplinary teaching in American culture at the college level, along with supervised teaching experience.

AMS592 American Topic Seminar

Hours 3

Study of special topics within the American cultural experience. Recent examples include American literary realism, women in America, the Civil Rights movement, the picture press, music and ethnicity, the politics of culture, regionalism in American culture, the changing American family, homelessness in America, American autobiography, American monuments, contemporary American folklore, Southern popular culture, Southern iconoclasts, politics and culture, historical memory, America by design, the other in America, women in America, race in America, 19th-century popular culture, and slavery and the Civil War in historic memory.

AMS595 Ams Colloquium: Res & Methods

Hours 3

Discussion of methodological and theoretical issues in American Studies.

AMS596 Ams Colloquium: Scholarly Writ

Hours 3

Presentation of research and methods.

Faculty**Chair**

Edward Tang

American Studies, MA

The Master of Arts program in American Studies is designed to enable students to examine American culture from a broad, interdisciplinary perspective, combining basic cultural studies with advanced professional training. Drawing on the graduate resources of the University at large, students develop individually tailored programs of coursework that reflect their own interests.

Our graduates have used the MA in American Studies as preparation for positions in journalism, public relations, library service, historical preservation, community organizing, private foundation work, law, and education, among other fields.

Admission Requirements

A student interested in pursuing a master's degree in American Studies must first apply for admission to the Graduate School and satisfy the school's minimum requirements as stated in this catalog. Each applicant

should submit an acceptable score on either the general test of the Graduate Record Examination or the Miller Analogies Test in support of his or her application.

The dean of the Graduate School will then forward the student's records and application to the Department of American Studies for evaluation. Although a basic undergraduate background in American culture (literature, history, and political thought) is preferable, it is not a prerequisite for admission to the program. Students given conditional admission to American Studies must earn a 3.0 in their first semester of coursework or they will be dropped from the MA program.

General Degree Requirements

Students should refer to the Graduate Handbook of the Department of American Studies for additional information.

Candidates for the master's degree must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Code and Title	Hours
Required Courses	
AMS 592 American Topic Seminar	6
AMS 585 American Experience to 1865	3
AMS 595 Ams Colloquium: Res & Methods	3
AMS 596 Ams Colloquium: Scholarly Writ	3
Elective Courses	15
Electives selected with Advisor Approval	
AMS 500 Internship	
AMS 505 Directed Study	
AMS 506 Directed Study	
AMS 507 Landscapes of the South	
AMS 509 Memory, Identity and Politics	
AMS 512 On The Road	
AMS 516 American Environmental Thought	
AMS 520 Mark Twain's America	
AMS 521 Writer & Artist in America	
AMS 522 Popular Culture in America	
AMS 523 The Roots of American Music	
AMS 529 American between the Wars	
AMS 530 Special Topics	
AMS 531 Studies In Pop Culture	
AMS 532 Studies In The Arts	
AMS 536 Studies Social Experience	
AMS 539 Urban Spaces	
AMS 545 The 'Good War'	
AMS 565 Fictions of American Identity	
AMS 570 Natives and Newcomers: Cross-Cultural Encounters in Early America	
AMS 589 Approaches Teaching Ams	
Comprehensive Exam	
Total Hours	30

A student may take up to 9 hours outside the department, choosing a single disciplinary or cognate area (literature, history, broadcast and film,

women's studies, journalism, the South, etc.) or two minor areas. Most students, however, choose a focus within American Studies.

Comprehensive Examinations

Each candidate for the master of arts degree in American Studies will write a comprehensive examination designed to reflect the individual's program. The comprehensive examination is intended as an integrating, synthesizing experience that enables the student to draw together the various component areas of his or her course of study. The results of the examination should attest to the student's acquisition of an interdisciplinary perspective, as well as an understanding of American culture as a whole. See the American Studies Graduate Handbook for details on the comprehensive examinations.

Department of Anthropology

Anthropology, MA (p. 58)

Anthropology, PhD (p. 61)

Museum Studies Certificate (p. 68)

Chair

- Keith Jacobi

Graduate Program Director

- Christopher Lynn

Professors

- Ian Brown
- Jason DeCaro
- Marysia Galbraith
- Keith Jacobi
- Lisa LeCount

Associate professor

- Christopher Lynn

Assistant professors

- Elliot Blair
- Katherine Chiou
- Courtney Helfrecht
- Holly Horan
- Cameron Lacquement
- Stephanie McClure
- Sonya Pritzker
- Alexandre Tokovinine

Professors emeriti

- James Bindon
- John Blitz
- William Dressler
- Vernon J. Knight
- Kathryn Oths

Museum Studies Program

- John Abbott
- Alexander Benitez
- William Bomar
- John Friel

Prerequisites: Twelve hours in anthropology and graduate standing, or permission of the instructor.

ANT501 Theory and Method in Linguistic Anthropology

Hours 3

Advanced introduction to contemporary linguistic anthropology: explores various theoretical and methodological approaches to the study of language as a semiotic resource for social actors and communities.

ANT502 Health and Inequalities

Hours 3

Explores the gendered, ethnic, cultural, and class dimensions that underlie the patterning of disease and illness worldwide, with attention to the long-term health effects of racism, sexism and poverty. Topics include reproductive and sexual health, obesity, body image, HIV/AIDS, mental illness, homelessness, and more.

ANT505 Culture, Mind, and Behavior

Hours 3

The cultural and linguistic basis of cognitive organization, local systems of folk classification, and the collection and analysis of data of shared cultural and social information. Offered according to demand.

ANT506 Biocultural Bodies

Hours 3

This course will explore the body as the object and subject of culture. It will examine how viewing the body as a biocultural canvas and looking at culture as "lived through" the materiality of the body influences our understandings of health and health care. Students will be challenged to examine health as a concept that is quantifiable and generalizable as well experiential and person-centered. They will be challenged to view the discipline of medicine as a framework for employing verifiable and shared (or questionable and contested) knowledge of biological systems whose foundational assumptions and core meanings are grounded in particular social and cultural worlds.

ANT509 Ancient Maya Civilization

Hours 3

Ancient Maya civilizations in Mexico and Central America from the earliest inhabitants until the Spanish Conquest.

ANT510 Ethnography of Communication

Hours 3

Students in this course will learn to use the concepts and methods of ethnography of communication by developing and carrying out a research project on language and social interaction. You will learn how social interaction is organized, how to document and study it, and how to address such evidence to anthropological and applied problems. Graduate students will produce a research report worthy of submission to a research conference of their professional scholarly organization. All students will finish the course with a critical and sophisticated understanding of how social interaction works in a variety of contexts.

ANT511 Culture Health & Healing

Hours 3

Provides the student with an overview of health, illness, and healing as they vary between and within cultural systems.

ANT512 Peoples of Europe

Hours 3

A survey of the standards, customs, and beliefs that typify cultures of east and central Europe. Offered according to demand.

ANT513 Peoples Of Latin Amer

Hours 3

A survey of thematic areas of research on Latin American cultures. Thematic areas include, but are not limited to, health, environment, political systems, forms of production, and religion.

ANT514 Peoples Of Africa

Hours 3

A survey of the standards, customs, and beliefs that typify African cultures. Offered according to demand.

ANT519 Myth Ritual And Magic

Hours 3

A survey of the anthropological literature on religion, including such topics as myth, ritual, magic, witchcraft, totemism, shamanism, and trance states. Offered according to demand.

ANT521 Ethnography

Hours 3

Ethnography is a hallmark of anthropology. It is at once a theoretical approach, set of methods, and style of writing. This course highlights ethnographic theory, methods for collecting ethnographic material, and techniques for writing about culture by reading exemplary texts, discussing key concepts, and practicing various methods. Each student will develop an ethnographic project that involves fieldwork, data analysis, and writing.

ANT523 Legal Anthropology

Hours 3

What is law? Do all societies have it? Is there really something distinct about "thinking like a lawyer"? This seminar primarily draws on anthropological studies of legal systems and practices to show that the answers to these questions are surprisingly complex. We will study law both cross-culturally and, within the United States, cross-contextually, in order to explore what really distinguishes legal rules from cultural norms and to ask whether basic legal concepts exist across cultures.

ANT525 Geographical Information Systems for Archaeologists

Hours 3

This course covers the basic background and skills necessary to manage and analyze spatial datasets using GIS (Geographic Information Systems). We will emphasize the GIS concepts and techniques that are most useful to archaeologists, and we will be working with real archaeological data for all labs and projects. Topics include data acquisition, spatial queries, working with rasters, catchments, cost# surface analysis and visualization analysis. The course includes a weekly guided lab on ESRI ArcGIS software.

ANT526 Arch East North Amer

Hours 3

An examination of the origin and development of pre-Columbian and early historic cultures of eastern North America. Offered according to demand.

ANT528 Analytical Archaeology

Hours 3

Contemporary issues in concept formation, theory construction, methods, and techniques. Offered according to demand.

ANT538 Anthropology of Art

Hours 3

The course views the art that societies past and present produce; it explores culture, creativity, and human beings' distinctive compulsion to make decorative objects.

Prerequisite(s): Graduate standing; or permission of instructor

ANT543 Adv Field Archaeology

Hours 3

Directed field study in the excavation and analysis of archaeological deposits. Each student must design and conduct a research project, then adequately report the results. Off campus.

ANT544 Anthropology And Cemeteries

Hours 3

No description available

ANT545 Historical Archaeology

Hours 3

12 hours of anthropology or permission of instructor; graduate standing
This course combines the methods used in historical archaeology with a basic survey of the archaeological record of the historic period of North America.

ANT550 Probs In Anthropology

Hours 3

Devoted to issues not covered in other courses. Offered according to demand.

ANT562 Ancient Andean Civilizations

Hours 3

The Andes is a region of geographic and environmental extremes that witnessed the early rise of complex societies long before the Inca Empire. In this course, we examine the prehispanic cultures that resided in this region—from the peopling of South America to the aftermath of Spanish Conquest.

ANT563 Anthropology of Landscape and Ecology

Hours 3

This course explores anthropological theories and methods of space, place, and environment. It concentrates on ethnographic and archaeological discussions of landscape and ecology. Anthropologists who study landscape and ecology focus on the cultural practices through which communities in the past and present produce the socially meaningful sites, shrines, and physical features of their environment, while also taking into account how the environment influences people's social actions and underlies people's deepest cultural values. To understand a landscape or an ecology, then, is to examine the interrelation of various social and environmental, cultural and material phenomena. The course also introduces the field and laboratory methods that anthropologists employ to apply their theoretical perspectives on landscape and ecology.

ANT564 Paleoethnobotany

Hours 3

This laboratory class is designed to introduce archaeological laboratory methods, reasoning and interpretation through paleoethnobotanical identification and data analysis. We will be studying the major classes of plant remains likely to be encountered in archaeological sites, how to identify them, and how to organize the data to produce interpretable results. The course will emphasize the use of plant remains to answer archaeological questions, rather than study the plant remains for their own sake.

ANT568 Ceramics for the Archaeologist

Hours 3

Ceramics are the most ubiquitous and variable materials on many archaeological sites and, as such, they offer archaeologists a vast amount of information about the past. In this class, we approach ceramics from the perspective of research questions, and investigate how analytical techniques can help address them. The class also has a large practical component. Students will conduct analyses on collections and present their findings at the end of the class. This course is meant to provide a framework for developing hypotheses, methods and skills directly applicable to senior projects, MA theses, and Ph.D. dissertations.

Prerequisite(s): Graduate students must have collections in hand at the start of the course.

ANT571 Fossil Humans and Evolution

Hours 3

A survey of the discoveries, methods, and theories that provide the background for modern research in macroevolution in the human lineage.

ANT573 Human Osteology

Hours 4

A detailed introduction to human osteology, emphasizing the identification of fragmentary remains and the criteria for determination of age, sex, and race. Offered according to demand.

ANT574 Neuroanthropology

Hours 3

This course provides an introduction to evolutionary and biocultural approaches within anthropology to the central and peripheral nervous systems and their interconnections. Topics include the evolution of the brain; how culture and social structure shape the brain, its development, and its activity; and anthropological perspectives on connections among culture, behavior, brain, mind, and body.

ANT575 The Plastic Human: Our Biology, Culture, & Evolution

Hours 3

An introduction to the biocultural and evolutionary bases of human adaptability.

ANT576 Nutritional Anthropology

Hours 3

An introduction to anthropological inquiries and methods in nutrition including food habits, food systems, dietary variability, and food movements using an engaged anthropological framework. This experiential learning class teaches students how to conduct nutritional anthropological fieldwork within local community settings.

ANT578 Anthro of Human Development

Hours 3

Health culturally competent socialized adults and mature physical forms arise from a developmental process with evolutionary, biological, social and cultural dimensions. We survey child/human development from an anthropological perspective, considering interactions across levels of analysis from genes to culture.

ANT579 Human Paleopathology

Hours 3

Course investigates skeletal pathology and trauma. Topics included: 1. Understanding disease processes, 2. Distinguishing accidental and violent trauma on bone, 3. Recognizing the following conditions in skeletal remains: congenital anomalies, circulatory disorders, joint diseases, infectious diseases, metabolic diseases, skeletal dysplasias, neoplastic conditions, diseases of the dentition and other conditions. Students will inventory, evaluate and analyze sets of human skeletal remains for pathology and trauma and complete final reports on those remains.

ANT581 Anthropology is Elemental: Teaching Anthropology in Primary and Secondary Settings

Hours 3

This course is an introduction to teaching anthropology at the primary and secondary levels. It is a service-learning course, which means that all students will serve as instructors in a local anthropology course offered in the Tuscaloosa area. This course will expose students to applied anthropology through teaching the anthropological perspective via an activity-based four-subfield curriculum in conjunction with local elementary schools, after-school programs, or similar community partners. These programs will be taught by teams, and each student will be responsible for attending weekly course meetings, developing curricular material and implementing it in a classroom setting, and co-teaching with other students.

ANT598 Individ Investigations

Hours 1-9

Directed nonthesis research in archaeology, cultural anthropology, anthropological linguistics, or physical anthropology.

ANT599 Thesis Research

Hours 1-6

No description available

ANT600 Research Methods

Hours 3

Prepares students in the scientific method and research skills used in anthropology. Instruction emphasizes grant writing, study design, interview and observation techniques, and the collection, management, and analysis of data using a statistical software package.

ANT601 Advanced Research Methods

Hours 3

This seminar is designed to refine doctoral students' background in qualitative and quantitative research methods necessary for dissertation research. Emphasis is placed on the integration of qualitative and quantitative methods for students doing ethnographic research, and techniques of numerical induction for archaeology students.

ANT603 Theory & Method In Archaeology

Hours 3

An examination of contemporary archaeological theory and method and their development during the 19th and 20th centuries.

ANT604 Sem Archaeology Complex Society

Hours 3

Contemporary issues in the archaeology of complex societies, including different aspects of complexity and attempts to classify and measure them.

ANT610 Theory Method Medical Anthropol

Hours 3

A detailed introduction to theory and method in medical anthropology. Approaches include adaptation, biocultural, psychoanalytic, stress, and other theoretical perspectives.

Prerequisite(s): ANT 511 and ANT 600

ANT612 Sem Biocultural Anthropology

Hours 3

A biocultural overview of the anthropology of health. Topics include biological and cultural approaches to various dimensions of human health and illness.

ANT621 Native Americans Ethnohy Persp

Hours 3

An examination of Indians and Eskimos of North America during the historical period, focusing on the impact of European contact on culture and society.

ANT625 Survey History Archaeology

Hours 3

A critical examination of archaeology's history as a science, with emphasis on intellectual trends, changes in method and theory, and recent developments. Offered once a year.

ANT640 Landmarks Anthropologcl Resear

Hours 3

This course examines seminal works in the history of anthropology. Works may include books or smaller publications that exemplify important developments in theory and method.

ANT641 Culture

Hours 3

This seminar reviews past and contemporary theories and approaches used in cultural anthropology.

ANT670 Principles of Biological Anthropology

Hours 3

A series of seminars and lectures designed to refine the student's knowledge of research on nonhuman primates, fossil hominids, population genetics, and human variation and adaptation. Offered once a year.

ANT698 Individual Investigations

Hours 1-9

Directed dissertation research in archaeology, cultural anthropology, anthropological linguistics, or physical anthropology.

ANT699 Dissertation Research

Hours 1-15

*No description available***MUSM500 Museum Internship**

Hours 3

This course is normally taken near the end of the museum studies program after the majority of other required courses have been completed. For the internship, students will develop a project proposal for a 40-hour unpaid internship at a host museum of their choice. Once the proposal is approved by the MUSM Internship Coordinator and MUSM Chair, students will complete the internship at their chosen host museum and be evaluated by their host museum supervisor and MUSM Internship Coordinator.

Prerequisite(s): Enrollment in the MUSM program, completion of at least two of the required courses (MUSM 501, MUSM 502, and MUSM 503), Academic Advisor's approval of the internship proposal, and MUSM Administrator's approval of the internship proposal.

MUSM501 Museum Administration

Hours 3

This course utilizes case studies, analysis of timely topical issues, and problem-based learning exercises to explore many facets of museum studies relevant to administration and management in not-for-profit museums of various types (art, history, natural history, or science/technology). Intended for students considering a career in arts administration, or museums specifically, this course provides an inter-disciplinary introduction to museum work. Students will gain an understanding of the history and philosophy of museums, the role of museums in society, collecting policies, governance, strategic planning, budgeting, grant-writing, museum ethics, multicultural issues, and legal issues in museums. Behind-the-scenes visits to museums and guest speakers will be included.

MUSM502 Museum Collections Management

Hours 3

This course considers the intellectual, physical, legal, financial, social, and ethical challenges of preserving and providing access to museum collections. Through lectures, readings, hands-on activities, and field trips students explore the theory and practice of collections management and learn how to maximize available resources for collections care in any museum regardless of size.

Prerequisite(s): This course has no prerequisites. Students are expected only to have an interest in the course topic and content, a willingness to be active participants in the learning community that the course is designed to create, and the time and energy to complete the required in-class and out-of-class learning activities and assignments.

MUSM503 Museum Education and Exhibition

Hours 3

This course provides an overview of museum exhibition and education initiatives; two of the most important functions of all museums. The emphasis of the first part of the course will be on critiquing, designing and presenting museum exhibitions to various audiences. As exhibition and education are intricately linked in museums, the education component of this course will explore various ways to engage the visiting public through museum displays as well as other public outreach programs. Students should be prepared to not only design appealing museums displays but also successfully export their content in various formats to various publics that include schoolchildren.

Prerequisite(s): This course has no prerequisites. Students are expected only to have an interest in the course topic and content, a willingness to be active participants in the learning community that the course is designed to create, and the time and energy to complete the required in-class and out-of-class learning activities and assignments.

Faculty**Chair**

Keith Jacobi

Graduate Program Director

Christopher Lynn

Professors

Ian Brown

Jason DeCaro

Marysia Galbraith

Keith Jacobi

Lisa LeCount

Associate professor

Christopher Lynn

Assistant professors

Elliot Blair

Katherine Chiou

Courtney Helfrecht

Holly Horan

Cameron Lacquement

Stephanie McClure

Sonya Pritzker

Alexandre Tokovinine

Professors emeriti

James Bindon

John Blitz

William Dressler

Vernon J. Knight

Kathryn Oths

Museum Studies Program

John Abbott

Alexander Benitez

William Bomar

John Friel

Anthropology, MA

The Department of Anthropology has offered an award-winning master's degree program since the early 1950s. This is a research degree offered in all four fields of anthropology.

With strong training in research methods, application, and theory, or MA program is appropriate both for students intending to continue on the PhD, and for those who will enter careers that require only the master's. For this reason, we do not consider our program a 'terminal master's degree.' Roughly half of the student admitted into our PhD program each year are graduates of our own MA program.

Admission Requirements

Students seeking MA or PhD degrees in anthropology at The University of Alabama must satisfy departmental entrance and examination requirements. An acceptable score on the Graduate Record Examination general test is required for MA admission, and for students applying to the PhD program without the MA degree in hand.

See the Admission Criteria section of this catalog for more information.

General Degree Requirements

For the MA degree, each student must complete a minimum of 30 credit hours in courses numbered 500 or above. Without special prior approval of the student's advisor, the student's committee, and the director of graduate studies, neither ANT 598 Individ Investigations nor ANT 599 Thesis Research will count toward the 30 hours.

All MA graduate students must successfully complete a core program consisting of one graduate course in at least three of the four fields of anthropology:

Code and Title	Hours
ANT 641 Culture	3
ANT 501 Linguistic Anthropology	3
ANT 670 Prin Biological Anthropology	3
ANT 625 Survey History Archaeology	3
ANT 600 Research Methods	3
Total Hours	15

Additional requirements include a comprehensive examination to be taken following the second semester in residence and reading knowledge of a foreign language or demonstration of a research skill such as statistical analysis. Thesis and non-thesis options are available and the specific requirements for these options are published on the department's website. The MA degree will be conferred by The University of Alabama.

For the PhD program each student must complete 48 credit hours in courses numbered 500 or above. No more than 24 hours can be transferred from an MA program to the PhD program. A reading facility in one foreign language appropriate to the research topic must be demonstrated. Knowledge of quantitative methods and other advanced research skills must also be obtained through the required seminar ANT 601 Advanced Research Methods. Additional requirements include two core courses, each of which is specific to the doctoral tracks.

Code and Title	Hours
Archaeology of Complex Societies	
ANT 603 Theory & Method In Archaeology	3
ANT 604 Sem Archaeology Complex Society	3
Biocultural Medical Anthropology	
ANT 610 Theory Method Medical Anthropol	3
ANT 612 Sem Biocultural Anthropology	3

Plan of Study

Early in the graduate program, each student confers with a faculty adviser or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study is prepared and submitted to the Graduate School.

The PhD Plan of Study is available at the Graduate School website. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit for the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

If later there are changes in the Plan of Study, the student simply submits an amended Plan to the Graduate School at the time that the form for Admission to Candidacy for Doctoral Degree is submitted.

A preliminary examination must be passed before undertaking dissertation research. Six to 12 months of ethnographic or archaeological field work is expected, followed by analysis and the writing of the dissertation. The dissertation itself will then be presented and defended before the student's committee and other interested faculty.

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate

School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program.

Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.

- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis

in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;

- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Anthropology, Ph.D.

The PhD curriculum builds on the strengths of the master's degree program by concentrating on two emphases:

1. the archaeology of complex societies, pertaining to the emergence and spread of early civilizations in the Americas, and
2. medical anthropology, the study of the influence of social relations and culture on psychological and biological adaptation.

The doctoral program is designed to prepare graduates with the skills needed to move easily into either academic or non-academic positions.

Admission Requirements

Students seeking PhD degrees in anthropology at The University of Alabama must satisfy departmental entrance and examination requirements. Specifically, a combined score of at least 300 on the Graduate Record Examination general test, with a writing component score of 4.0 or higher, is required for students applying to the PhD program without the MA degree in hand at the time of admission. Also, an undergraduate and/or graduate record of coursework and research experiences demonstrating adequate preparation for doctoral level study in anthropology is required, including coursework in at least three subdisciplines of anthropology, and a grade point average of at least 3.0 on a 4.0 scale. At the discretion of the faculty, specific coursework

requirements may be waived at the time of admission if a plan has been developed to address any deficits prior to matriculation.

General Degree Requirements

For the MA degree, each student must complete a minimum of 30 credit hours in courses numbered 500 or above. Without special prior approval of the student's advisor, the student's committee, and the director of graduate studies, neither ANT 598 Individ Investigations nor ANT 599 Thesis Research will count toward the 30 hours.

All MA graduate students must successfully complete a core program consisting of one graduate course in at least three of the four fields of anthropology:

Code and Title	Hours
ANT 641 Culture	3
ANT 501 Linguistic Anthropology	3
ANT 670 Prin Biological Anthropology	3
ANT 625 Survey History Archaeology	3
ANT 600 Research Methods	3
Total Hours	15

Additional requirements include a comprehensive examination to be taken following the second semester in residence and reading knowledge of a foreign language or demonstration of a research skill such as statistical analysis. Thesis and non-thesis options are available and the specific requirements for these options are published on the department's website. The MA degree will be conferred by The University of Alabama.

For the PhD program each student must complete 48 credit hours in courses numbered 500 or above. No more than 24 hours can be transferred from an MA program to the PhD program. A reading facility in one foreign language appropriate to the research topic must be demonstrated. Knowledge of quantitative methods and other advanced research skills must also be obtained through the required seminar ANT 601 Advanced Research Methods. Additional requirements include two core courses, each of which is specific to the doctoral focused areas of study.

Code and Title	Hours
Archaeology of Complex Societies	
ANT 603 Theory & Method In Archaeology	3
ANT 604 Sem Archaeology Complex Society	3
Biocultural Medical Anthropology	
ANT 610 Theory Method Medical Anthropol	3
ANT 612 Sem Biocultural Anthropology	3

Plan of Study

Early in the graduate program, each student confers with a faculty adviser or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study is prepared and submitted to the Graduate School.

The PhD Plan of Study is available at the Graduate School website. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit for the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

If later there are changes in the Plan of Study, the student simply submits an amended Plan to the Graduate School at the time that the form for Admission to Candidacy for Doctoral Degree is submitted.

A preliminary examination must be passed before undertaking dissertation research. Six to 12 months of ethnographic or archaeological field work is expected, followed by analysis and the writing of the dissertation. The dissertation itself will then be presented and defended before the student's committee and other interested faculty.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further

information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See Interdisciplinary Studies (IDS) (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources

of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'.
If the in-field master's degree was awarded more than six years prior

to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.

- b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
- c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
- d. The Field-Related Employment Since Earning Mater's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is

expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the

Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination

(e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully

adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3

*Completed" means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

- ¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.
- ² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Museum Studies Certificate

The University of Alabama is pleased to offer an interdisciplinary graduate certificate in museum studies intended for graduate students who are either majoring in a traditional museum content discipline such as art history, history, anthropology, American studies, geology, or biology; or students who have already completed graduate degrees in these disciplines. Students who complete the certificate program will be qualified for a variety of entry-level professional positions in museums in areas such as museum education, collections management, exhibit planning and development, and museum administration.

Generally defined as the study of all aspects of the theory and practice of museum operations, museum studies includes the history and background of museums, their role in society, and specific systems for research, conservation, education, organization, and administration. This certificate program combines education in traditional academic subjects together with coursework in museum theory and practices, and practical museum field experience.

Admission Criteria

An applicant whose credentials meet the following minimum requirements may be considered for regular, unconditional admission to the museum studies certificate program:

- GPA: The applicant must have a GPA of 3.0 overall, 3.0 in the last 60 hours in a degree program, or 3.0 for a completed graduate degree program.
- Admission test scores: The applicant must meet the minimum requirements of the Graduate School.

A student may be admitted conditionally if he/she falls below the expected criteria.

Application

Consistent with the Graduate School's requirements, an applicant to the museum studies certificate program must have completed a bachelor's

degree and must be currently enrolled in a master's or doctoral program of study at The University of Alabama, or have completed a graduate degree. Applicants not currently enrolled in a graduate program of study at The University of Alabama must submit required materials, including a statement of purpose and two letters of recommendation, to the Museum Studies Internship Coordinator.

Curriculum

The certificate program requires the completion of 15 credit hours, including three core courses. The remaining six hours will come from a list of electives pre-approved by the Museum Studies Advisory Board, allowing students the flexibility to tailor their program of study to their specific career goals.

Museum Studies Certificate		Hours
MUSM 500	Museum Internship (Museum Internship)	3
MUSM 501	Museum Administration	3
MUSM 502 or	Museum Collections Management	3
MUSM 503	Museum Education & Exhibition	
Please select two of the following electives:		6
AMS 585	American Experience to 1865	
ANT 509	Ancient Maya Civilizatns	
ANT 513	Peoples Of Latin Amer	
ANT 544	Anthropology And Cemeteries	
ANT 550	Probs In Anthropology	
ARH 550	Literature Of Art	
ARH 565	Topics in Renaissance Art	
ARH 580	Twentieth-Century Seminar (Representing Conflict only)	
GEO 516	Volcanology	
GY 589	Forest Eco Veg Analysis	
HY 603	Literature European Hist	
LS 500	Information and Media	
LS 533	Spec Libr & Info Centrs	
LS 536	Archives	
LS 541	Youth Programming	
LS 555	Intro Archival Studies	
LS 556	Archival Theory & Practice	
TH 628	Prob Th Arts: Design (Process and Model Making only)	
Total Hours		15

Department of Art and Art History

- Majors
 - Art History, MA (p. 72)
 - Studio Art, MA (p. 76)
 - Studio Art, MFA (p. 80)

Chair

- Guynes, Jason

Professors

- Guynes, Jason
- Pagani, Cathy
- Wedderspoon, Craig

Associate professors

- Curzon, Lucy 'Director of Graduate Programs in Art History'
- Dooley, William
- Jones, Tanja
- Jordan, Chris
- Marshall, Sarah
- Schulte, Peter
- Shineman, Sky

Assistant professors

- Castenell, Wendy
- Cumberland, Jonathan
- Feltman, Jennifer
- Grant, Allison 'Director of Graduate Programs in Studio Art'
- Kim, Mina
- MacDonald, Wade
- Speed, Bryce
- Stephens, Rachel
- Sung, Doris

Clinical assistant professor

- Pham, Giang

Instructors

- Grimes, Jamey
- Kocyba, Kate
- Palmer, Cassandra
- Sniadecki, Mark
- Tisdale, Nicholas
- Wegrzynowski, Charlotte
- Wegrzynowski, Tom

Adjunct assistant professors

- Dietz, Anna
- Dyer, Mary
- Gentry, Kelly
- Kelley, Emily
- Klosterman, John
- McKibben, Micah
- Moore, Megan
- Morgan, Celestia
- Reeg, Martee
- Robbins, Rachel
- Smoot, Amy
- Teague, Rebecca
- Hoitsma Young, Daisie

Art History Courses

ARH501 Interdisciplinary Seminar

Hours 3

The primary goal of this course is to explore contemporary visual culture through theory, history, and studio practice.

ARH502 Paul R. Jones Collection of American Art K-12 Program

Hours 3

This program is designed to offer graduate and undergraduate students the opportunity to conduct interdisciplinary community engagement activities via with the College of Arts and Sciences's Paul R. Jones Collection of American Art (PRJCAA). Central to this course is student use of the PRJCAA to engage K-12 pupils and their teachers in the Tuscaloosa area. Students will learn about the PRJCAA including its content, mission, and goals. They will also begin investigating foundational readings in community engagement scholarship. To join this class, students must complete an application and interview process. This course does not meet at regularly scheduled class times during the day and much of course itself is conducted off-site at a school within the Tuscaloosa City School system. Students must undergo a mandatory (state required) background check before starting the program.

Prerequisite(s): By Instructor Permission Only

ARH550 Literature Of Art

Hours 3

Principles and methodology of the discipline as described in the writing of its founders and chief makers; bibliographical research method and mastery. Required of all art history MA students.

ARH552 Advanced Research Seminar

Hours 3

This advanced seminar focuses on the development and application of discipline-specific research skills. Students will broaden their knowledge of art historical methodologies and themes generally, as well as construct a research program specific to their area of study (Medieval, Early Modern, Modern/Contemporary, etc.). Each class session will address a different theme or topic that students will discuss in relation/apply to individual topics or questions. Generally, these sessions will focus on historiographic issues, ideas, and trends, as well as professional expectations with regard to scholarship and academic practice. As part of this course, students are expected to work closely not only with the instructor and their peers in the class, but also with their major (faculty) advisor. This seminar is intended to be taken after students complete ARH 550 (Literature of Art) since it demands the further study and application of the methods and theoretical approaches learned in that course.

ARH555 Asian Seminar

Hours 3

This seminar course considers a broad range of issues, objects, and themes relevant to the study of Asian art.

ARH560 Medieval Seminar

Hours 3

This course considers a broad range of issues, objects, and themes relevant to the study of art and architecture in medieval Europe. Class sessions will be organized around readings selected to introduce existing scholarship and methods while stimulating new questions for future research.

ARH565 Topics in Renaissance Art/Renaissance Seminar

Hours 3

This graduate-level seminar will explore a variety of critical themes and issues in the study of Early Modern/Renaissance art.

ARH570 Baroque & Rococo Seminar

Hours 3

This seminar course considers a broad range of issues, objects, and themes relevant to the study of Baroque or Rococo art.

ARH575 Nineteenth-Century Seminar

Hours 3

This seminar course considers a broad range of issues, objects, and themes relevant to the study of nineteenth-century art.

ARH577 American Art Seminar

Hours 3

This seminar course considers a broad range of issues, objects, and themes relevant to the study of American art in a historical context.

ARH580 Twentieth-Century Seminar

Hours 3

This seminar course considers a broad range of issues, objects, and themes relevant to the study of modern or contemporary art.

ARH598 Independent Study

Hours 3

Independent study allows students to pursue academic interests outside the formal classroom setting under the supervision of a faculty member of the department. The activities may include reading, research, or a special project. Independent study is not a substitute for courses regularly available in the department curriculum and is only available to students who are ready to conduct in-depth and largely self-directed research on a specific topic. Enrollment is subject to approval by the Graduate Program Director and a supervising faculty member. A proposal of the topic, and program of work must be submitted to the instructor for approval.

Prerequisite(s): Graduate student status and permission of the instructor

ARH599 Thesis Research

Hours 1-12

This independent research course partially fulfills required master's-level research thesis hours toward the master's degree in art history. The course is conducted under the guidance of the thesis advisor. Discussion and advisor guidance will be directed towards readings of research articles and development of research methodology, with the aim of producing a unique research contribution that represents a novel development in the field, or a novel perspective on a pre-existing topic in the field.

Studio Art Courses

ART502 Paul R. Jones Collection of American Art K-12 Program

Hours 3

Prerequisites: Twelve undergraduate hours in the specific studio field requested, review of portfolio, and permission of the department chairperson. This course is open only to graduate students who are not enrolled in a graduate program in the Department of Art.

ART506 Independent Studies

Hours 1-6

Students may make proposals for projects not taught in the regular curriculum. These must be approved by a faculty sponsor and the chairperson of the department.

ART508 Special Projects

Hours 3

Special projects course titles include Alternative Photographic Process, Photo-based Printmaking, Water Media on Paper, Figurative Modeling and Sculpture, Experimental Drawing and The Photographic Artist's Book.

ART510 Advanced Drawing Seminar

Hours 3

The focus of this course will be the study and production of drawings as an activity that documents our memories, examines and explains the world around us, transforms our perceptions of time and space, and helps us invent new ways of seeing and thinking.

ART511 Graduate Seminar

Hours 3

A critical examination of contemporary issues, philosophies, criteria, and ideas in art.

ART512 Ceramics

Hours 2-6

The ceramics program has a fully equipped facility with a complete inventory of clay and glaze materials. Facilities include equipment for clay mixing and preparation; workstations for forming and throwing; gas, wood fire, raku, and electric kilns; and materials for experimental kiln construction. Personal instruction is given in all forming techniques, glaze calculations, and firings. Students are encouraged to experiment with the medium and explore new processes. Emphasis is placed on the student's development of concepts and forms.

ART516 Painting

Hours 2-6

The primary goal of the painting program is to enhance the student's ability in conceiving of a strong personal vision. The program defines painting as a complex and vital art form that exists in a state of constant flux, a tradition that is both mired in history and capable of regularly redefining itself. It equally embraces students who define painting as a practice that goes far beyond the brush, and those who employ more traditional methodologies.

ART518 Photography

Hours 2-6

Photography is viewed as a means of personal expression and exploration, emphasizing development of the student's vision. Instruction is individually tailored and, although the facilities are designed for black and white printing, the exploration of alternative applications is encouraged. Graduate students are expected to increase their knowledge of the history of photography and contemporary art, and participate in teaching undergraduates. Facilities include a film developing area, two darkrooms, and a critique space. Computers are accessed through the digital media area.

ART520 Printmaking

Hours 2-6

Graduate printmaking is conducted in a workshop situation, including group critiques and technical demonstrations. The program philosophy embraces a broad spectrum of activities relating to the idea of the multiple and the history of printed material. Students are expected to master traditional techniques and encouraged to work in an interdisciplinary manner, exploring the boundaries of the media area. The facility comprises equipment for intaglio and relief printing, stone and plate lithography, screen printing, and photo-based/digital printmaking.

ART522 Sculpture

Hours 3-6

The sculpture program allows students to work with an extensive range of media and processes while emphasizing conceptual development and refined technical ability. Sculpture encompasses traditional media, methods, and processes as well as technologies that can be adapted to sculptural activities, idioms, and forms. Facilities include a full wood shop, metal fabrication shop, foundry, critique/installation room, and graduate studio space.

ART525 Graduate Critiques

Hours 3

This course examines the studio practice through critical discourse, defending and discussing aesthetic philosophy and its application to research in the visual arts.

ART528 Advanced Digital Photography (Graduate Level)

Hours 3

The course will expand upon digital skills for the photographer / digital artist presented in Art 328. This course presents technical, aesthetic and conceptual concerns at an advanced level. Content will be delivered through lecture, demonstrations, workshops, and experiential learning. The primary emphasis is on student-driven production of fully realized artworks. There will be regular critiques to facilitate the creative process. There will be a survey of contemporary photo / digital artists to stimulate ideas, discussion and practices across numerous conceptual themes. The semester will culminate in the production of a final portfolio and works presented for exhibition. Graduate students will be expected to create artworks at a higher level of sophistication. Further, they will be required to deliver content presentations to the class at level equivalent to course instruction. Finally, they will be expected to meet with professor regularly for in-depth discussions of course content and artistic production.

Prerequisite(s): ART 328

ART530 Problems and Techniques for Teaching Studio Foundations

Hours 3

Graduate students will acquire expertise with teaching concepts and techniques relative to studio foundations teaching.

Prerequisite(s): Graduate standing in Art or Art History

ART612 Ceramics

Hours 2-6

The ceramics program has a fully equipped facility with a complete inventory of clay and glaze materials. Facilities include equipment for clay mixing and preparation; workstations for forming and throwing; gas, wood fire, raku, and electric kilns; and materials for experimental kiln construction. Personal instruction is given in all forming techniques, glaze calculations, and firings. Students are encouraged to experiment with the medium and explore new processes. Emphasis is placed on the student's development of concepts and forms.

ART616 Painting

Hours 2-6

The primary goal of the painting program is to enhance the student's ability in conceiving of a strong personal vision. The program defines painting as a complex and vital art form that exists in a state of constant flux, a tradition that is both mired in history and capable of regularly redefining itself. It equally embraces students who define painting as a practice that goes far beyond the brush, and those who employ more traditional methodologies.

ART618 Photography

Hours 2-6

Photography is viewed as a means of personal expression and exploration, emphasizing development of the student's vision. Instruction is individually tailored and, although the facilities are designed for black and white printing, the exploration of alternative applications is encouraged. Graduate students are expected to increase their knowledge of the history of photography and contemporary art, and participate in teaching undergraduates. Facilities include a film developing area, two darkrooms, and a critique space. Computers are accessed through the digital media area.

ART620 Printmaking

Hours 2-6

Graduate printmaking is conducted in a workshop situation, including group critiques and technical demonstrations. The program philosophy embraces a broad spectrum of activities relating to the idea of the multiple and the history of printed material. Students are expected to master traditional techniques and encouraged to work in an interdisciplinary manner, exploring the boundaries of the media area. The facility comprises equipment for intaglio and relief printing, stone and plate lithography, screen printing, and photo-based/digital printmaking.

ART622 Sculpture

Hours 3-6

The sculpture program allows students to work with an extensive range of media and processes while emphasizing conceptual development and refined technical ability. Sculpture encompasses traditional media, methods, and processes as well as technologies that can be adapted to sculptural activities, idioms, and forms. Facilities include a full wood shop, metal fabrication shop, foundry, critique/installation room, and graduate studio space.

ART625 Graduate Critiques

Hours 3

This course examines the studio practice through critical discourse, defending and discussing aesthetic philosophy and its application to research in the visual arts.

Faculty**Chair**

Guynes, Jason

Professors

Guynes, Jason

Pagani, Cathy

Wedderspoon, Craig

Associate professors

Curzon, Lucy 'Director of Graduate Programs in Art History'

Dooley, William

Jones, Tanja

Jordan, Chris

Marshall, Sarah

Schulte, Peter

Shineman, Sky

Assistant professors

Castenell, Wendy

Cumberland, Jonathan

Feltman, Jennifer

Grant, Allison 'Director of Graduate Programs in Studio Art'

Kim, Mina

MacDonald, Wade

Speed, Bryce

Stephens, Rachel

Sung, Doris

Clinical assistant professor

Pham, Giang

Instructors

Grimes, Jamey

Kocyba, Kate

Palmer, Cassandra

Sniadecki, Mark

Tisdale, Nicholas

Wegrzynowski, Charlotte

Wegrzynowski, Tom

Adjunct assistant professors

Dietz, Anna

Dyer, Mary

Gentry, Kelly

Kelley, Emily

Klosterman, John

McKibben, Micah

Moore, Megan

Morgan, Celestia

Reeg, Martee

Robbins, Rachel

Smoot, Amy

Teague, Rebecca

Hoitsma Young, Daisie

Art History, MA

The MA degree in Art History is offered jointly with the University of Alabama at Birmingham (UAB). This program prepares students for study at the doctoral level or to have a career in a museum or gallery, among other fields. The MA degree in Art History at The University of

Alabama currently offers two tracks: thesis and museum studies. Track 1 culminates with a written thesis and defense, and Track 2 culminates with a major paper and capstone presentation based upon a museum internship.

Degree Requirements

Students enrolled in the MA art history program may choose one of two study plans.

Art History with Thesis - Track 1

Track 1 students must initially take 24-hours of coursework that includes 3-hours of ARH 550 Literature of Art, 3-hours of ARH 552 Advanced Research Seminar, and 18-hours (this may include 6 hours in a related field) of graduate-level ARH electives. All students must take 6-hours (elective or required) on the UAB campus.

All students are expected to take one course in western art history before 1700, one course in western art history after 1700, and one course in non-western art history. Classes are offered in the following areas: Medieval, Early Modern (Renaissance and Baroque), Nineteenth-Century, Modern and Contemporary, American (including African American), and Asian (China, Japan, and Korea) art history. During the first 24-hours of study, all students must pass a language (preferably French or German) proficiency test.

After 24-hours of coursework, Track 1 students will defend a thesis proposal. Successful students will then complete 6-hours of ARH 599 Thesis Research under the direction of a committee (which includes one faculty member from UAB). Upon producing a written thesis—which demonstrates the student's ability to define an art history problem/context and mastery of the literature relevant to the subject chosen—students will be examined by their committee and, if successful, be awarded the MA degree in Art History.

Code and Title		Hours
Required Courses		
ARH 550	Literature Of Art	3
ARH 552	Advanced Research Seminar	3
ARH 599	Thesis Research	6
Elective Courses (selected based upon required ARH course distribution)		18
*6 credit hours (elective or required) must be taken on the UAB campus		
ARH 555	Asian Seminar	
ARH 560	Medieval Seminar	
ARH 565	Topics in Renaissance Art	
ARH 570	Baroque & Rococo Seminar	
ARH 575	Nineteenth-Century Seminar	
ARH 577	American Art Seminar	
ARH 580	Twentieth-Century Seminar	
Total Hours		30

Art History with Museum Studies - Track 2

Track 2 students must initially take 24-hours of coursework that includes 3-hours of ARH 550 Literature of Art, 3-hours of ARH 552 Advanced Research Seminar, 3-hours of MUSM 501 Museum Administration, 3-hours of MUSM 502 Museum Collections Management or MUSM 503 Museum Education & Exhibition and 12-hours of graduate-level ARH electives. All students must take 6-hours (elective or required) on the UAB campus.

All students are expected to take one course in western art history before 1700, one course in western art history after 1700, and one course in non-western art history. Classes are offered in the following areas: Medieval, Early Modern (Renaissance and Baroque), Nineteenth-Century, Modern and Contemporary, American (including African American), and Asian (China, Japan, and Korea) art history. During the first 24-hours of study, all students must pass a language (preferably French or German) proficiency test.

After completing 24-hours of coursework, Track 2 students complete MUSM 500 Museum Internship and an additional 3-hours of MUSM or ARH graduate-level electives. Students will focus on the development of professional skills related to museum studies, including museum administration, collection management, and/or museum education through an internship. They will then write a paper and make a capstone presentation to the faculty at the culmination of their experience. Students successfully completing the Track 2 program will receive the MA degree in Art History and a Graduate Certificate in Museum Studies.

Applicants to Track 2 must meet all the admission requirements for the MA program in art history as well as those for the Graduate Certificate Program in Museum Studies (<https://museumstudies.as.ua.edu/>).

Code and Title	Hours
Required Courses	
ARH 550 Literature Of Art	3
ARH 552 Advanced Research Seminar	3
MUSM 501 Museum Administration	3
MUSM 502 or Museum Collections Management	3
MUSM 503 Museum Education & Exhibition	
MUSM 500 Museum Internship	3
Elective Courses (selected based upon required ARH course distribution)	15
*6 credit hours (elective or required) must be taken on the UAB campus	
ARH 555 Asian Seminar	
ARH 560 Medieval Seminar	
ARH 565 Topics in Renaissance Art	
ARH 570 Baroque & Rococo Seminar	
ARH 575 Nineteenth-Century Seminar	
ARH 577 American Art Seminar	
ARH 580 Twentieth-Century Seminar	
MUSM 502 Museum Collections Management	
or	
MUSM 503 Museum Education & Exhibition	

*Students who take MUSM 502 may opt to take MUSM 503 as an elective or vice versa.

Total Hours 30

Whether Track 1 or Track 2, the MA degree must be completed within a six-year period—the Graduate School's time limit for all master's degrees—to avoid loss of graduate credit for completed coursework.

Whether Track 1 or Track 2, all MA students must take at least 18 hours of graduate-level ARH credit (including ARH 550 Literature Of Art and ARH 552 Advanced Research Seminar).

• Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject. With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in

which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate

member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation.

Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire

examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee

members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and

summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Faculty

Chair

Guynes, Jason

Professors

Guynes, Jason

Pagani, Cathy

Associate professors

Curzon, Lucy

Jones, Tanja

Assistant professors

Castenell, Wendy

Feltman, Jennifer

Kim, Mina

Stephens, Rachel

Sung, Doris

Instructors

Dietz, Anna

Dyer, Mary

Gentry, Kelly

Kelley, Emily

Kocyba, Kate

McKibben, Micah

Moore, Megan

Reeg, Martee

Robbins, Rachel

Teague, Rebecca

Wegrzynowski, Tom

Studio Art, MA

The Department of Art and Art History offers an MA program where students can specialize in diverse disciplines and create engaging artworks as they prepare for a career as a visual artist and educator. Since its inception in 1950, the program has launched numerous artists into creative careers across the globe. Enrollments are modest by design, allowing students to have designated studio space and to work closely with faculty. The MA degree requires 30 hours of coursework in graduate studio classes, seminars, art history, critiques, and electives. All coursework must be successfully completed within six years of entering the studio graduate program.

The primary studio art facilities are situated on Woods Quad. Sculpture and Ceramics are located in the Bureau of Mines building complex. The Sarah Moody Gallery of Art is located in Garland Hall and features a program of changing exhibitions of contemporary art. The gallery is an active collecting institution dedicated to contemporary works on paper and photography. The Sella-Granata Art Gallery in Woods Hall presents

a changing schedule of shows including student work as well as other academically focused exhibitions.

Admission Requirements

Applicants to all graduate programs must satisfy admission policies established by The Graduate School of The University of Alabama, listed earlier in this catalog. The Graduate Record Exam (GRE) and Miller Analogy Test (MAT) are not required for studio art applicants. Applications are submitted online through The Graduate School website. All studio art students enter the graduate program at the MA level. Strong applicants to the program usually hold a BFA in Studio Art or BA in studio art with a related minor. However, applicants with different academic backgrounds will be considered. Admissions decisions are based on the strength of the applicant’s portfolio and written statements, and their potential for growth and achievement in the program. Prospective graduate students should have a ‘B’ average in art classes. Conditional acceptance into the program is possible. Conditional students are granted full admission upon completion of any deficiencies. Residency is required of all studio art students.

Applicants should choose one of the following areas for focused coursework; ceramics, painting, photography, printmaking, or sculpture. Faculty also specialize in drawing, digital media, graphic design, and installation, offering students the opportunity to work with a broad range of materials and processes. Each studio program applicant must submit a comprehensive portfolio of recent work. This portfolio should include a minimum of 20 works of art in the proposed area of focus. Please contact the department directly for directions on preparing application materials.

Campus visits are highly recommended. Applicants may visit graduate classes, tour studio facilities, and meet faculty and current graduate students. The department webpage offers more information about department resources and faculty activity. Prospective students are encouraged to contact faculty who specialize in their areas of interest.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

All new studio art students enter the MA program. The MA degree in studio art requires completion of a minimum of 30 semester hours of graduate work, including at least 6 hours in art history, 15 hours in a major studio field, 3 hours of graduate seminar, 3 hours of graduate critiques, and 3 hours of art studio electives. An Open Studio Review, a Full Faculty Review, a Committee Review, and a MA thesis exhibition, written statement, and an oral review are required for successful completion of the program. The degree program must be completed within six years.

Code and Title	Hours
Required Courses	
ART 511 Graduate Seminar	3
ART 525 Graduate Critiques	3
ART Electives	15
Select courses from ART 502 to ART 622 that align with Major Studio Area ¹	
Art History Elective	6
Select courses from ARH 501 to ARH 580	
Graduate Electives	3
Select courses in accordance with research interests	
Total Hours	30

Footnotes

¹ ART 510, 511, 525, or 625 do not count as ART electives.

Master's Degrees

The primary purpose of master’s degree programs is to provide students with subject matter at an advanced level in their fields of study. Master’s degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master’s programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master’s degree:

Plan I. Candidates for the master’s degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master’s degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or “capstone experience” as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student’s program at the master’s level must provide sufficient association with the resident faculty to permit individual evaluation of the student’s capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master’s degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student’s advisory committee and the dean of the Graduate School. Credit will not be

accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been

completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion.

The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations.

A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second

master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Faculty

Chair

Guynes, Jason

Professors

Guynes, Jason

Wedderspoon, Craig

Associate professors

Dooley, William

Jordan, Christopher

Marshall, Sarah

Schulte, Peter

Shineman, Sky

Assistant professors

Cumberland, Jonathan

Grant, Allison

MacDonald, Wade

Speed, Bryce

Clinical assistant professor

Pham, Giang

Instructors

Grimes, Jamey

Palmer, Cassandra

Sniadecki, Mark

Tisdale, Nicholas

Wegrzynowski, Charlotte

Wegrzynowski, Tom

Adjunct assistant professors

Klosterman, John

Morgan, Celestia

Smoot, Amy

Hoitsma Young, Daisie

Studio Art, MFA

The Department of Art and Art History offers an MFA program where students can specialize in diverse disciplines and create engaging artworks as they prepare for a career as a visual artist and educator. Since its inception in 1972, the program has launched numerous artists into creative careers across the globe. Enrollments are modest by design, allowing students to have designated studio space and to work closely with faculty. The MFA degree requires 60 hours of coursework in graduate studio classes, seminars, art history, critiques, and electives. All coursework must be successfully completed within six years of entering the studio graduate program. Graduate students present public lectures

and exhibitions during their studies, culminating with a written thesis and exhibition.

The primary studio art facilities are situated on Woods Quad. Sculpture and Ceramics are located in the Bureau of Mines building complex. The Sarah Moody Gallery of Art is located in Garland Hall and features a program of changing exhibitions of contemporary art. The gallery is an active collecting institution dedicated to contemporary works on paper and photography. The Sella-Granata Art Gallery in Woods Hall presents a changing schedule of shows including student work as well as other academically focused exhibitions.

Admission Requirements

Applicants to all graduate programs must satisfy admission policies established by The Graduate School of The University of Alabama, listed earlier in this catalog. The Graduate Record Exam (GRE) and Miller Analogy Test (MAT) are not required for studio art applicants. Applications are submitted online through The Graduate School website. All studio art students enter the graduate program at the MA level. Strong applicants to the program usually hold a BFA in Studio Art or BA in studio art with a related minor. However, applicants with different academic backgrounds will be considered. Admissions decisions are based on the strength of the applicant's portfolio and written statements, and their potential for growth and achievement in the program. Prospective graduate students should have a 'B' average in art classes. Conditional acceptance into the program is possible. Conditional students are granted full admission upon completion of any deficiencies. Residency is required of all studio art students.

Applicants should choose one of the following areas for focused coursework; ceramics, painting, photography, printmaking, or sculpture. Faculty also specialize in drawing, digital media, graphic design, and installation, offering students the opportunity to work with a broad range of materials and processes. Each studio program applicant must submit a comprehensive portfolio of recent work. This portfolio should include a minimum of 20 works of art in the proposed area of focus. Please contact the department directly for directions on preparing application materials.

Campus visits are highly recommended. Applicants may visit graduate classes, tour studio facilities, and meet faculty and current graduate students. The department webpage offers more information about department resources and faculty activity. Prospective students are encouraged to contact faculty who specialize in their areas of interest.

Degree Requirements

Admission to the master of fine arts program is by recommendation of a faculty review committee, which meets at the time of the candidate's MA thesis exhibition. The committee will recommend that the candidate continue within the MFA program or finalize studies at the University with a completed MA degree.

The MFA degree requires the completion of a minimum of 60 semester hours of graduate work, including at least 9 hours of art history, 30 hours in a major studio area, 6 hours Graduate Seminar, 6 hours Graduate Critiques, and 9 hours in art history or art studio electives. The degree must be completed within six years of entering the studio graduate program. A graduate student may select a minor studio concentration of study or choose a variety of graduate-level classes offered within the art department or approved graduate-level elective courses. Candidacy for the MFA degree is based on the delivery of a public lecture by the candidate addressing his or her research in visual arts. Successful candidacy is achieved when the candidate has proven able to defend his or her research clearly and coherently. The candidate must demonstrate

proficiency in addition to displaying personal direction in his or her chosen area of study.

A thesis exhibition is presented at the end of the candidate's final term. During the exhibition, an oral examination is conducted by the student's faculty committee. At that time, the candidate defends their exhibition and written statement.

Review procedure. A graduate review committee is established by each graduate student. The committee consists of no fewer than four faculty members but may have an unlimited number of approved graduate faculty. Required appointees to this committee include the department chairperson (director of graduate studies), the major area professor, an art historian, and another art studio faculty member. The chairperson of the committee is the student's major area professor.

Code and Title		Hours
Required Courses		
ART 511	Graduate Seminar	3
ART 525	Graduate Critiques	3
ART 625	Graduate Critiques	3
ART Elective Courses		30
Select courses from ART 500 to ART 698 that align with Major Studio Area ¹		
Art History Elective Courses		9
Select courses from ARH 501 to ARH 580		
Graduate Electives		9
Select courses in accordance with research interests		
Total Hours		57

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate

School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program.

Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.

- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis

in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;

- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Faculty

Chair

Guynes, Jason

Professors

Guynes, Jason

Wedderspoon, Craig

Associate professors

Dooley, William

Jordan, Christopher

Marshall, Sarah

Schulte, Peter

Shineman, Sky

Assistant professors

Cumberland, Jonathan

Grant, Allison

MacDonald, Wade

Speed, Bryce

Clinical assistant professor

Pham, Giang

Instructors

Grimes, Jamey

Palmer, Cassandra

Sniadecki, Mark

Tisdale, Nicholas

Wegrzynowski, Charlotte

Wegrzynowski, Tom

Adjunct assistant professors

Klosterman, John

Morgan, Celestia

Smoot, Amy

Hoitsma Young, Daisie

Department of Biological Sciences

Research facilities include: Molecular Biology Core Facility, Steven Johnson Molecular Systematics Lab, Optical Analysis Facility, Aquatic Chemistry Laboratory, Animal Care Facility, as well as extensive museum collections and databases in the Scientific Collections Facility.

Local field sites include: J. Nicholene Bishop (Tanglewood) Biological Station, The University of Alabama Arboretum, Dauphin Island Sea Lab, Point Aux Pins Marsh Lab, and Talladega National Forest.

- Majors
 - Biological Sciences, MA (p. 89)
 - Biology, MS (p. 90)
 - Marine Science, MS (p. 101)
 - Biology, PhD (p. 95)

Chair

- Behzad Mortazavi

Graduate Program Director

- Christina Staudhammer

Biological Sciences

Prerequisite: Graduate standing.

Courses at the 500 level are not open to students who have received credit for the same courses at the 400 level.

BSC505 Introduction to Graduate Studies in Biological Sciences

Hours 2

This graduate level course presents topics designed to accelerate the progress and success of incoming and early stage graduate students as they transition into a M.S. or Ph.D. program in Biological Sciences. As a career preparation course, it aims to provide graduate students the practical skills and tools that will be applicable throughout their careers, regardless of their research focus.

BSC507 Research Tech In By

Hours 1-6

Individualized instruction and the application of research techniques to specific problems for graduate students in the department. Offered fall and spring semesters.

BSC511 Phage Discovery Laboratory

Hours 3

A research-based laboratory course that isolates and characterizes bacterial viruses (phages) using modern microbiology, microscopy, and molecular biology techniques.

Prerequisite(s): Graduate Standing or permission of the instructor.

BSC515 Wetland Ecology

Hours 3

An in-depth analysis of wetland ecology emphasizing the biology and ecology of vascular plants, including plant adaptations to anaerobic soils, reproductive adaptations, habitat, and plant zonation, and the role of plants in ecosystem function.

BSC517 Environmental Modeling

Hours 3

An integrated survey of quantitative principles and computer-based solution techniques important for understanding environmental systems and for environmental problem solving. Offered alternate fall semesters.

BSC522 Biology of Cancer

Hours 3

This course is an introduction to the biological principals that explain the origins, development, pathology, and treatment of cancer. Students will work in teams assigned to particular types of cancer and will investigate what is known on various topics as related to that type of cancer.

Prerequisite(s): Must be enrolled in university graduate program.

BSC524 Human Physiology

Hours 3

Examines the cardiovascular, digestive, endocrine, muscular, neural, renal, reproductive and respiratory systems. Offered spring semesters.

BSC525 Human Physiology Lab

Hours 2

Centers on principles of physiology and instrumentation for physiology. Offered alternate fall semesters.

Prerequisite(s): None. Corequisite: BSC 524.

BSC526 Computational Biology Lab

Hours 3

Computational Biology Lab introduces the programming skills, statistical methods and conceptual foundations necessary to pursue computational analysis and modeling of biological systems. This course is designed for biology students, and it is not expected that students will have prior with experience with computing or programming.

BSC528 Biology Of Fishes

Hours 4

A survey of the structure, function, ecology, and classification of fishes. Offered alternate spring semesters.

BSC529 Pathophysiology

Hours 3

Teh biological basis of disease at the cellular, organ and system level with emphasis on applications for health professionals.

BSC531 Pathogenic Microbiology

Hours 3

A study of microorganisms related to health and disease. Offered spring semester.

BSC535 Immunology

Hours 4

Thorough exploration of various aspects of modern immunology at the molecular and cellular levels. Offered fall semester.

BSC539 Bch/Molecular Biology Lab

Hours 3

A survey of the common analytical techniques used in molecular biology. Topics include protein purification and characterization, enzymology, DNA isolation and restriction endonuclease mapping, and gene cloning. Offered spring semester.

BSC541 Developmental Biology

Hours 3

The course provides basic information about events in developing animal systems, emphasizing cellular, molecular, and genetic research approaches to the study of development. Offered spring semester.

BSC542 Integrated Genomics

Hours 4

This advanced undergraduate/graduate level course will introduce you the major technologies and concepts in genomics, familiarize you with some publicly available of bioinformatics databases and tools, contribute to the public knowledge base through your own bioinformatics and literature based research, and give you hands-on experience with genomics wet lab methods. This course will also provide information on careers in biotechnology.

BSC544 General Virology

Hours 3

The molecular biology of bacterial, animal, and plant virus replication, including the biophysical, biochemical, and biological properties of virus particles. Offered spring semester.

BSC548 Animal Behavior

Hours 3

This course is designed to provide modern perspectives on the study of animal behavior, pulling from fields as diverse as evolutionary biology, ecology, neurobiology and economics. However there will be a historical undercurrent which will illustrate the roots of this truly interdisciplinary field.

BSC549 Endocrinology

Hours 3

A detailed examination of the vertebrate endocrine system that uses a comparative approach to explore intricate relationships between the brain, endocrine glands, hormones and target organs.

BSC550 Fundamentals of Biochemistry

Hours 3

A one-semester survey of protein structure, enzyme kinetics, bioenergetics, and metabolism and its regulation. Offered fall and spring semesters.

BSC551 Bch/Molecular Biology II

Hours 3

A one-semester survey of the synthesis, processing, and degradation of DNA, RNA, and protein and the regulation of these processes. Offered spring semester.

BSC553 Biochemistry Lab

Hours 3

This course is an advanced laboratory course which will introduce students to some basic concepts and common modern techniques used in biochemical/molecular biology/cell biology research. A broad spectrum of techniques will be presented to students, including native protein purification from animal tissue, chromatography, electrophoresis, characterization of molecular weight and sequences of the purified protein through mass spectrometry, enzymatic kinetics studies, and spectroscopic analysis. For students who have interest and aspire to pursue a research career in biochemistry, cell biology, molecular biology, immunology and/or other related biological science areas, this course will provide basic training and experience for a smooth start for their future laboratory work.

BSC556 Microbial Ecology

Hours 3

A study of microorganisms in the environment, with emphasis on their roles in energy transformations, biogeochemical cycles, and biotic interactions. Offered alternate fall semesters.

BSC560 Human Developmental Biology

Hours 4

Development of the human embryo and fetus, including molecular, physiological, and structural aspects of morphogenesis and functional development. Offered irregularly.

BSC564 Biology Of Algae

Hours 4

Freshwater and marine algae and their structure, development, taxonomy, and distribution. Offered irregularly.

BSC565 Principles Of Toxicology

Hours 3

No description available

Prerequisite(s): BSC 300

BSC569 Histology Of Vertebrates

Hours 4

No description available

BSC570 Principles of Population Genetics

Hours 3

Population genetics is the study of how evolutionary forces (genetic drift, natural selection, mutation, and gene flow) affect allele and genotype frequencies in populations. Population genetics is a field with a rich theoretical history that has allowed scientists to make predictions about these evolutionary processes. With the advent of massive amounts of genetic data in many species, it is now possible to test these predictions, and a solid foundation in theory, its expectations, and assumptions is crucial for interpreting results from genetic analyses. Students should expect to learn how evolutionary forces acting on individuals affect patterns of inheritance and ultimately drive the changes we see between species.

Prerequisite(s): Must be enrolled in university graduate program.

BSC571 Plant Physiology

Hours 3

Plant physiology is a survey course covering all aspects of plant transport, translocation of nutrients, plant biochemistry, plant metabolism and plant growth and development considered in depth.

BSC572 Mycology

Hours 4

An introduction to the fungi and their biology, including aspects of their structure and function, taxonomy, genetics, and ecology.

BSC573 Bioinformatics

Hours 3

Bioinformatics BSC 473/573 is a lecture course that covers the tools and approaches necessary to perform computational analysis of large datasets. We will focus on analyzing high-throughput sequencing data although the tools we will learn are applicable to a wide range of modern biological questions. Specific topics include operating in a UNIX/bash shell environment, scripting, genome assembly, alignment, and algorithms. BSC 473/573 is a writing course and writing proficiency within this discipline is required for a passing grade in this course.

Prerequisite(s): Graduate standing

BSC575 General Entomology

Hours 4

A survey of the structure, function, classification, and habits of insects. Offered irregularly.

BSC576 Aquatic Insects

Hours 4

A survey of aquatic insects, with emphasis on their identification, life histories, and ecology. Offered alternate spring semesters.

BSC580 Plant Ecology

Hours 3

This course will examine the ecology of plants at different levels: individual, population and community.

Prerequisite(s): None

BSC581 Foundations in Advanced Biostatistics with Applications to R

Hours 3

This course provides an overview to common statistical methods used in biological research, using case studies from biology, ecology, and natural resources management. The overarching objective of this course is to give students the ability to use and effectively evaluate biological data. We will demonstrate and conduct statistical analyses with an emphasis on utilizing the statistical computing language, R, to apply statistical concepts to biological and ecological data.

Prerequisite(s): Graduate standing or permission of the instructor.

BSC582 Conservation Biology

Hours 3

A thorough examination of the principles of conservation biology. Offered alternate spring semesters.

BSC583 Evolution

Hours 3

No description available

BSC584 Aquatic Biology Seminar

Hours 1

Review and discussion of current topics in aquatic biology. Offered spring semester.

BSC586 Stable Isotope Ecology

Hours 4

An advanced 4 credit hour course on application of stable isotopes in ecological research, incorporating lectures, discussion about published data, and hands-on field and laboratory experience.

Prerequisite(s): None

BSC587 Biogeography

Hours 3

Examination of the ecological and historical factors influencing the geographical distribution of plants and animals.

Prerequisite(s): Undergraduate or graduate-level course in ecology.

BSC590 Stream Ecology

Hours 4

A thorough study of the structural (physical and biological) and functional (energy flow, nutrient cycling, community structure) attributes characteristic of stream and river ecosystems. Offered alternate spring semesters.

BSC593 Cell Cycle Regulation

Hours 3

In-depth review and discussion of recent scientific research literature dealing with mechanisms of eukaryotic cell cycle regulation and their significance in human cancers. Provides a foundation for further studies in the cell cycle field, which impacts many areas of cell, molecular, and developmental biology.

BSC594 Signal Transduction Neuroby

Hours 3

Seminar on current topics related to signal transduction, as it pertains to the molecular basis of neurobiology and development. Offered alternate fall semesters.

BSC595 Advanced Cell Biology

Hours 3

Presents the structures, functions, and relationships of cellular organelles and the cytoskeleton. Offered fall semester.

BSC596 Bioremediation

Hours 3

Study of the biological degradation of toxic chemicals in the environment. Offered irregularly.

BSC598 Non-Thesis Research

Hours 1-15

Non-Thesis Research.

BSC599 Thesis Research

Hours 1-15

This independent research course partially fulfills required master's-level research thesis hours toward the master's degree in Biology. The course is conducted under the guidance of the thesis advisor. Material covered will be of an advanced nature aimed at providing master's students with an understanding of the latest research and current developments within the field. Discussion and advisor guidance will be directed towards readings of research articles and development of research methodology, with the aim of producing an original research contribution that represents a novel development in the field, or a novel perspective on a pre-existing topic in the field.

BSC601 Biological Sciences Seminar

Hours 1

This course will introduce graduate students to a diversity of current topics and expand their knowledge of the methodology and application of research and research methods in the biological sciences. In addition to attending seminars by invited speakers and departmental faculty members, the course will also provide graduate students with instruction and practice in the oral presentation of research data.

BSC602 Adv Molecular Res Sem

Hours 1

Student presentations of research background and current results. Students may enroll each semester. Offered fall and spring semesters.

BSC604 Scientific Writing and Data Presentation

Hours 3

This course will teach students writing skills for grant proposal and research paper preparation as well as other data presentation techniques in the biological sciences.

Prerequisite(s): Graduate standing or permission of the instructor.

BSC605 Ecology Systematics Sem

Hours 1

Seminar.

BSC606 Adv Ecology & System Sem

Hours 1

Students attend and participate in a one-hour weekly seminar and present a 45-minute seminar during the semester. The seminar presented should be a synthesis of research on a particular topic in ecology or systematics, requires a practice session, and includes written evaluations by the faculty. Offered fall and spring semesters.

BSC607 Adv Research Tech In By

Hours 1-6

Individualized instruction and the application of research techniques to specific problems at an advanced level for graduate students in the department. Offered fall and spring semesters.

BSC635 Developmental Genetics

Hours 3

A course in the genetic and molecular mechanisms of development for graduate students. Offered alternate fall semesters.

BSC652 Community Ecology

Hours 3

Thorough investigation of theory and empirical studies of ecological communities (plant, animal, microbial), including methods, community structure, diversity, succession, links to ecosystem function, resource management. Offered alternate spring semesters.

BSC653 Ecosystem & Global Ecology

Hours 4

A comprehensive coverage of ecosystem concepts and processes at scales from local to the biosphere. This course encompasses the full range of biotic diversity and ecosystems.

BSC654 Sediment Biogeochemistry

Hours 3

An advanced 3 credit hour course on how processes occurring in the top few centimeters to meters of sediments influence processes at the local scale and global cycling of many elements.

Prerequisite(s): None

BSC656 Microscopical Techniques

Hours 4

An introduction to the methods and applications of electron microscopy in biological research, including techniques for preparation of biological specimens, operation of the transmission and scanning electron microscopes, and photography. Offered irregularly.

BSC666 Disease Models and Mechanisms

Hours 3

A graduate level seminar on current topics related to use of animal model systems, as they pertain to the molecular basis of human disease. This course is designed to expose students to recent research in a variety of diseases. The instructor and students will give lectures that provide a general survey of current disease research topics. During each class, a student will give an introduction on the particular disease being discussed that week. This introduction usually contains some basic information about the disease (e.g. symptoms, incidence rate, diagnosis and prognosis) as well as the known and unknown aspects of what causes the disease. Detailed student presentations will then follow on specific and recent literature within that topic with a focus on molecular mechanisms. This is designed to foster interactive class discussion and to strengthen the analytical and presentation skills of graduate students in cell and molecular biology. Emphasis on critical thinking and evaluation of scientific approaches and application of methods will be a major component of this course. In addition to the presentation of a disease topic and participation of the course in each class, as a final assignment, students will be asked to write a "News and Views" type "preview" article on a recent or in-press article related to human disease modeling. If demonstrating appropriate scholarly value, select articles might be revised under the supervision of the instructor and then submitted for publication to an appropriate journal, such as Disease Models and Mechanisms or the Journal of Neuroscience. Specific guidelines for this assignment are provided. Assessment of student progress in terms of pre-test/post-test, written critiques of presentations and writing assignments will be provided. Following each class, Dr. Caldwell will provide immediate feedback on their presentation and suggest areas for improvement. Outline of Course Topics: 1) the molecular basis of select diseases 2) strengths/weaknesses of specific animal model systems (worms, flies, mice, zebrafish) 3) role of genetic, cellular, and molecular processes in disease 4) application of model systems toward therapeutic development.

Prerequisite(s): Graduate Student Status

BSC675 Global Change Biology

Hours 3

Students will take a detailed look at climate change across a variety of scales (species to biomes) using primary literature sources. Each student will lead a discussion in an area of climate change of their choice (e.g. climate change leading to disease, climate change and biological feedbacks, alteration in climate and storm intensity, decline of amphibians); these topics need not be limited to biological subjects. Students will be expected to participate in critiques of primary literature, class discussions, and the development of an individual proposal (including preproposal, budgets, and panel discussions of funding).

Prerequisite(s): Must be enrolled in University Graduate Program.

BSC681 Topics in Drosophila Biology

Hours 1

This is a graduate level course on the current genetic research methods and technologies using *Drosophila* as a model system. The course covers topics including using *Drosophila* to model human disease, developmental biology, evolution and development, and ethics and professionalism in science.

BSC695 Spec Topics Biolog Sci

Hours 1-4

Courses with this number may address any biological topic not covered by existing courses. The credit hours and format are arranged as appropriate to each topic. The specific course title is added at the time the course is taught. Offered irregularly.

BSC696 Resident Study

Hours 2-6

Credit for the course is determined by the extent of the coursework. Offered fall and spring semesters.

BSC698 Res Not Rel Dissertation

Hours 1-15

Research Not Related to Dissertation.

BSC699 Dissertation Research

Hours 1-15

Dissertation Research.

Marine Science

Courses offered at DISL carry the same credit toward graduate degrees as those taught on The University of Alabama campus by the Department of Biological Sciences.

MS548 Intro To Oceanography

Hours 4

A general introduction to the oceans, with emphasis on chemical, physical, and geological processes and the relationship of these processes to biological systems.

Faculty

Chair

Behzad Mortazavi

Graduate Program Director

Christina Staudhammer

Biological Sciences, MA

The Master of Arts (MA) in Biological Sciences is a course-work only degree designed for individuals who wish to enhance their knowledge of foundational concepts in Biological Sciences and gain practical hands-on training in controlled laboratory exercises, data analysis and presentation as well as scientific pedagogical practices. This degree does not require the traditional intensive commitment to data-driven research that is the hallmark of the Master of Science (MS) degree in Biology.

Admission Requirements

Admission to the Biological Sciences (M.A.) Degree program will be based on an overall appraisal of the ability to undertake master's education. Official transcripts from all colleges and universities attended will be reviewed for coursework and for a cumulative grade point average (GPA) of 3.0 or better on a 4.0 scale. Recent (within the past 5 years) Graduate Record Examination (GRE) scores will be required of all applicants with minimum criteria for regular admission being a combined score of 300 on the revised GRE scale. Permission to continue admission may be considered and will follow those guidelines set forth by the University of Alabama Graduate School.

For international applicants requirements for this degree program will adhere to the University of Alabama Graduate School policies concerning test scores for English as a Second Language.

Degree Requirements

Code and Title	Hours	
Courses Required for All M.A. Students		
BSC 604 or BSC 695	Sci Writing and Presentation Spec Topics Biolog Sci	3
BSC 505	Intro to Grad Studies	2
BSC 601	Biological Sciences Seminar (required each semester in residence at the Tuscaloosa campus)	1
At least one course designated as laboratory		3-4
BSC 525	Human Physiology Lab	
BSC 539	Bch/Molecular Biology Lab	
BSC 542	Integrated Genomics	
BSC 569	Histology Of Vertebrates	
BSC 573	Bioinformatics	
BSC 581	Foundations in Advanced Biostatistics with Applications to R	
BSC 656	Microscopical Techniques	
BSC 564	Biology Of Algae	
BSC 572	Mycology	
BSC 575	General Entomology	
BSC 576	Aquatic Insects	
Credit Hours Subtotal:		9-10
Biology Electives		12-15
BSC 511	Phage Discovery Laboratory	
BSC 515	Wetland Ecology	
BSC 517	Environmental Modeling	
BSC 522	Biology of Cancer	
BSC 524	Human Physiology	
BSC 531	Pathogenic Microbiology	
BSC 541	Developmental Biology	
BSC 544	General Virology	
BSC 548	Animal Behavior	
BSC 549	Endocrinology	
BSC 550	Fundamentals of Biochemistry	
BSC 551	Bch/Molecular Biology II	
BSC 556	Microbial Ecology	
BSC 570	Prin Pop Genetics	
BSC 571	Plant Physiology	
BSC 580	Plant Ecology	
BSC 582	Conservation Biology	
BSC 583	Evolution	
BSC 587	Biogeography	
BSC 590	Stream Ecology	
BSC 594	Signal Transduction Neuroby	
BSC 595	Advanced Cell Biology	
BSC 596	Bioremediation	
BSC 666	Disease Models and Mechanisms	
BSC 675	Global Change Biology	
BSC 695	Spec Topics Biolog Sci	

Total Hours	30	
BSC 696	Resident Study	2-6

The M.A. degree in Biological Sciences is a plan II non-thesis degree path only. In addition to lecture-based coursework, all M.A. students will be required to enroll in one laboratory skills course (the selection of which should reflect their career interests and are identified in the above chart by (L) designations). Additionally, as is required of all plan II master's students in the UA Graduate School, all Biological Sciences (M.A.) students must complete a Capstone Experience. For this degree the Capstone Experience will entail the writing of a literature-based survey of a biological topic selected by the student and approved by a departmental faculty Advisory Committee and culminate with a final oral, public presentation on the topic.

Biology, MS

The Master of Sciences (MS) in Biological Sciences is a research-intensive degree designed to prepare students for careers in the life sciences or further training in preparation for pursuing a PhD in the biological sciences. Students are required to conduct their own independent research while participating in either the Plan I (with thesis) or Plan II (without thesis) degree tracks leading to the MS in Biological Sciences. Plan I is the traditional track in which students are required to perform independent research and submit a formal thesis formatted to university guidelines and give a public defense of the thesis. Plan II (without thesis) also requires independent research and the completion of a Capstone Experience Research Report, as well as a formal defense of the research.

Admission Requirements

Before entering graduate study in the biological sciences, the student is expected to have a substantial knowledge of chemistry, mathematics, and physics, and to have completed basic courses in the biological sciences with high standards of scholarship. In general, a curriculum equivalent to that required of undergraduate majors in the Department of Biological Sciences is expected. Students admitted without this background may be required to make up course deficiencies without receiving graduate credit.

Two types of admission to the graduate program in the Biology are possible: regular admission and conditional admission. In general, to be considered for regular admission, a student must have an overall GPA of 3.0 (based on a 4.0 system), including a 3.0 GPA for the last 60 hours attempted and a 3.0 average in all biological sciences courses attempted. A cumulative GRE score (verbal plus quantitative) of 300 or higher is required for regular admission to the Biology graduate program. However, applicants with a prior earned M.S. degree or more than 5 years' experience working in the field of study may request to have the GRE requirement waived. Applicants are not required to take a GRE subject test. International applicants must earn a TOEFL iBT score of 80 (or equivalent IELTS score of 6.5). Students requiring financial support as graduate teaching assistants must have a TOEFL iBT speaking subtest of 21 or higher. The University of Alabama GRE/TOEFL code is 1830.

Students who do not meet the GPA or GRE requirement (but not both) may be considered for conditional admission. Conditional admission may be granted to those who have an overall GPA of 2.5 (based on a 4.0 system), including a 3.0 average for the last 60 hours attempted and a 3.0 average in all biological sciences courses attempted. Conditional admission may also be granted to those who meet the regular admission GPA requirement, but have a cumulative GRE score

(verbal plus quantitative) of score of less than 300. Each student admitted conditionally to the Biology graduate program must maintain a 3.0 average for the first 12 hours in the Department of Biological Sciences at UA. All hours taken in the semester in which the student reaches 12 hours will be considered, even if by so doing the total exceeds 12 hours. If this requirement is not met, the student will be automatically dismissed without appeal following the semester in which these 12 hours are earned, except in those cases that are obviously beyond the student's control.

Degree Requirements

Plan I and Plan II both are available for the MS degree. A student pursuing an MS degree under either plan is expected to submit a formal research proposal by his or her second semester in residence, and to take final written and oral examinations before the degree is granted. Plan I requires 24 hours of coursework and a formal thesis; Plan II requires 30 hours of coursework and a written research report approved by the student's graduate committee. A 'B' average must be maintained in all coursework.

Additional information on the various degree programs is available on request from The University of Alabama, Department of Biological Sciences, Box 870344, Tuscaloosa, AL 35487-0344; or visit our website.

Thesis - Option I

Code and Title	Hours
Required Courses	
BSC 505 Intro to Grad Studies	2
BSC 601 Biological Sciences Seminar	1
Thesis Course	
BSC 599 Thesis Research	6
Biology Elective Courses	
	21
BSC 507 Research Tech In By	
BSC 511 Phage Discovery Laboratory	
BSC 515 Wetland Ecology	
BSC 517 Environmental Modeling	
BSC 522 Biology of Cancer	
BSC 524 Human Physiology	
BSC 525 Human Physiology Lab	
BSC 528 Biology Of Fishes	
BSC 531 Pathogenic Microbiology	
BSC 535 Immunology	
BSC 539 Bch/Molecular Biology Lab	
BSC 541 Developmental Biology	
BSC 542 Integrated Genomics	
BSC 544 General Virology	
BSC 548 Animal Behavior	
BSC 549 Endocrinology	
BSC 550 Fundamentals of Biochemistry	
BSC 551 Bch/Molecular Biology II	
BSC 556 Microbial Ecology	
BSC 564 Biology Of Algae	
BSC 565 Principles Of Toxicology	
BSC 569 Histology Of Vertebrates	
BSC 570 Prin Pop Genetics	
BSC 571 Plant Physiology	

BSC 572	Mycology
BSC 573	Bioinformatics
BSC 575	General Entomology
BSC 576	Aquatic Insects
BSC 580	Plant Ecology
BSC 581	Foundations in Advanced Biostatistics with Applications to R
BSC 582	Conservation Biology
BSC 583	Evolution
BSC 587	Biogeography
BSC 590	Stream Ecology
BSC 594	Signal Transduction Neuroby
BSC 595	Advanced Cell Biology
BSC 596	Bioremediation
BSC 598	Non-Thesis Research
BSC 607	Adv Research Tech In By
BSC 656	Microscopical Techniques
BSC 666	Disease Models and Mechanisms
BSC 675	Global Change Biology
BSC 695	Spec Topics Biolog Sci

Total Hours 30

Additional Requirements:

24 credit hours other than BSC 599, including:

- At least 19 credit hours with a letter grade (i.e., not Pass/Fail)
- A maximum of 6 credit hours with a letter grade may be taken from BSC 507 (Research Techniques in Biology) and/or BSC 607 (Advanced Research Techniques in Biology)
- Up to 5 hours of Pass/Fail credit can be applied toward fulfillment of degree requirements. Pass/Fail hours can include up to a total of 4 credit hours of BSC 601 (Biological Sciences Seminar)
- Of the 30 required credit hours, 18 must carry the BSC or MS designation.

Non-Thesis - Option II

Code and Title	Hours
Required Courses	
BSC 505 Intro to Grad Studies	2
BSC 601 Biological Sciences Seminar	1
Biology Elective Courses	
	27
BSC 507	Research Tech In By
BSC 511	Phage Discovery Laboratory
BSC 515	Wetland Ecology
BSC 517	Environmental Modeling
BSC 522	Biology of Cancer
BSC 524	Human Physiology
BSC 525	Human Physiology Lab
BSC 528	Biology Of Fishes
BSC 531	Pathogenic Microbiology
BSC 535	Immunology
BSC 539	Bch/Molecular Biology Lab
BSC 541	Developmental Biology
BSC 542	Integrated Genomics

BSC 544	General Virology
BSC 548	Animal Behavior
BSC 549	Endocrinology
BSC 550	Fundamentals of Biochemistry
BSC 551	Bch/Molecular Biology II
BSC 556	Microbial Ecology
BSC 564	Biology Of Algae
BSC 565	Principles Of Toxicology
BSC 569	Histology Of Vertebrates
BSC 570	Prin Pop Genetics
BSC 571	Plant Physiology
BSC 572	Mycology
BSC 573	Bioinformatics
BSC 575	General Entomology
BSC 576	Aquatic Insects
BSC 580	Plant Ecology
BSC 581	Foundations in Advanced Biostatistics with Applications to R
BSC 582	Conservation Biology
BSC 583	Evolution
BSC 587	Biogeography
BSC 590	Stream Ecology
BSC 594	Signal Transduction Neuroby
BSC 595	Advanced Cell Biology
BSC 596	Bioremediation
BSC 598	Non-Thesis Research
BSC 607	Adv Research Tech In By
BSC 656	Microscopical Techniques
BSC 666	Disease Models and Mechanisms
BSC 675	Global Change Biology
BSC 695	Spec Topics Biolog Sci
<hr/>	
Total Hours	30

Additional Requirements:

- At least 25 credit hours with a letter grade (i.e., not Pass/Fail)
- A maximum of 6 credit hours with a letter grade may be taken from BSC 507 (Research Techniques in Biology) and/or BSC 607 (Advanced Research Techniques in Biology)
- Up to 5 hours of Pass/Fail credit can be applied toward fulfillment of degree requirements. Pass/Fail hours can include up to a total of 4 credit hours of BSC 601 (Biological Sciences Seminar)
- Of the 30 required credit hours, 18 must carry the BSC or MS designation.
- BSC 599 may not apply toward this degree

• Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an

official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for

the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on#campus#only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format**Article Style.**

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity,

each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a

degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Biology, Ph.D.

Admission Requirements

Before entering graduate study in the Biological Sciences, the student is expected to have a substantial knowledge of chemistry, mathematics, and physics, and to have completed basic courses in the biological sciences with high standards of scholarship. In general, a curriculum

equivalent to that required of undergraduate majors in the Department of Biological Sciences is expected. Students admitted without this background may be required to make up course deficiencies without receiving graduate credit.

Two types of admission to the graduate program in the Biological Sciences are possible: regular admission and conditional admission. In general, to be considered for regular admission, a student must have an overall GPA of 3.0 (based on a 4.0 system), including a 3.0 GPA for the last 60 hours attempted and a 3.0 average in all Biological Sciences courses attempted. A cumulative GRE score (verbal plus quantitative) of 300 or higher is required for regular admission to the Biological Sciences graduate program. Applicants are not required to take a GRE subject test. International applicants must earn a TOEFL IBT score of 80 (or equivalent IELTS score of 6.5). Students requiring financial support as graduate teaching assistants must have a TOEFL IBT speaking subtest of 21 or higher).

Consideration for conditional admission requires an overall GPA of 2.5 (based on a 4.0 system), including a 3.0 average for the last 60 hours attempted and a 3.0 average in all Biological Sciences courses attempted. Each student admitted conditionally to the Biological Sciences graduate program must maintain a 3.0 average for his or her first 12 hours in the Department of Biological Sciences at The University of Alabama. All hours taken in the semester in which the student reaches 12 hours will be considered, even if by so doing the total exceeds 12 hours. If this requirement is not met, the student will be automatically dismissed without appeal following the semester in which these 12 hours are earned, except in those cases that are obviously beyond the student's control.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

A doctoral Plan of Study must be submitted to the Graduate School by the time the student completes 30 hours of UA and/or transfer for the doctorate. A minimum of 48 semester hours of graduate course credit is required for the PhD degree. A 'B' average must be maintained in all coursework. Students also are required to take at least 24 hours in BSC 699 Dissertation Research. All requirements for the PhD must be completed within a period of seven years following admission to the doctoral program. There is no general requirement for a foreign language, although individual graduate committees may require a language. A formal dissertation is required, in addition to preliminary written and oral examinations and a final oral examination.

A department-approved Admission to Candidacy for the Doctoral Degree is submitted to the Graduate School as soon as possible after passing the preliminary (comprehensive) examination. See the online Graduate Catalog (p. 6) for details on the Plan of Study, Admission to Candidacy, and all other degree requirements.

Additional information on the various degree programs is available on request from The University of Alabama, Department of Biological Sciences, Box 870344, Tuscaloosa, AL 35487-0344; or visit our website.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants

(GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See *Interdisciplinary Studies (IDS)* (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the

EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.*
 - b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
 - c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field

master's degree and continuous related work since earning the degree).

- d. The Field-Related Employment Since Earning Master's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3

*Completed" means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.

² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate

Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which

requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Marine Science, MS

The Master of Science (MS) in Marine Science is a research-intensive degree designed to prepare students for careers in marine science or further training in preparation for pursuing a PhD in the biological or marine sciences. Students are required to conduct their own independent research while participating in either the Plan I (with thesis) or Plan II (without thesis) degree tracks leading to the MS in Marine Science. Plan I is the traditional track in which students are required to perform independent research and submit a formal thesis formatted to university guidelines and give a public defense of the thesis. Plan II also requires independent research and the completion of a Capstone Experience Research Report, as well as a formal defense of the research. Students in the marine science program may either have primary mentors who are located at the University of Alabama campus in Tuscaloosa, AL or University of Alabama faculty who are primarily located on the coast at the Dauphin Island Sea Lab campus in Dauphin Island, AL.

Admission Requirements

Before entering graduate study in the biological sciences, the student is expected to have substantial knowledge of chemistry, mathematics, and physics, and to have completed basic courses in the biological sciences with high standards of scholarship. In general, a curriculum equivalent to that required of undergraduate majors in the Department of Biological Sciences is expected. Students admitted without this background may be required to make up course deficiencies without receiving graduate credit.

Two types of admission to the graduate program in the Marine Science are possible: regular admission and permission to continue admission. In general, to be considered for regular admission, a student must have an overall GPA of 3.0 (based on a 4.0 system), including a 3.0 GPA for the last 60 hours attempted and a 3.0 average in all biological sciences courses attempted. A cumulative GRE score (verbal plus quantitative) of 300 or higher is required for regular admission to the Biology graduate program. However, applicants with a prior earned M.S. degree or more than 5 years of experience working in the field of study may request to have the GRE requirement waived. Applicants are not required to take a GRE subject test. International applicants must earn a TOEFL iBT score of 80 (or equivalent IELTS score of 6.5) or higher. Students requiring financial support as graduate teaching assistants must have a TOEFL iBT speaking subtest of 21 or higher. The University of Alabama GRE/TOEFL code is 1830.

Students who do not meet the GPA or GRE requirement (but not both) may be considered for permission to continue admission. Permission to continue admission may be granted to those who have an overall GPA of 2.5 (based on a 4.0 system), including a 3.0 average for the last 60 hours attempted and a 3.0 average in all biological/marine sciences courses attempted. Permission to continue admission may also be granted to those who meet the regular admission GPA requirement, but have a cumulative GRE score (verbal plus quantitative) of less than 300. Each student admitted conditionally to the Marine Science graduate program must maintain at least a 3.0 average for the first 12 hours in the

Department of Biological Sciences at UA. All hours taken in the semester in which the student reaches 12 hours will be considered, even if by so doing the total exceeds 12 hours. If this requirement is not met, the student will be automatically dismissed without appeal following the semester in which these 12 hours are earned, except in those cases that are obviously beyond the student's control.

Degree Requirements

Each candidate will be guided by a graduate committee consisting of at least three members appointed by the dean of the Graduate School. Usually, one member of the committee will be a qualified member of the faculty in residence on the Tuscaloosa campus.

Each student must complete a minimum of 8 hours of graduate credit on the Tuscaloosa campus. Normally, this occurs during the student's first calendar year in the Graduate School. No foreign language is required.

Each student will undergo a preliminary examination prepared by the student's graduate committee and designed to be answered in about four hours a day over three consecutive days. The examination will be administered by the committee chairperson no later than the third semester of enrollment. Prior to the examination, it is expected that the student will discuss preparation and subject matter with committee members. Each student will participate in an interdisciplinary effort (e.g., cruise or field exercise) at some time during residence at the Dauphin Island Sea Lab.

Each student, upon completion of the coursework and thesis, will present a faculty- and peer-review seminar on the thesis content. Additionally, the graduate committee will administer a final oral examination. The master of science in marine science degree requires at least 24 hours of graduate credit. Both Plan I and Plan II are acceptable. Additional information is in the Degree Requirements section of this catalog.

Thesis - Option I

Code and Title	Hours
Required Courses	
BSC 505 Intro to Grad Studies	2
BSC 601 Biological Sciences Seminar or DISL Marine Science Seminar	1
Thesis Courses	
BSC 599 Thesis Research	6
Marine Science Elective Courses	
21	
Elective Options include UA and Dauphin Island Sea Lab Courses ¹	
Total Hours	30

Additional Requirements:

- 24 credit hours other than BSC 599, including:
- At least 19 credit hours with a letter grade (i.e., not Pass/Fail)
- A maximum of 6 credit hours with a letter grade may be taken from BSC 507 (Research Techniques in Biology) and/or BSC 607 (Advanced Research Techniques in Biology)
- Up to 5 hours of Pass/Fail credit can be applied toward fulfillment of degree requirements. Pass/Fail hours can include up to a total of 4 credit hours of BSC 601 (Biological Sciences Seminar) or the Marine Science seminar series held at the Dauphin Island Sea Lab.

- Of the 30 required credit hours, 18 must carry the BSC or MS designation.

Non-Thesis - Option II

Code and Title	Hours
Required Courses	
BSC 505 Intro to Grad Studies	2
BSC 601 Biological Sciences Seminar	1
Marine Science Elective Courses	
27	
Elective Options include UA and Dauphin Island Sea Lab Courses ¹	
Total Hours	30

Additional Requirements:

- At least 25 credit hours with a letter grade (i.e., not Pass/Fail)
- A maximum of 6 credit hours with a letter grade may be taken from BSC 507 (Research Techniques in Biology) and/or BSC 607 (Advanced Research Techniques in Biology)
- Up to 5 hours of Pass/Fail credit can be applied toward fulfillment of degree requirements. Pass/Fail hours can include up to a total of 4 credit hours of BSC 601 (Biological Sciences Seminar) or the Marine Science seminar series held at the Dauphin Island Sea Lab.
- Of the 30 required credit hours, 18 must carry the BSC or MS designation.
- BSC 599 may not apply toward this degree

Footnote 1	Hours
Marine Science Electives	
BSC 507 Research Tech In By	
BSC 517 Environmental Modeling	
BSC 528 Biology Of Fishes	
BSC 539 Bch/Molecular Biology Lab	
BSC 541 Developmental Biology	
BSC 542 Integrated Genomics	
BSC 544 General Virology	
BSC 548 Animal Behavior	
BSC 549 Endocrinology	
BSC 550 Fundamentals of Biochemistry	
BSC 551 Bch/Molecular Biology II	
BSC 556 Microbial Ecology	
BSC 564 Biology Of Algae	
BSC 565 Principles Of Toxicology	
BSC 570 Prin Pop Genetics	
BSC 571 Plant Physiology	
BSC 573 Bioinformatics	
BSC 581 Foundations in Advanced Biostatistics with Applications to R	
BSC 582 Conservation Biology	
BSC 583 Evolution	
BSC 596 Bioremediation	
BSC 598 Non-Thesis Research	
BSC 607 Adv Research Tech In By	
BSC 656 Microscopical Techniques	
BSC 675 Global Change Biology	

BSC 695 Spec Topics Biolog Sci (Biochemistry Lab, Computational Biology, Molecular Ecology)

Dauphin Island Sea Lab Electives

Advanced Analysis for Ecological Sciences

Advanced Marine Ecology

Anthropogenic Impacts on Coast

Biological Oceanography

Chemical Oceanography

Coastal Fisheries Ecology

Coastal Processes

Environmental Toxicology

Field Marine Science

Geological Oceanography

Marine Conservation Biology

Marine Ecosystem Modeling

Marine Resource Management

Marine Sediment Ecology

Marine Trophic Processes

Ocean Variability and Global Change

Oceanographic Experiences

Physical Oceanography

Physiology and Ecology of Marine Microalgae

Quantitative Methods in Fisheries & Ecology

Scientific Communication

Sediment Biogeochemistry

Stable Isotope Ecology

Marine Science Seminar

• Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of

research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.

- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;

- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Department of Chemistry and Biochemistry

- Majors
 - Chemistry, MSC (p. 109)
 - Chemistry, PhD (p. 113)

Financial Assistance

Financial assistance for graduate students in chemistry is available through fellowships, graduate teaching assistantships, and graduate research assistantships.

Chair

- Greg Szulczewski

Graduate Director

- Patrick Frantom

Assistant professors

- Jared Allred
- Jack Dunkle
- Ayanjeet Ghosh
- Matt Thompson

Associate professors

- Martin Bakker
- Marco Bonizzoni
- Patrick Frantom
- Mike Jennings
- Brad Pierce
- Paul Rugar
- Tim Snowden
- Shane Street
- Stephen Woski

Professors

- Silas Blackstock
- Carolyn Cassidy
- David Dixon
- Arunava Gupta
- Shanlin Pan
- Elizabeth Papish
- Kevin Shaughnessy
- Russ Timkovich
- John Vincent

Clinical associate professor

- Diana Leung

Clinical assistant professors

- Alice DeSimone
- Yinghui Liu

CH501 Intro Grad Inorg Chem

Hours 3

Generally, this course is for entering graduate students whose undergraduate training in inorganic chemistry is insufficient.

CH505 Medicinal Chemistry

Hours 3

Detailed investigation of the drug design process. Includes lead discovery, target identification and validation, pharmacodynamics, pharmacokinetics, and drug delivery systems. Chemical modification to improve efficacy will be emphasized.

CH510 Scientific Glassblowing

Hours 3

No description available

CH519 Integrated Foundational Chemistry: Physical/Analytical

Hours 3

Foundational course in graduate chemistry emphasizing the concepts that underpin and connect all chemistry sub disciplines.

CH520 Integrated Foundational Chemistry: Structure/Bonding

Hours 3

Foundational course in graduate chemistry emphasizing the concepts that underpin and connect all chemistry sub disciplines.

CH524 Adv Anl Ch I Spec Meth

Hours 3

Provides graduate students with knowledge of the fundamental aspects of various modern methods of spectroscopic analysis. Reference to analytical applications and experimental methods is made, where relevant.

CH526 Chemometrics

Hours 3

Chemometrics involves the application of statistical and mathematical methods to chemistry. Areas of emphasis will be data and error analysis, calibration, experimental design, signal processing and transform procedures, and data description and enhancement.

CH530 Intro Grad Org Chem

Hours 3

Generally, this course is for entering graduate students whose undergraduate training in organic chemistry is insufficient.

CH531 Adv Organ Chem I-Physicl

Hours 3

Theory and mechanism of organic transformations, detailed evaluation of organic structure, molecular dynamics, molecular orbital interactions, molecular symmetry, stereochemistry of reactions, and energetics of reaction paths.

CH532 Adv Org Ch II React Synt

Hours 3

Fundamentals of organic transformations and advanced synthetic methodology with application to the synthesis of complex organic structures.

CH541 Adv Physical Chem I

Hours 3

No description available

CH549 Adv Ph Ch II Atom/Mol

Hours 3

No description available

CH561 Biochemistry I

Hours 3

First-semester course in basic biochemistry. Structure and properties of biological molecules, including proteins, DNA, RNA, carbohydrates, lipids, and enzyme cofactors and prosthetic groups. Introduction to intermediary metabolism and glycolysis. Offered fall semester.

CH562 Biochemistry II

Hours 3

Continuation of basic one-year course in biochemistry. Intermediary metabolism, TCA cycle, oxidative phosphorylation, and catabolism of biomolecules. Biosynthesis of amino acids, nucleotides, carbohydrates, and lipids. DNA and RNA replication, with introduction to recombinant technology. Protein biosynthesis and membrane transport. Offered spring semester.

CH563 Biochemistry Lab

Hours 3

One lecture and one six-hour laboratory. Biochemical techniques within the structure of a semester-long research project. Topics include protein purification and chromatography, spectroscopy, electrophoresis, kinetics, and DNA manipulation.

CH564 Adv Biophysical Chem

Hours 3

The study of physical techniques applied to the development and experimental verification of biochemical hypotheses. Examples include forms of spectroscopy, treatment of multiple equilibria, and enzyme kinetics. Examples of applications are drawn from such areas as oxygen transport, oxidative phosphorylation, and photosynthesis.

CH565 Adv Bio-Inorganic Chem

Hours 3

Study of current knowledge on the roles of metal ions in biological systems, including structural and catalytic functions. Topics include bio-coordination chemistry, spectroscopic and magnetic methods, and kinetics.

CH566 Bioorganic Reaction Mechanisms

Hours 3

This course will be divided into two main areas. We will begin with methods for studying enzyme reaction mechanisms. This section will include steady-state enzyme kinetics, derivation of rate equations, enzyme inhibition, isotope exchange methods, pH and viscosity effects, kinetic isotope effects, and site-directed mutagenesis. We will then utilize these methods in order to investigate the chemical mechanisms enzymes use to catalyze specific reactions (hydrolysis; group transfer; 1,1 hydrogen shift; 1,2 hydrogen shift; C-C bond formations; and redox chemistry). We will also cover the chemistry associated with several cofactors required by enzymes (flavins, thiamin pyrophosphate, tetrahydrofolate, etc).

CH570 Research Techniques Chemistry

Hours 1-6

Independent study in chemistry to learn the tools of chemical research.

CH584 Literature and Communication in Graduate Chemistry

Hours 3

This course is an introduction to researching chemistry literature. Topics covered will primarily be related to scientific critical analysis and effective scientific communication, both written and oral. Students will receive structured guidance from the class instructor (s), chemistry faculty, and their class peers throughout the semester to assist with writing a chemistry research paper and delivering an oral presentation. Successful completion of this course will fulfill the literature seminar requirements (written research paper and seminar) for chemistry graduate students.

CH585 Chemistry Seminars

Hours 1

Course requires attendance at presentations given by graduate students and outside speakers. All graduate students in residence are required to register for seminar during academic semesters except when (a) registered for CH 584 or CH 586, or (b) student has received permission from the departmental Director of Graduate Studies.

CH586 Chemistry Seminars

Hours 2

Presentation of seminar to department.

CH599 Thesis Research

Hours 1-6

No description available

CH601 Adv Inor Chi:Struct Mth

Hours 3

No description available

CH605 Spec Topics Inorg Chem

Hours 3

No description available

CH609 Organometallic Chem

Hours 3

Structure, bonding, and reactivity of organotransition metallic compounds, mechanisms of transformations and fundamental reaction types, applications to catalysis and organic synthesis.

CH621 Trends In Analytical Chem

Hours 3

No description available

CH626 Surface Analytical Techniques

Hours 3

Introduces the student to the instrumentation and techniques used to study surfaces and interfaces. Spectroscopic, microscopic, desorption, and vacuum techniques are covered.

CH627 Mass Spectrometry

Hours 3

Deals with all areas of mass spectrometry (MS), including single and multiple stage MS and chromatography/MS. The emphasis is on fundamental principles and instrumentation, as well as applications and data interpretation.

CH635 Sel Topics In Org Chem

Hours 3

No description available

CH637 Spectroscopic Techniq

Hours 3

Fundamentals of spectroscopic techniques for structure determination of organic molecules. Theory and application of IR, NMR, and MS in organic chemistry.

CH660 Adv Research Techniques Chem

Hours 1-6

Independent study in chemistry to learn advanced research techniques used in all areas of chemical research.

CH680 Initial Research Review

Hours 1

MS and PHD students present their initial research project progress to their thesis or dissertation committee respectively.

CH681 Original Research Proposal

Hours 1

PHD students prepare an original research proposal to solve a current problem in chemical science and present and defend it in front of their dissertation committee.

CH699 Dissertation Research

Hours 1-12

No description available

Faculty**Chair**

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Graduate Director

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Assistant professors

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Jack Dunkle

Ayanjeet Ghosh

Matt Thompson

Associate professors

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Mike Jennings

Brad Pierce

Paul Rugar

Tim Snowden

Shane Street

Stephen Woski

Professors

Silas Blackstock

Carolyn Cassidy

David Dixon

Arunava Gupta

Shanlin Pan
 Elizabeth Papish
 Kevin Shaughnessy
 Russ Timkovich
 John Vincent

Clinical associate professor

Diana Leung

Clinical assistant professors

Alice DeSimone

Yinghui Liu

Chemistry, MSC

The Department of Chemistry and Biochemistry offers a thesis and non-thesis pathway to the Chemistry, MSC and all applicants should have an undergraduate major in Chemistry or Biochemistry. The plan I Masters in Chemistry or Biochemistry requires the student to select a research advisor and write a thesis based on original research. The plan II Masters in Chemistry or Biochemistry is a coursework degree.

Admission Requirements

In addition to meeting the general requirements of the Graduate School, entering graduate students should have completed undergraduate coursework equivalent to a BS degree in chemistry.

Regular admission: To be considered for regular admission, an applicant must have earned an average grade of 'B' or better in their previous studies in chemistry; an applicant must also have a combined verbal and quantitative score of at least 300 on the general test of the Graduate Record Examination (GRE) or a score at the 50th percentile on the Miller Analogies Test.

Admission with permission to continue: Applicants may also be considered for admission if they meet *either* the GPA requirement for regular admission (GPA of 3.0) *or* the entrance exam score requirement (e.g. GRE V+Q score of 300), but not both, and they have a minimum GPA of 2.5 overall. Applicants admitted under this condition will have to obtain permission to continue in the program. Permission to continue is earned by achieving a GPA of "B" or better (3.0 on a 4.0 scale) in the first 12 semester hours of graduate-level class work at UA. Students admitted under this circumstance who do not meet the 3.0 GPA requirement after their first 12 hours of graduate-level work will not receive permission to continue in their graduate program, and will be dismissed from the program.

Placement examinations covering the traditional areas of chemistry are required of all entering graduate students. These examinations are given a few days prior to registration for the first semester so that the results may be used by the departmental graduate committee in planning the student's coursework for the first year.

See the Admission Criteria section of this catalog for more information.

Degree Requirements - Thesis Option

Code and Title	Hours
Required Lecture Course Options	12
CH 501 Intro Grad Inorg Chem	
CH 505 Medicinal Chemistry	
CH 510 Scientific Glassblowing	

CH 524 Adv Anl Ch I Spec Meth	
CH 526 Chemometrics	
CH 531 Adv Organ Chem I-Physicl	
CH 532 Adv Org Ch II React Synt	
CH 541 Adv Physical Chem I	
CH 549 Adv Ph Ch II Atom/Mol	
CH 561 Biochemistry I	
CH 562 Biochemistry II	
CH 563 Biochemistry Lab	
CH 564 Adv Biophysical Chem	
CH 565 Adv Bio-Inorganic Chem	
CH 566 Bioorg Reac Mech	
CH 601 Adv Inor Chi:Strct Mth	
CH 605 Spec Topics Inorg Chem	
CH 609 Organometallic Chem	
CH 621 Trends In Analytical Chem	
CH 626 Surface Analytical Techniques	
CH 627 Mass Spectrometry	
CH 635 Sel Topics In Org Chem	
CH 637 Spectroscopic Techniqa	
Research Techniques Course	6
CH 570 Research Techniques Chemistry	
Departmental Seminars	5
CH 585 Chemistry Seminars	
Research Review	1
CH 680 Initial Research Review	
Thesis Research	6
CH 599 Thesis Research	
Total Hours	30

The student will write and defend a thesis. Normally, the student must finish this program in 2.5 years

Degree Requirements - Non-Thesis Option

Code and Title	Hours
Lecture Required Courses Options	18
CH 501 Intro Grad Inorg Chem	
CH 505 Medicinal Chemistry	
CH 510 Scientific Glassblowing	
CH 524 Adv Anl Ch I Spec Meth	
CH 526 Chemometrics	
CH 531 Adv Organ Chem I-Physicl	
CH 532 Adv Org Ch II React Synt	
CH 541 Adv Physical Chem I	
CH 549 Adv Ph Ch II Atom/Mol	
CH 561 Biochemistry I	
CH 562 Biochemistry II	
CH 564 Adv Biophysical Chem	
CH 565 Adv Bio-Inorganic Chem	
CH 566 Bioorg Reac Mech	
CH 601 Adv Inor Chi:Strct Mth	
CH 605 Spec Topics Inorg Chem	
CH 609 Organometallic Chem	

CH 621	Trends In Analytical Chem	
CH 626	Surface Analytical Techniques	
CH 627	Mass Spectrometry	
CH 635	Sel Topics In Org Chem	
CH 637	Spectroscopic Techniqua	
Literature Communication		
CH 584	Chem Lit & Comm	3
Research Techniques		
5		
CH 570	Research Techniques Chemistry	
Departmental Seminar		
3		
CH 585	Chemistry Seminars	
Research Review		
CH 680	Initial Research Review	1
Total Hours		30

Normally, the student is expected to finish this program in 2 years.

• Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on#campus#only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability;

participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection

of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the Master's/EdS Examination Form (this link needs to be changed to <https://>

graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Chemistry, Ph.D.

Admission Requirements

In addition to meeting the general requirements of the Graduate School, entering graduate students should have completed undergraduate coursework equivalent to a BS degree in chemistry.

Regular admission: To be considered for regular admission, an applicant must have earned an average grade of 'B' or better in their previous studies in chemistry; an applicant must also have a combined verbal and quantitative score of at least 300 on the general test of the Graduate Record Examination (GRE) or a score at the 50th percentile on the Miller Analogies Test.

Admission with permission to continue: Applicants may also be considered for admission if they meet *either* the GPA requirement for regular admission (GPA of 3.0) *or* the entrance exam score requirement (e.g. GRE V+Q score of 300), but not both, and they have a minimum GPA of 2.5 overall. Applicants admitted under this condition will have to obtain permission to continue in the program. Permission to continue is earned by achieving a GPA of "B" or better (3.0 on a 4.0 scale) in the first 12 semester hours of graduate-level class work at UA. Students admitted under this circumstance who do not meet the 3.0 GPA requirement after their first 12 hours of graduate-level work will not receive permission to continue in their graduate program, and will be dismissed from the program.

Placement examinations covering the traditional areas of chemistry are required of all entering graduate students. These examinations are given a few days prior to registration for the first semester so that the results may be used by the departmental graduate committee in planning the student's coursework for the first year.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

The requirements for the MS in chemistry are the same as the Graduate School's general requirements. The PhD degree requirements also follow the policies in the Graduate Catalog. The comprehensive examination

usually consists of a number of written cumulative examinations plus the oral defense of an original research proposal. In addition, acceptable literature and research seminars must be presented to the chemistry faculty and graduate students. The PhD student's research performance is evaluated by his or her research advisor with concurrence of the student's dissertation committee. Normally, the student is expected to be an author or coauthor of at least one publication in a refereed scientific journal prior to the awarding of the degree.

The PhD Plan of Study is available at the Graduate School website. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit for the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A department-approved Admission to Candidacy for the Doctoral Degree is submitted to the Graduate School as soon as possible after passing the comprehensive (preliminary) examination.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of

study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See Interdisciplinary Studies (IDS) (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral

programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under

this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.

2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.*
 - b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
 - c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
 - d. The Field-Related Employment Since Earning Mater's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those

students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including

faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must

be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation.

Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student’s committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student’s committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the

student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester’s dissertation deadline, are available at the Graduate School’s homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student’s final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student’s final semester (date published in the ² University Academic Calendar)	0
After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student’s final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student’s final semester (both dates published in the University Academic Calendar)	1
After 4:45 p.m. on the last-possible day to register or add a course for the student’s final semester (date published in the University Academic Calendar)	3

'Completed' means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.

² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee member are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Department of Communicative Disorders

The program combines coursework, observation, and practicum to familiarize students with communicative disorders and to develop their skills in assessment and rehabilitation. Most students with undergraduate degrees in communicative disorders will complete the degree requirements in five semesters of full-time study. Students who complete the master's degree will also have met the academic and practicum requirements for the Certificate of Clinical Competence from the American Speech-Language-Hearing Association and for a license from the state of Alabama. These credentials enable graduates to be employed in clinical settings as well as in the public schools of Alabama and many other states, depending upon the certification requirements of those states.

Practicum sites include UA's Speech and Hearing Center, public schools, DCH Regional Medical Center, University Medical Center, West Alabama Rehabilitation Center, Bryce Hospital, RISE Program, VA Medical Centers in Tuscaloosa and Birmingham, and other sites in the Birmingham area. Certified and/or licensed professionals supervise at all sites.

- Major
 - Speech Language Pathology, MS (p. 122)

Chair

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Clinic Director

- Mrs. Mary Ray-Allen

Coordinator, Audiological Services

- Dr. JoAnne Payne

Graduate Research Professor Emeritus

- Dr. Charles Formby

Associate professors

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- Dr. Anthony Buhr
- Dr. Memorie Gosa
- Dr. Evie Malaia
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- Mrs. Kandis Chatman
- Mrs. Candace Cook
- Mrs. Claire January
- Mrs. Sara Shirley
- Mrs. DeLaine Stricklin

Students may not receive credit at both the 400 and 500 levels for courses of equivalent content. Graduate students enrolled in 500-level courses that are also offered at the 400 level will be expected to perform extra work of an appropriate nature. Graduate credit will not be granted at the 400 level.

CD501 Intro To Research Meth

Hours 3

Study of research methods for use in communicative disorders and related disciplines. Emphasis on evaluation of experimental design for clinical research and critical reading of published research.

CD502 Psychology of Language

Hours 3

Language is a system of symbols that we use to communicate. The power of this system enables us to share the contents of our minds with other people who share that language. The evolution of language has profoundly shaped the lives of human beings, enabling our species to transmit knowledge from one generation to the next. This accumulated knowledge over time and space has allowed humans to proliferate as a species. New words are added to a language as new ideas emerge. The psychology of language is the study of the processes by which we as human beings generate grammatical sequences of linguistic symbols for comprehension by the listener.

CD505 Augmentative/Alt Communication

Hours 3

This course will review the basic aspects of the field of augmentative/alternative communication including aided and unaided symbols, strategies, and techniques.

CD507 Technical Writing

Hours 2

This course will provide students with the necessary writing tools to develop efficient and professional technical writing skills pertinent to the field of speech-language pathology. The course will include three sections: academic writing, speech-language pathology documentation and business writing. Throughout the course, students will compile a portfolio that will be useful during their graduate coursework and clinical experiences.

CD508 Diagnostic Practicum

Hours 3

The course is designed to provide graduate students in speech-language pathology with quality practicum experience evaluating individuals across the lifespan who present with a wide variety of speech-language disabilities.

Prerequisite(s): Graduate student standing in the Department of Communicative Disorders

CD509 Language Development

Hours 3

Advanced study of normal language and communication development. Presentation and discussion of theories, individual differences, and cultural differences in typically developing children.

CD511 Speech & Hearing Science

Hours 3

A study of speech physiology, basic electronics, basic acoustics, speech acoustics, auditory perception, and neuroanatomy. Open to CD majors only.

CD512 Language Disorders

Hours 3

Presentation and discussion of theories, practices, and methods of differential diagnosis and language intervention for language-impaired children ages birth to 21 years of age.

CD514 Autism Spectrum Disorders

Hours 3

Presentation and discussion of theories and methods of language assessment and intervention of various language-impaired populations.

CD515 Professional Seminar

Hours 3

Study of professional issues in the field of communicative sciences and disorders. Includes current issues, practice standards, certification, licensure, ethics, employment, and professional organizations.

CD516 Multicultural Issues

Hours 3

Study of multicultural issues and how they affect speech and language. Presentation and discussion of American cultures and communicative differences.

CD517 Adv Clin Pract Speech

Hours 1-9

Individual assignments in selected areas of speech and language therapy. Clinical practice and scholarly investigation, with regular staff consultation.

CD518 Advanced Clinical Practicum II

Hours 3-9

The course is designed to provide graduate students in speech-language pathology with quality clinical practicum experiences involving diagnostic, treatment, and counseling services to individuals across the lifespan who present with a wide variety of speech-language disabilities. These experiences are offered in a variety of settings including, but not limited to, public schools, medical facilities, early intervention programs, residential settings, and nonresidential clinic settings. The student will demonstrate application of theory, knowledge, and skills in an intense external practicum site.

Prerequisite(s): Completion of 4 semesters of CD 517: Advanced Clinical Practicum I

CD520 Spec Topics Commun Disorders

Hours 1-3

Graduate students will enroll in special topics one or more times depending upon offerings and student program interests. Topics will vary annually to reflect students' needs for educational experiences within the profession appropriate at the time.

CD529 Diagnostic Procedures, Speech

Hours 3

This course will provide the student with an understanding of the theory and practice of differential diagnoses of persons with speech and language disorders.

CD535 Medical SLP

Hours 3

This graduate-level elective course will address current topics related to the practice of medical speech-language pathology in a variety of medical settings. This course will prepare learners for healthcare practicum placements and a career in the healthcare setting by teaching topics not covered in other content courses. A variety of topics will be explored including the following: collaborative models in the medical setting, medical/administrative terminology, clinical documentation, counseling, as well as practical applications throughout.

CD543 Basic Audiology

Hours 3

Introduction to hearing evaluation, conservation, and impairment. Also considers the auditory system: anatomy, physiology, and pathology. Includes three laboratory sessions.

CD544 Aural Rehabilitation

Hours 3

The rehabilitation of hearing impaired people primarily through audiology and visual training. Other sensory training, language development, speech production, and guidance are also considered. Offered in the spring semester. Open to CD majors only.

CD545 Audiology Lab Experience

Hours 1-3

Supervised laboratory or clinical experience in hearing evaluation and rehabilitation.

CD546 Aural Rehab for the Speech-Language Pathologist

Hours 3

Speech-language pathology students will develop a deeper understanding of how hearing loss impacts speech and language development and learn to deliver evidence-based aural rehabilitation services across the lifespan.

CD549 Sociolinguistics in SLP

Hours 3

This course examines the relationship between language and society, with a primary focus on regional variation and social variation resulting from the interaction between various social constructs such as gender, class, culture, and ethnicity, with an emphasis on how variation might impact a clinical setting.

Prerequisite(s): CD 225, CD 226, CD 244, CD 275, and CD 277

CD550 Independent Study

Hours 1-3

No description available

CD551 Phonolog Dev Assessmnt Intervn

Hours 3

Advanced study of normal phonological/articulation development. Presentation and discussion of theories, practices, differential diagnosis, and intervention of disorders of articulation/phonology.

CD552 Neurology I

Hours 3

Basic neuroanatomy of the normal human cortex and what happens when impacted by disease or trauma.

CD553 Neuro II

Hours 3

Advanced study of the nature, assessment, and treatment of language and cognitive disorders associated with acquired brain injury, such as stroke, TBI, and dementia.

CD554 Fluency Disorders

Hours 3

The study of the nature, assessment, and treatment of stuttering. Emphasis on understanding the different onset and developmental theories and different approaches to treatment.

CD555 Sem In Voice Disorders

Hours 3

Advanced study of the physiological, acoustical, and psychological factors underlying voice disorders, methods of rehabilitation, and problems in research.

CD556 Acquired Motor Speech Disorder

Hours 3

Advanced study of the nature, assessment and treatment of acquired speech disorders, including dysarthria and apraxia.

CD557 Languae Diagnosis Spec Populat

Hours 3

Theories, practices, and methods of differential diagnosis and intervention for language and phonology in multicultural, behaviorally disordered, severely multi-handicapped, mentally retarded, and learning disabled populations.

CD575 Dysphagia In Children

Hours 3

Advanced study of the nature, assessment, and treatment of swallowing disorders in children. Special populations (tracheostomized, ventilator) will be included.

Prerequisite(s): Graduate standing

CD576 Dysphagia In Adults

Hours 3

Advanced study of the nature, assessment, and treatment of swallowing disorders in adults. Special populations (tracheostomized, ventilator-dependent) will be included.

CD578 Counseling in Communicative Disorders

Hours 2

Counseling in Communication Disorders introduces students to basic theoretical foundations of counseling, approaches to conduct interviews, basic counseling strategies, and the role of the counselor in the therapeutic alliance. Students have the opportunity to experience basic counseling strategies via in class activities.

CD599 Thesis Research

Hours 1-6

All aspects of the thesis, from selecting a problem to writing the results and conclusions.

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Speech Language Pathology, MS

The Department of Communicative Disorders offers a graduate program in speech pathology leading to the master of science (MS) degree. Our program is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA).

The University of Alabama Master of Science degree program in speech-language pathology is designed to prepare speech-language pathologists to contribute to the prevention, assessment, and treatment of communicative disorders.

Through formal academic coursework, clinical experience, and exposure to research, students enrolled in the program acquire

- knowledge of the literature in human communication sciences and disorders
- skill in the administration and interpretation of speech, language and hearing measures
- the ability to apply therapy techniques
- an appreciation of related behavior, physical and biological sciences
- an awareness of, and an appreciation for, the multicultural nature of our society
- insight into their own professional strengths and limitations

Students completing the requirements for the MS degree at The University of Alabama meet the academic and clinical practicum requirements for the American Speech-Language-Hearing Association's Certificate of Clinical Competence in speech-language pathology and for state licensure in Alabama.

The MS degree program provides the following:

- a prescribed sequence of courses in human communication sciences and disorders and related disciplines
- opportunities to observe, discuss, and participate in the assessment and treatment of individuals of all ages with a wide range of communication disabilities at The University of Alabama Speech and Hearing Center and various off-campus facilities
- experience in the assessment and treatment of individuals with speech, language and hearing disorders
- opportunities for research experiences which may include the writing of a thesis

Admission Requirements

Graduate students in the Department of Communicative Disorders must meet the Undergraduate GPA of the Graduate School regulations governing admission. The minimum requirement is that the applicants meet the Graduate School's unconditional admission standard of a 3.0 overall undergraduate GPA on a 4.0 scale. A 3.0 on a 4.0 scale for the last 60 hours of Undergraduate may be considered in unusual circumstances.

A complete application will also include GRE score, three letters of recommendation, a written statement of purpose, curriculum vita/resume, and video submission. Please make sure to check the department's website for a complete listing of all required application materials (<https://cd.ua.edu>)

See the Admission Criteria section of this catalog for more information.

Deficiencies:

Undergraduate course deficiencies must be removed as soon as possible, but such courses may be taken concurrently with ones for graduate credit.

In unusual cases certain requirements or procedures may be modified or waived by the Graduate Faculty of the Department.

Degree Requirements

Code and Title	Hours
Required Courses	
CD 501 Intro To Research Meth	3
CD 507 Technical Writing	2
CD 508 Diagnostic Practicum	3
CD 509 Language Development	3
CD 512 Language Disorders	3
CD 515 Professional Seminar	3
CD 517 Adv Clin Pract Speech	7
CD 518 Advanced Clinical Practicum II	8
CD 535 Medical SLP	3
CD 545 Audiology Lab Experience	1 to 3
CD 551 Phonolog Dev Assessmnt Intervn	3
CD 552 Neurology I	3
CD 553 Neuro II	3
CD 554 Fluency Disorders	3
CD 555 Sem In Voice Disorders	3
CD 556 Acquired Motor Speech Disorder	3
CD 575 Dysphagia In Children	3
CD 576 Dysphagia In Adults	3
Elective Courses ¹	
CD 505 Augmentative/Alt Communication	
CD 514 Autism Spectrum Disorders	
CD 544 Aural Rehabilitation	
CD 546 Aural Rehab for SLP	
CD 549 Sociolinguistics in SLP	
CD 550 Independent Study	
CD 557 Languae Diagnosis Spec Populat	
Total Hours	69-71

Footnotes

¹ Electives offered each semester are subject to change.

Comprehensive Exam:

Nature of Written of Comprehensive Questions

As this is a comprehensive examination, the topics of the questions may overlap across course lines, requiring the student to integrate information from more than one content area. Since the questions will be chosen to reflect the content areas represented on the ASHA Praxis exam for speech-language pathology, all areas must be studied in preparation for the comprehensive examination. Students must achieve a passing grade on comprehensive exams to graduate. Not all areas will be necessarily included in the test questions. The twelve content areas from which questions will be drawn are:

- Child language development
- Child language disorders
- Phonological/articulation disorders

- Fluency disorders
- Motor speech disorders
- Voice disorders
- Neurogenic language disorders
- Dysphagia
- Multicultural issues
- Audiology
- Research methods
- Professional issues

Supplementary Examination

The purpose of this examination is to provide a mandatory re-write question for any student who fails a question, and the opportunity to demonstrate knowledge in that content area. The re-write may or may not be the original question. This decision will be determined by the primary faculty member responsible for the question.

Duration of Training:

Students with a typical pre-professional undergraduate background in communicative disorders generally can complete the above requirements in five continuous semesters beginning in the Fall semester (F, SP, S, F, Sp).

Students with no undergraduate background in communicative disorders typically are able to complete the above requirements in seven continuous semesters beginning only in Fall Semesters (F, Sp, S, F, Sp, S, F).

Time Limit:

The **MINIMUM** length of the program for the master's degree is the equivalent of five semesters for a student with an undergraduate background in communicative disorders, or seven semesters for a student without such a background. The Graduate School requires that the degree be completed within six years.

Certification and Licensure:

In addition to having completed all the academic and clinical requirements for the American Speech-Language-Hearing Association's Certificate of Clinical Competence in Speech-Language Pathology, students completing this program will be eligible to apply for a state license granted by the Alabama Board of Examiners in Speech Pathology and Audiology.

Graduates may also become employed in the public schools of Alabama on a provisional basis prior to becoming licensed, and on a permanent tenure earning basis after obtaining licensure and receiving a Class A teacher's certificate from the State Department of Education.

Probation:

1. Academic GPA

A graduate student with unconditional standing who drops below a B average in grades at any time after earning 6 semester hours will be placed on probation and will not be permitted to apply for admission to candidacy for the master's degree. Probationary status must be removed by raising the overall average to a B or better during the next 12 hours of graduate work following the period in which the probation was incurred.

Failure to do so will result in dismissal from the Graduate School. Any student whose overall average drops below a B during the last 12 hours of prescribed course work will be dropped from the graduate program in communicative disorders.

2. Clinic Grades

A "Fail" grade in clinic will place any student on probation. A remediation plan will be instituted. If a "fail" grade is earned after implementation of the remediation plan the student will be dismissed from the program. A student will not be allowed to graduate with a "Fail" grade in clinic in their last semester.

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program.

Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those

outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the

student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive

video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is

published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Department of Criminology & Criminal Justice

- Major
 - Criminology & Criminal Justice, MS (p. 127)

Chair

- Lesley Reid

Graduate Director

- Adam Lankford

Professors

- Adam Lankford
- Lesley Reid

CJ505 Gender & Crime

Hours 3

No description available

CJ506 Terrorism

Hours 3

An analysis of selected areas of terrorism, counter-terrorism, and homeland security with an emphasis on parallels between terrorism and crime.

CJ520 Seminar Law Enforcement

Hours 3

Analysis of selected areas of law enforcement. Emphasis is on currently developing trends.

CJ540 Sem Juvenile Delinquency

Hours 3

The nature and extent of delinquency; competing explanatory models and theories. Evaluation of control and treatment modalities.

CJ550 Sem Courts Social Policy

Hours 3

Examination of the American legal system from a political science and socio-legal perspective. Seminar covers the 'rights revolution,' the process of dispute settlement, judicial decision making, public opinion and the courts, and the United States Supreme Court.

CJ570 Sem Correction Policy

Hours 3

Examines the historical and contemporary policy trends in institutional and community corrections.

CJ581 Applic Statistics In CJ

Hours 3

An evaluation of specific statistical methods for quantitative and nonquantitative analyses, concentrating on proper applications and interpretations in criminal justice settings.

CJ584 Criminological Theory

Hours 3

Examination of classical, neoclassical, positive, and social-defense theories of criminality and their interrelation with the broader problems of crime control. Offered spring semester.

CJ586 Research In Cj Process

Hours 3

Prepares the student to develop and to implement basic research designs. Offered fall semester.

CJ590 Special Topics

Hours 3

Offers an opportunity for faculty and students to explore in depth topics of contemporary interest that are not generally covered in the standard courses. Course content will vary from section to section.

CJ592 Independent Study

Hours 1-6

Research under faculty supervision in any area of interest to the student. Content may not relate to thesis or policy and practice project.

CJ599 Thesis Research

Hours 1-9

Research may be directed by any member of the faculty who accepts responsibility for supervising the thesis.

Faculty**Chair**

Lesley Reid

Graduate Director

Adam Lankford

Professors

Adam Lankford

Lesley Reid

Criminology & Criminal Justice, MS

This program helps highly-motivated people gain the skills and expertise they need to reach their goals, whether that's launching or advancing their career, or preparing for a PhD program or law school. Students can expect rigorous training in the theories, methodologies, and empirical findings that help explain social deviance, criminal behavior, criminal justice, and social organizations. Students also have the opportunity to publish cutting-edge articles with faculty, travel to national conferences to present their research findings, and more.

Admission Requirements

Admission into the Master of Science program is limited. An applicant must hold a bachelor's degree from an accredited college or university. An undergraduate major in the social sciences is desirable, but students with strong undergraduate records in other fields are encouraged to apply.

It is the policy of the Criminology and Criminal Justice faculty to admit those students who demonstrate potential for successfully completing the master's degree program. Primary consideration is given to the applicant's scholastic record and test scores.

Degree Requirements

The graduate program in Criminology & Criminal Justice includes a thesis or a non-thesis option. Under both options, the student has considerable latitude to design a program to fit particular needs. All entering students must specify one of the two options during the second semester of academic work. Both options have core courses, including criminological theory, research in the criminal justice process, and applications of statistics in criminal justice.

Up to 6 hours of approved coursework may be transferred from other universities. Up to 6 hours of approved coursework may be taken in other departments at The University of Alabama and may be applied to the degree when it is consistent with the student's degree plan and approved by the department. The department does not accept 400-level courses toward degree requirements for the Master of Science in Criminology & Criminal Justice.

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. However, students generally can complete degree requirements in 18-24 months. Additional information is in the Degree Requirements section of this catalog

MS in Criminology & Criminal Justice, Thesis Option

This option requires a total of 30 credit hours including 9 of core requirements, 6 for thesis research, and 15 for elective courses. CJ 599 Thesis Research should be taken after core requirements have been completed.

Students must pass public oral defense of the thesis. Thesis students must also pass a written and/or oral comprehensive examination (ordinarily done during the thesis defense).

Thesis Option Degree Requirements Summary		Hours
Core Course Requirements		
CJ 581	Applic Statistics In CJ	3
CJ 584	Criminological Theory	3
CJ 586	Research In Cj Process	3
CJ 599	Thesis Research	6
Electives		15
CJ 505	Gender & Crime	
CJ 506	Terrorism	
CJ 520	Seminar Law Enforcement	
CJ 540	Sem Juvenile Delinquency	
CJ 550	Sem Courts Social Policy	
CJ 570	Sem Correction Policy	
CJ 590	Special Topics	
CJ 592	Independent Study	
Comprehensive Exam		
Total Hours		30

MS in Criminology & Criminal Justice, Nonthesis Option

This option requires a total of 33 credit hours including 9 of core requirements, and 24 for elective courses. Nonthesis students must also pass a written and/or oral comprehensive examination based on the

content of the degree program (ordinarily done after the completion of 18 hours of coursework).

Nonthesis Option Degree Requirements Summary		Hours
Core Course Requirements		
CJ 581	Applic Statistics In CJ	3
CJ 584	Criminological Theory	3
CJ 586	Research In Cj Process	3
Electives		24
CJ 505	Gender & Crime	
CJ 506	Terrorism	
CJ 520	Seminar Law Enforcement	
CJ 540	Sem Juvenile Delinquency	
CJ 550	Sem Courts Social Policy	
CJ 570	Sem Correction Policy	
CJ 590	Special Topics	
CJ 592	Independent Study	
Comprehensive Exam		
Total Hours		33

Each candidate for a master's degree must apply for graduation through the Office of the Graduate School no later than the registration period for the semester or the first session of the summer term in which requirements for the degree are to be completed. The candidacy form and graduation form both are available at the "Graduate School Forms" icon on the Graduate School's homepage.

Department of English

- Majors
 - Creative Writing, MFA (p. 131)
 - English, MA (p. 139)
 - English as a Second Language (TESOL), MA (p. 135)
 - English, PhD (p. 144)

Time Limit for All Degrees

All requirements for the MA, MA in Applied Linguistics/TESOL, and MFA degrees must be completed within six years. The PhD degree must be completed within seven years from the time of admission to the doctoral program. Students enrolling in the BA to PhD program have eight years in which to complete their degrees.

Chair

- Joel Brouwer

Director of Graduate Studies

- James McNaughton

Director of the MFA Program in Creative Writing

- Wendy Rawlings

Director of the Hudson Strode Program in Renaissance Studies

- Michelle Dowd

CRES Program Coordinator

- Amy Dayton

TESOL Program Coordinator

- Robert Poole and Dorothy Worden

Graduate Credit for 500-Level Courses

Graduate students enrolled in 500-level courses that are also offered at the 400 level are expected to perform extra work of an appropriate nature. Graduate credit will not be granted at the 400 level.

English Courses

EN500 Special Topics

Hours 3

No description available

EN512 Computers And Writing

Hours 3

Seminar focused on the use of technology to help students improve their writing and to help teachers improve their writing instruction. CRES core course.

EN523 History English Language

Hours 3

An introduction to the external history of the English language along with the study of the accompanying internal changes in structure. A desirable prerequisite for this course is EN 320 or EN 321.

EN524 Structure Of English

Hours 3

An intensive investigation of the structures in the English language, including phonology, morphology, syntax, and semantics. A desirable prerequisite for this course is EN 320 or EN 321.

EN525 Dialectology

Hours 3

The study of the experience of the English language in America, with particular emphasis on its development and dialects. A desirable prerequisite for this course is EN 320 or EN 321.

EN529 Directed Studies

Hours 1-6

No description available

EN532 Approach Teach Composition

Hours 3

A study of the basic pedagogical approaches to teaching expository writing in secondary and higher education, along with examination of traditional conventions as well as innovative pedagogical approaches used in such instruction. Work with course goals, objectives, and writing outcomes, syllabus and writing assignment construction, training in assessing student writing. Required of all graduate assistants in English.

EN533 Practicum Tchg College English

Hours 2

Fall semester only. Required of all graduate assistants teaching EN 101 for the first time. Training in reaching EN 101 course goals and writing outcomes. Format for the course is a one-hour large group meeting taught by the WPA and/or others on the First-year Writing Program staff or CRES faculty, and a one-hour small group meeting taught by the WPA, FWP staff, and/or CRES faculty. The small group meetings will function to offer additional mentoring for GTA teaching and support for GTA student learning. Please note: EN 533 begins with required orientation workshops and an intensive multi-day orientation session immediately prior to the start of the fall semester. Orientation attendance is mandatory for retaining a graduate assistantship.

EN534 Practicum Tchg College English

Hours 2

Spring semester only. Required of all graduate assistants teaching EN 102 for the first time. Training in reaching EN 102 course goals and writing outcomes. Further instruction in teaching formal argumentation and advanced research techniques. Format for the course is a one-hour large group meeting taught by the WPA and/or others on the First-year Writing Program staff or CRES faculty, and a one-hour small group meeting taught by the WPA, FWP staff, and/or CRES faculty. The small group meetings will function to offer additional mentoring for GTA teaching and support for GTA student learning.

EN535 Literary Criticism

Hours 3

A study of selected major critics and critical trends from the classical period into the 20th century.

EN537 Introduction to Graduate Studies

Hours 3

A study of selected bibliographical resources and of some of the important method approaches employed in literary study, including an introduction to critical approaches, scholarly writing, and issues in the profession.

EN539 Approaches to Teaching the Sophomore EN Survey

Hours 1

This course is required for all GTAs assigned to teach a 200-level EN survey for the first time. It may be taken concurrently with or in advance of teaching one's first literature survey, and is typically taken by Ph.D. students in their second year of coursework and by MFA students in their third year of coursework. A grade of "pass" is required for students to teach literature courses in the department of English. Students should expect to meet weekly to discuss practical subjects like how to manage daily discussion, construct exams, assign and grade papers, and otherwise ensure that learning outcomes are being met. Students should also expect to prepare teaching materials for a number of the 200-level surveys and to have those items evaluated for their agreement with the department's 200-level course guidelines. Student Learning Outcomes:

- Students can produce a syllabus and other teaching materials that accord with departmental and disciplinary expectations for the 200-level literature surveys
- Students attain a broad knowledge of the scope and pedagogical goals of EN 205
- Students attain a broad knowledge of the scope and pedagogical goals of EN 206
- Students attain a broad knowledge of the scope and pedagogical goals of EN 207
- Students attain a broad knowledge of the scope and pedagogical goals of EN 208
- Students attain a broad knowledge of the scope and pedagogical goals of EN 209
- Students attain a broad knowledge of the scope and pedagogical goals of EN 210
- Students attain a broad knowledge of the scope and pedagogical goals of EN 249.

Prerequisite(s): One completed year of coursework in the English Ph.D. program or two completed years of coursework in the English MFA program

EN541 Strategies for the Profession

Hours 1

In this one-hour course, graduate students learn professional strategies and practices. Topics may include practical advice for navigating graduate school, finding funding, preparing for conferences, and applying for academic and non-faculty posts. Students might expect to produce all the standard materials required to apply for an academic job, major research grant, or postdoctoral fellowship.

EN598 Non-Thesis Research

Hours 1-12

Non-Thesis Research.

EN599 Thesis Research

Hours 1-12

No description available

EN601 Fiction Workshop

Hours 3

Enrollment limited to students with approved portfolios (approval secured upon admission to the MFA program or during advising period; see creative writing director). Focus will be discussion of original student writing; other reading and writing may be assigned.

EN603 Poetry Workshop

Hours 3

Enrollment limited to students with approved portfolios (approval secured upon admission to the MFA program or during advising period; see creative writing director). Focus will be discussion of original student writing; other reading and writing may be assigned.

EN605 Workshop Special Topics

Hours 3

Enrollment limited to students with approved portfolios (approval secured upon admission to the MFA program or during advising period; see creative writing director). Focus will be discussion of original student writing; other reading and writing may be assigned.

EN608 Forms Special Topics

Hours 3

Through readings of primary works and theory by writers in a particular genre or form, this course examines the traditional and contemporary practice of that genre's aesthetics. Sample topics: Prosody, Short Short Fiction and the Prose Poem, Characterization Across Genres.

EN609 Form Theory Practice

Hours 1

Short course in specialized topic of interest to creative writers. Sample topics: Teaching Creative Writing, Profession of Authorship, Writing Internship, Publishing: A Brief History, Poetry and Dance, Episodic Form.

EN610 Meth Teaching English Sec Lang

Hours 3

A detailed account of language teaching approaches and methods according to their underlying theories of language and language learning.

EN612 Topics In Applied Linguistics

Hours 3

Rotating topics in applied linguistics.

EN613 Second Language Development

Hours 3

A study of psycholinguistic, sociolinguistic, neurolinguistic, and other approaches to understanding how people develop skill in a second language.

EN617 Teach Esl Acad Language Skills

Hours 3

A course focusing on the teaching of academic writing skills in the context of an American university.

EN620 English Linguistics

Hours 3

An advanced introductory linguistics course that focuses on the English language and which has relevance for students in the applied linguistics/ TESOL, literature, rhetoric and composition, and MFA programs.

EN630 Directed Studies

Hours 1-6

No description available

EN635 Literary Criticism

Hours 3

Intensive study in the writings of one critic or exploration of a topic involving works by several critics. Recent topics have included feminist criticism and psychoanalytic criticism.

EN637 Workshop In Academic Writing

Hours 3

A writing workshop normally taken in the student's final year of coursework. To pass this course, the doctoral student will be required to revise a paper and submit it for publication.

EN638 Sem Rhetoric & Composition

Hours 3

This seminar covers rhetorical texts from ancient Greece to the Renaissance, particularly texts having influence on today's field of composition.

EN639 Topics Rhetoric Composition

Hours 3

Topics to be proposed by faculty each semester. Typical topics include literacy theory, theoretical perspectives on basic writers, and computers and literacy.

EN640 Spec Topics Sem American Lit

Hours 3

Recent topics have included 'American Madness: the Literary Figurations of Unreason'; and Thoreau, Dickinson, and related contemporary writings.

EN641 Sem American Lit Before 1850

Hours 3

Intensive literary and historical study of writing by one or more American authors. A recent topic was the making, recording, and remaking of history in 19th-century American literature.

EN643 Sem 20th Century American Lit

Hours 3

Intensive literary and historical study of writing by one or more American authors. Recent topics have included the American 1960s and Hemingway.

EN647 Seminar Southern Literature

Hours 3

An intensive look at a major aspect of Southern American drama, poetry, and/or prose. Recent topics have included a study of race and gender in writings of Southern women; Faulkner and his legacy; and Tennessee Williams.

EN648 Seminar African-American Lit

Hours 3

A critical exploration of African-American literature (culturally, historically, politically and aesthetically) with efforts to define and contextualize the African-American experience.

EN651 Politics of Teaching Writing

Hours 3

Introduction to the theories and practices of pedagogical politics as they impact teaching, learning, and power relations in the composition classroom.

EN652 Composition Theory

Hours 3

A survey of major theories in composition studies, exploring philosophical underpinnings and major issues in the field.

EN653 Research Methodology

Hours 3

Survey of empirical research methods, with practice of methodological frameworks employed in composition/rhetoric research reports and designs. CRES core course.

EN654 Sem Visual & Digital Rhetoric

Hours 3

Seminar focused on understanding rhetoric in visual and digital texts, with emphasis on pedagogical applications. CRES core course.

EN658 History of Rhet/Comp II

Hours 3

This seminar covers rhetorical texts from the Renaissance to the Postmodern era, particularly texts having influence on today's field of composition.

EN661 Chaucer

Hours 3

The Canterbury Tales, Troilus and Criseyde, and selected minor poems. Includes advanced study of Chaucer's language and the 14th-century milieu.

EN662 Middle English Lit Ex Chaucer

Hours 3

A survey of the period with emphasis on types of literature, allegory, and satire. The opinions and attitudes of the Middle Ages are examined.

EN663 Seminar in Renaissance Literature I

Hours 3

Recent topics have included Elizabethan drama and friendship in Renaissance literature.

EN664 Seminar in Renaissance Literature II

Hours 3

Recent topics have included Jacobean and Caroline drama and Shakespearean tragedy.

EN667 Shakespeare in Performance Practicum

Hours 3

Shakespeare wrote his plays to be performed, and this course investigates conditions and implications of performance on stage and in film, present and past.

EN668 Seminar in Renaissance Literature III

Hours 3

Recent topics have included John Donne's poetry and mourning and the elegy.

EN669 The Strode Seminar

Hours 3

This seminar is offered in the spring semester of even-numbered years and typically features visits from distinguished faculty from other universities. Recent topics have included constructing gender and Milton and Shakespeare in literary history.

EN674 Sem 18th Century Literature

Hours 3

Emphasis is on a major figure (Fielding, Pope, Swift) and/or groups of writers (The Age of Johnson) and/or form (the novel, biography, drama). Specific topics are announced prior to registration.

EN683 Seminar Romantic Literature

Hours 3

Intensive study of English Romantic poetry and prose. Recent topics have included Wordsworth and Coleridge, and the Shelley circle.

EN685 Seminar Victorian Literature

Hours 3

Intensive study of Victorian literature. Recent topics have included Browning and Hopkins, and 'Anatomies of Pleasure and Pain.

EN690 Modern British Literature

Hours 3

A study of some major aspect or aspects of the literature from 1890 to 1945. Recent topics have included Modernism; Woolf, psychoanalysis, and feminism; and Dylan Thomas, D. H. Lawrence, and Ted Hughes.

EN693 Seminar in Postcolonial Literature and Theory

Hours 3

A seminar that examines literatures from the Global South. Recent topics have included postcolonial theory, colonialism, decolonization, diaspora, and globalization.

EN698 Non-Dissertation Research

Hours 1-9

No description available

EN699 Dissertation Research

Hours 1-12

No description available

Faculty**Chair**

Joel Brouwer

Director of Graduate Studies

James McNaughton

Director of the MFA Program in Creative Writing

Wendy Rawlings

Director of the Hudson Strode Program in Renaissance Studies

Michelle Dowd

CRES Program Coordinator

Amy Dayton

TESOL Program Coordinator

Robert Poole and Dorothy Worden

Creative Writing, MFA

The program leading to the Master of Fine Arts (MFA) degree in creative writing is a studio/academic course of study. Imaginative writers enroll in writing workshops, forms courses, and literature classes, gaining exposure to a broad range of writing models and experimenting with a variety of strategies and forms. Guided development of each writer's talents culminates in a complete, carefully conceived final project (the thesis), typically a book-length manuscript. The program can be completed in three intensive years; a fourth year of study, in which work on the final project is the central activity, may be elected. All admitted MFA students receive support in the form of graduate teaching

assistantships or fellowships. Support is available for up to four years, subject to satisfactory performance.

Admission Requirements

Applicants to the MFA program in creative writing must apply to the Graduate School for admission to the Department of English. To apply, connect to the Graduate School site at <http://graduate.ua.edu/application/>. Follow the online instructions, complete the required forms, and provide appropriate transcripts. The GRE general test is accepted but not required.

While new applications to our graduate programs will continue to be read until admissions decisions have been made, the application deadline for best consideration for all funding opportunities is December 1.

The writing sample should consist of 20-30 pages of prose (fiction, nonfiction, or a combination of the two), or 10-20 pages of poetry, or both. Applicants must specify "Prose," "Poetry," or 'Prose and Poetry' in the Specialty Area field of the online application and upload writing sample(s) as appropriate. If applying in 'Prose and Poetry,' upload two separate writing samples, one of prose and one of poetry.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

Candidates for the MFA degree are required to spend a minimum of two semesters in residence and to complete 48 hours of graduate-level credit, divided as follows. At least half of all coursework must be at the 600 level.

Code and Title	Hours
Workshops and Forms Courses ¹	24
Credit Hours Subtotal:	24
EN 601 Fiction Workshop	
EN 603 Poetry Workshop	
EN 605 Workshop Special Topics	
EN 608 Forms Special Topics ²	
Writers at Work: Form Theory Practice	3
Credit Hours Subtotal:	3
EN 609 Form Theory Practice ³	
Literature, Criticism, or Linguistics Courses	9
Credit Hours Subtotal:	9
Select 9 hours of literature, criticism, or linguistics courses in the Department of English at the 500 or 600 level.	
Electives	6
Credit Hours Subtotal:	6
Select two three-hour elective courses at the 500 or 600 level in English, a foreign language or literature, the Program in Book Arts, Gender and Race Studies, American Studies, or any other department in the university.	
Thesis Preparation	6
Credit Hours Subtotal:	6
EN 599 Thesis Research	
Total Hours	48

Footnotes

¹ MFA candidates must earn a total of 24 credit hours in this area. These three-hour courses may be repeated for credit. All MFA candidates are welcome to take any of these courses.

² These three-hour courses examine traditional and contemporary practice. Students read primary works and theory, and respond with their own creative writing. Sample topics include: Comedy, The Long Poem, Characterization Across Genre, Reiteration, Collaboration, The Mock Essay, The Uses of History, Autobiography, The Graphic Novel, Creative Writing for Kids, Modes of Political Poetry, The First Person, Modern Poetics.

³ These one-hour courses examine specialized topics of interest to creative writers. Must be taken at least three times, for a total of 3 credit hours. Sample topics include: Profession of Authorship, Teaching Creative Writing, Magazine Scene, Public Poetry, Writing Internship, Publishing: A Brief History, Poetry & Performance.

Final Project

A thesis, typically a book-length manuscript, is prepared in consultation with a thesis advisor, usually a member of the resident creative writing faculty. The candidate for the MFA defends the thesis before a committee of three faculty members (including the thesis advisor); one of these must be from outside the MFA faculty.

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject. With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability;

participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection

of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form](#) (this link needs to be changed to <https://graduate.ua.edu/current-students/forms-students/>) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

English as a Second Language, MA

Applied Linguistics and TESOL is an exciting and ever-growing field with post-graduate opportunities around the world. If you have an eye for adventure and interests in language and culture, this could be the field for you!

The Applied Linguistics and TESOL program at UA prepares graduates to pursue a range of academic and professional careers. In recent years, our graduates have continued to doctoral programs in Linguistics, Rhetoric and Composition, and History and taught in schools, language institutes, and universities in the US and around the world. Through our comprehensive curriculum and varied tutoring and teaching experiences, we help students acquire the specialized knowledge, cultural understanding, and teaching skills necessary for a successful career.

Admission Requirements

A candidate for admission to the MA-Applied Linguistics/TESOL degree program must satisfy the minimum conditions for regular admission to the Graduate School (including a GPA of 3.0 overall and an acceptable score on the general test of the Graduate Record Examination). Each applicant must also submit a sample of his or her academic writing. In addition, those who are not native speakers of English must submit a TOEFL score of at least 100 (iBT), with a minimum score of 25 in both the speaking and writing sections. While new applications to our graduate programs will continue to be read until admissions decisions have been made, the application deadline for best consideration for all funding opportunities is December 1.

Degree Requirements

Students will be required to complete 30 semester hours for the degree: 24 hours of required courses and 6 hours of department-approved electives or of thesis research.

Students will be required to pass a comprehensive examination at the end of their coursework; the examination is normally given once a year, in February. The examination will cover all the major areas of study.

An optional thesis may be written under the guidance of the TESOL faculty. Please see the Graduate School's general requirements for the master's thesis, outlined under Degree Requirements earlier in this catalog.

To earn the degree, native speakers of English must demonstrate proficiency in a second language; students whose native language is not English must demonstrate satisfactory proficiency in spoken and written English.

For further details about the program, visit the departmental website and contact the coordinator of the Applied Linguistics/TESOL program.

· Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates

who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
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The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

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Attendance Requirements: campus-based programs

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It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

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All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

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a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

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Article Style vs. Journal Format

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At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

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Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

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Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected

to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the Master's/EdS Examination Form (this link needs to be changed to <https://graduate.ua.edu/current-students/forms-students/>) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is

published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

English, MA

English MA Overview

The department offers programs leading to the Master of Arts in English, including an MA in English with a focused area of study in Renaissance Studies (Hudson Strode Program) and an MA in English with a focused area of study in Composition, Rhetoric, and English Studies (CRES).

Admission Requirements

Applicants for graduate work in English should submit a sample of his or her critical writing (normally an essay of 10–20 pages written for an upper-level English course or an excerpt from a senior thesis). Regular admission to the MA degree program in English is dependent upon the student's having satisfied the general requirements for admission to the Graduate School. Permission to Continue admission may be allowed under the stipulations outlined in the general admission policy of the Graduate School. While new applications to our graduate programs will continue to be read until admissions decisions have been made, the application deadline for best consideration for all funding opportunities is December 1.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

With the exception of students admitted into the master's program to pursue a Focused Area of Study in Renaissance Studies; Composition, Rhetoric, and English Studies; or Applied Linguistics /TESOL (requirements for those programs follow), all candidates for the master's degree are required to take a total of 30 credits (or a total of 34 credits if the student completes the teaching practicum 533/534) including the following:

Code and Title	Hours
Bibliography and Research	
EN 537 Intro to Grad Studies ¹	3
Critical Theory	
Select one of the following (or petition the DGS to fulfill this requirement with an alternative theory course):	3
EN 535 Literary Criticism	
EN 635 Literary Criticism	
Composition Pedagogy	
EN 533 Practicum Tchg College English	2
EN 534 Practicum Tchg College English	2
Electives	

All master's students must take at least three courses at the 600 level. The sample courses listed below does not represent an exhaustive list.

EN 637	Workshop In Academic Writing
EN 639	Topics Rhetoric Composition
EN 640	Spec Topics Sem American Lit
EN 647	Seminar Southern Literature
EN 648	Seminar African-American Lit
EN 652	Theories of Teaching Comp
EN 661	Chaucer
EN 663	Sem Renaissance Lit I
EN 664	Sem Renaissance Lit II
EN 668	Sem Renaissance Lit III
EN 674	Sem 18th Century Literature
EN 685	Seminar Victorian Literature
EN 690	Modern British Literature

Plans

Select one of the following plans:	6
Plan I	
Thesis hours	
Plan II	
6 credits of electives	
Total Hours	34

Footnotes

¹ which is normally offered every fall and which students are encouraged to take in their first semester, for maximum benefit

Students not writing the thesis (Plan II) will take 6 credits of electives to acquire the 30 credits for completion. Students writing a thesis (Plan I) will take 6 thesis hours. Students with teaching assistantships must take the summer practicum before their first semester of service in addition to the practicum courses EN 533 Practicum Tchg College English and EN 534 Practicum Tchg College English during the year in which they begin teaching. All courses are repeatable for credit if/when the topic or the instructor changes.

Additional information is in the Degree Requirements section of this catalog for all programs in the Department of English.

Plan I (thesis plan) students must complete at least 24 semester hours of coursework in English in addition to writing the thesis, which must be a historical, critical, or otherwise analytical treatise. Thesis-plan students must take 6 semester hours of thesis research (EN 599 Thesis Research) in addition to their 24 hours of coursework for a total of at least 30 hours. At least three of these courses must be at the 600 level. For additional information regarding the master's thesis in English, visit the departmental website and contact the director of graduate studies in the English department.

Plan II (non-thesis plan) students must complete at least 30 semester hours of coursework in English. At least three of these courses must be at the 600 level. See the course requirements for all master's students cited above. During the fourth semester of the program, students must pass a written comprehensive examination as their "capstone experience." See details below.

Degree requirements for the MA in English with a Focused Area of Study in Renaissance Studies

Students admitted as candidates for the master of arts in English with a focused area of study in Renaissance studies are required to take the following:

Code and Title	Hours
Bibliography and research	
EN 537 Intro to Grad Studies	3
Critical theory	
Select three hours (or petition the Strode director to fulfill this requirement with an alternative theory course):	3
EN 535 Literary Criticism	
EN 635 Literary Criticism	
Medieval literature	
Select three hours	3
EN 661 Chaucer	
EN 662 Middle English Lit Ex Chaucer	
Renaissance literature	
Select six hours	6
EN 663 Sem Renaissance Lit I	
EN 664 Sem Renaissance Lit II	
EN 668 Sem Renaissance Lit III	
Shakespeare in Performance Practicum (a course offered every other spring, in years when there is not a Strode seminar)	
EN 667 Shakespeare Performance	3
Strode Seminar	
EN 669 The Strode Seminar	3
Interdisciplinary coursework	
Select three hours (subject to the approval of the Strode Director)	3
Composition pedagogy	
EN 533 Practicum Tchg College English	2
EN 534 Practicum Tchg College English	2
Select Plan I (6 thesis hours) or Plan II (6 hours of electives)	6
Total Hours	34

Each student pursuing this focused area of study must also take 3 courses at the 600 level. A student writing a thesis (Plan I) will take 6 thesis hours (EN 599) and in consultation with the director of the Strode Program, drop 3 hours of coursework from his or her Renaissance focused area of study.

Degree requirements for the MA in English with a Focused Area of Study in Composition, Rhetoric, and English Studies (CRES)

The CRES MA specialization requires 30 hours of coursework consisting of 12 hours in CRES core courses, 15 hours in approved general electives, and 3 hours in linguistics. For graduate teaching assistants, 4 additional hours in EN 533 and 534 are required.

A student writing a thesis (Plan I) will take 6 thesis hours (EN 599) and in consultation with the CRES coordinator, drop 6 hours from the focused area of study. A student not writing a thesis (Plan II) will satisfy the

graduation requirement by completing an oral defense of a capstone paper.

Code and Title	Hours
Select twelve hours from CRES core	12
Bibliography and research	
EN 537 Intro to Grad Studies	
EN 653 Research Methodology	
Teaching	
EN 652 Theories of Teaching Comp	
History and Theory of composition-rhetoric	
EN 532 Approach Teach Composition	
EN 638 History of Rhet/Comp	
EN 651 Politics of Teaching Writing	
EN 658 Rhetorical Theory	
Digital humanities	
EN 512 Computers And Writing	
EN 654 Sem Visual & Digital Rhetoric	
Linguistics	
EN 620 English Linguistics (or other linguistics)	3
General electives	
Select 15 hours	15
Teaching Practicum	
EN 533 Practicum Tchg College English	2
EN 534 Practicum Tchg College English	2
Total Hours	34

Teaching assistants are required to complete 4 hours in the teaching practicum (EN 533/EN 534). A student writing a thesis (Plan I) will take 6 thesis hours (EN 599) and in consultation with the field advisor, drop 6 hours from her or his focused area of study. A student not writing a thesis (Plan II) will satisfy the graduation requirement by completing an oral defense of a capstone paper.

Master's comprehensive written exam. The master's comprehensive written exam is designed to be a "capstone experience" for students admitted as candidates for the master of arts in English, including those students pursuing a focused area of study in Renaissance studies but excluding CRES students. During the third semester of the program (fall semester of the second year), each student must propose four questions based on his or her coursework, along with a list of courses taken and papers written for them, to the MA Exam Committee. The committee, composed of the Graduate Faculty, will require the student to complete any necessary revisions to the questions by early January. The exam will be scheduled immediately after spring break in the student's final semester of the program. The student will choose two of the four questions and devote one and a half hours to each question. Exams will be expected to display a fluent and grammatically correct prose, organizational cogency making for clarity of presentation, an ability to analyze texts impressively, and a certain conceptual sophistication in framing arguments. The exams will be graded as Distinction, Pass, or Fail. A student will be allowed to retake the exam before the end of the semester in the event of a failure.

Foreign language requirement. A reading knowledge of one foreign language is required. The foreign language requirement may be satisfied by one of the following:

- a. the certification through the appropriate department of a 'B' average or the equivalent of two years of undergraduate-level study in a single foreign language, completed within five years of admission to the master's program; or
- b. proof of advanced proficiency in the form of an undergraduate major in a foreign language OR the certification of at least a 'B' in two advanced literature courses (300-level or higher) taught in the foreign language, completed within five years of admission to the master's program, or
- c. passing the foreign language reading examination prepared by the Department of Modern Languages and Classics.

Students who are not native speakers of English may use their native language to fulfill this requirement. Students may petition their program director and/or the Graduate Studies Director for exceptions to these guidelines.

· Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence

study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for

the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.

- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate

in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

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The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

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and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the Master's/EdS Examination Form (this link needs to be changed to <https://graduate.ua.edu/current-students/forms-students/>) is on the Graduate School website. The form should be submitted when all examinations

are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

English, Ph.D.

Admission

Applicants for admission to the PhD program in English are required to take the general test and the written test of the Graduate Record Examination. Each applicant must submit a sample of his or her critical writing (normally an essay of some 20 pages written for a course, or a portion of a master's thesis) and must normally have a GPA of 3.5 or better for his or her master's courses or equivalent graduate work. While new applications to our graduate programs will continue to be read until admissions decisions have been made, the application deadline for best consideration for all funding opportunities is December 1.

Requirements for the PhD in English

In addition to the Graduate School's general requirements for the PhD degree, the Department of English has the following specific requirements:

Courses

The PhD in English requires 48 hours of coursework, 24 of which must be at the 600 level. All courses are repeatable for credit if/when the instructor or topic changes. Students will also complete 24 dissertation hours and 4 hours of the teaching practicum EN 533/534 (for teaching assistants). Students may transfer up to 18 credit hours of coursework from a prior graduate degree. No more than 15 transferred hours may be at the 500 level. Only credit earned during the six-year period preceding admission to the doctoral program may be considered for transfer. If a student's master's degree is more than six years old at admission, that student may have to complete up to 18 additional hours of coursework. (See the Transfer of Credit section for doctoral degrees under Degree Requirements in this catalog.) Doctoral students whose work at the master's level does not meet the course distribution requirements of the department's MA program (see Requirements for the MA Degree in English) will be required to complete those distribution requirements with courses taken toward the PhD. To be admitted formally to candidacy for the PhD degree, all students must receive a pass in EN 637 Workshop In Academic Writing, which will be taken typically in the final year of coursework.

Foreign language requirement

Student must demonstrate reading knowledge of one foreign language.

This reading knowledge can be demonstrated by one of the following options (with the understanding that students may petition their program director and/or the Graduate Studies Director for exceptions to these guidelines):

1. the certification of at least a 'B' average or the equivalent in two years of study of a single foreign language completed, as either an undergraduate or graduate student, within five years of admission to the PhD program; or
2. proof of advanced proficiency in the form of an undergraduate major in a foreign language OR the certification of at least a 'B' in two advanced literature courses (300-level or higher) taught in the foreign language, completed within five years of admission to the PhD program, or
3. passing the foreign language reading examination prepared by the Department of Modern Languages and Classics.

The language used to satisfy the MA language requirement—whether gained here or at another school—can satisfy the language required for the PhD program. Students who are not native speakers of English may use their native language as the required language.

Preliminary examination

After finishing coursework, the student must apply to the Graduate School for Admission to Candidacy for the Doctoral Degree. To meet this requirement, each student must pass a written preliminary examination and engage with his or her dissertation committee in a one-hour conference concerning the dissertation prospectus. The written preliminary examination will be given at a date agreed upon by the student and his or her examination committee in consultation with the director of graduate studies. The oral conference concerning the dissertation prospectus can be scheduled after the student passes the written examination, when the student and dissertation director agree that the prospectus is ready (date to be arranged by the student in consultation with the graduate studies director and the dissertation committee). The examination and conference will be governed by the following guidelines:

1. Written preliminary examination (see specific procedures for rhetoric and composition):

The purpose of the written preliminary exam is to demonstrate competence in the student's area of specialization. The exam will be of four hours in duration in the field or genre of the dissertation. The examination committee will consist of three faculty members from the English department chosen by the student for their expertise in the field. Under the direction of her or his preliminary examination committee chair, who will likely also serve as dissertation director, and subject to the approval of the full exam committee, 1) the examinee will be responsible for constructing and demonstrating mastery of a reading list of primary and secondary texts in the appropriate subfield; and 2) the examinee will write approximately twelve questions, from which the committee will choose a subset (usually no less than two and no more than four) to be revealed to and answered by the examinee during the four-hour examination period. Exams will be closed book and closed note. Once the exam is completed, the student's committee will read all responses, discuss them, and then, on the basis of consensus when possible and the basis of a majority that must include the chair if consensus is

unreachable, assign the examinee a final grade of Distinction, Pass, or Fail. Students who fail the written preliminary examination may take it a second time. Students who fail the examination a second time will not be allowed to continue doctoral work.

2. Dissertation prospectus conference and dissertation defense

The conference concerning the dissertation prospectus will be a one-hour discussion between the student and his or her dissertation committee. Generally, that committee will be composed of the dissertation director, plus three other graduate faculty members from the department and one graduate faculty member from outside the department. The conference will focus on both the soundness of the prospectus and the student's readiness to undertake the research and writing of the dissertation. The purpose of the conference is to help the student begin the writing of the dissertation, to identify areas of potential difficulty, and to prepare the student for the project that lies ahead.

Once the written preliminary examination has been passed and the dissertation prospectus conference completed, the student and his or her dissertation committee must complete an application to candidacy and submit it to the Graduate School. The graduate studies director will notify the Graduate School that the written preliminary examination has been passed and the dissertation prospectus conference completed.

Once the prospectus conference is completed, then the student may proceed to the dissertation. The dissertation defense consists of an oral defense of the dissertation before four English department graduate faculty members (including the director) and an external graduate faculty member. Normally, the members of this committee are those faculty members who formed the dissertation prospectus conference committee. They will be appointed by the director of graduate studies in consultation with the student, who will have a clear understanding with the faculty members involved of whether they will be able to read the dissertation and conduct the final oral examination during summer months or during sabbatical leave if necessary. Faculty members have the prerogative to serve on a committee when they are not teaching; it is the student's responsibility to schedule investigation, writing, and examination in time periods acceptable to members of the committee. All five members of the dissertation committee must have time to read and analyze the dissertation before the oral examination on the dissertation. Final approval of the dissertation must be received at least six weeks before graduation.

Teaching experience. All candidates for the PhD degree are required to have college or university teaching experience in English composition or literature before they graduate. Teaching assistants must complete the summer practicum before their first semester of service and enroll in EN 533 Practicum Tchg College English and EN 534 Practicum Tchg College English during their first year of teaching service.

CRES (Composition, Rhetoric, and English Studies) Degree Requirements

The CRES PhD Specialization requires 48 hours of coursework, 24 dissertation hours, 4 hours of teaching practicum (for teaching assistants), and successful completion of the written and oral components of the CRES exam. Students who have prior graduate degrees or coursework may transfer up to 18 hours.

A. The CRES curriculum

CRES students must take 9 hours of core English requirements and 15 hours in core CRES requirements:

CRES Curriculum		Hours
Core English requirements		
EN 537	Intro to Grad Studies	3
Select one of the following (or petition the field advisor to fill this requirement with an alternative theory course):		3
EN 535	Literary Criticism	
EN 635	Literary Criticism	
EN 637	Workshop In Academic Writing	3
Core CRES requirements		
EN 532	Approach Teach Composition	3
EN 652	Theories of Teaching Comp	3
EN 653	Research Methodology	3
EN 638 or	History of Rhet/Comp	3
EN 658	Rhetorical Theory	
Select one of the following:		3
EN 512	Computers And Writing	
EN 638	History of Rhet/Comp	
EN 658	Rhetorical Theory	
CRES electives		9
Approved general electives		12
Linguistics		
EN 620	English Linguistics (or other)	3
Total Hours		48

Students who have a teaching assistantship will take EN 533 Practicum Tchg College English and EN 534 Practicum Tchg College English.

B. The CRES preliminary examination

A doctoral student wishing to write a dissertation in CRES must pass both the written and oral components of the preliminary examination. The written preliminary examination for candidates in CRES will be four hours in duration and will require candidates to respond to two of four topics prepared according to the guidelines available in the office of the CRES director.

If the candidate passes the written preliminary examination, the CRES faculty will conduct an oral examination of the candidate at the first convenient opportunity for both the candidate and the faculty. For the oral examination, the candidate will be responsible for material from all four topics—the two not covered on the written examinations as well as the two that were. Candidates intending to write a dissertation in composition studies must pass the oral examination. Students who fail the written preliminary examination may take it a second time. Students who fail the examination a second time will not be allowed to finish doctoral work.

C. CRES dissertation and prospectus defense

CRES students who have passed the preliminary examination are free to form a dissertation committee consisting of a director from the CRES faculty, three other faculty members of the English department, and a faculty member from outside the department. The candidate's dissertation prospectus must be approved by his or her dissertation committee and then defended in an oral examination conducted by this same committee. (For more information, see the description for the dissertation and prospectus under the general PhD requirements above).

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See *Interdisciplinary Studies (IDS)* (p. 776) at the Graduate School's website for information

on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the *College of Education* (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the *School of Music* (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to*

the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.

- b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
- c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
- d. The Field-Related Employment Since Earning Mater's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs

(Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to

which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama

faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus/only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3

*Completed" means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.

² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline's style manual require deviation. Students

considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The

majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Department of Gender and Race Studies

Women's Studies, MA (p. 153)

Post-Master's Certificate in Women's Studies (p. 152)

Chair

- Dr. Utz McKnight

Graduate Director

- Dr. Utz McKnight

Professor

- Dr. Utz McKnight

Associate professors

- Dr. Jennifer Purvis
- Dr. Hilary Green

Assistant professors

- Dr. Gwenetta Curry
- Dr. Sara-Maria Sorentino
- Dr. J Marlena Edwards

WS500 Independent Study

Hours 1-6

Independent study on any subject pertaining to women. Projects are conducted under the supervision of a professor in the chosen field and must be approved in advance by the program director.

WS503 Teaching Gender & Race

Hours 3

This course explores pedagogical theories and practices advanced by feminist and cultural studies scholars and teachers. Students read pedagogical works, attend sections of WS 200 and AAST 201, develop teaching modules and pedagogical philosophies, perform teaching demonstrations, and construct syllabi for courses. Meetings with other discussion leaders and supervisors are required in addition to written work.

WS509 Memory, Identity and Politics: History, Gender, and Race

Hours 3

Course Description: This interdisciplinary graduate seminar explores the ways in which memory and the past construct political identities and the interplay of race, class, gender, and ethnicity in its social construction through readings, discussion, and student research. Reading selections include core theoretical texts on memory studies and specific case studies on topics, including not but exclusive to the American Civil War memory, U.S. South, slavery, and Reconstruction. Issues and questions are: how memories are constructed, translated into identities and political action; bases of shared memories and contested memories; political memorialization and the effects of collective amnesia; and how "communities of memory" are developed, sustained, and dissolved.

WS510 Special Topics

Hours 3

Seminar format. The course offers an interdisciplinary approach to topics, which vary by semester. Active student engagement, such as conducting an interview, is required. Sample topic: women in the world.

WS518 Concepts in Social Theory: Approaches to the Study of Race

Hours 3

This course offers students an introduction to the main approaches to the study of race. Students begin by exploring the early approaches to sociology, both that of DuBois and the Chicago school. Students then develop an understanding of the work done by scholars in the Harlem Renaissance, the 1960s, and the contemporary period. The goal of the course is to provide students with the foundation for further research in the field of critical race theory.

Prerequisite(s): none.

WS525 Feminist Theory Maj Text

Hours 3

Seminar consists of close readings in feminist theory, with an emphasis on primary texts. Intellectual, cultural, and political theory.

WS530 Feminist Theory-Contemp

Hours 3

Considers major economic, social, psychological, and philosophical approaches to the study of women. Emphasis is on the formulation of theories and mastery of primary works in the field.

WS532 Iss Prob Women Std Res

Hours 3

This seminar focuses on interdisciplinary research and problems in methodology in Gender and Race Studies.

WS535 Black Feminism

Hours 3

This upper level undergraduate/graduate seminar exposes students to the key figures texts and concepts that constitute black feminist thought.

WS540 Seminar Women Studies

Hours 3-9

Topics vary each semester. Graduate students are required to conduct original research. The courses focus on such topics as language and gender, Southern women's culture.

WS570 Transnational Feminisms

Hours 3

Transnational Feminisms is a contemporary paradigm of study that moves beyond international conceptions of feminism to think across national borders by interrogating the intersections of nationality, race, gender, class, and sexuality in the context of global capitalism. This field works to decolonize the contested terrain of knowledge production upon gendered subjectivities are constituted and reconstituted within global relations of power and privilege. While globalization relies upon the heightened mobility of bodies, capital, commodities, technologies, and conceptual imaginaries across borders, it simultaneously requires the reconfiguration and reconstitution of the state, its bordering practices, and colonial and national hierarchies of social-spatial relations and their attendant binaries—self-other, first world-third world, traditional-modern, private-public, citizen-noncitizen. While a richly theoretical field, transnational feminisms provocatively engages with a feminist politics and practice attentive to feminism as both a liberatory formation and one with longstanding ties to colonialism, racism and imperialism. As such, it resists utopic ideas about 'global sisterhood' while simultaneously working to lay the groundwork for more productive and equitable social relations among women across borders and cultural contexts.

WS585 Special Seminar in the Study of Race, Gender, and Sexuality

Hours 3

This seminar is designed for the advanced study of race, gender, sexuality, and class. Students should expect to read the most complex of theoretical texts, a basic knowledge of some of the following: Hegel, Foucault, Marx, Liberal theory, Black feminist thought, feminist theory, critical race theory, psychoanalysis, and literary criticism is expected of each participant. The course will offer students the opportunity to develop their training in the topical area of choice by the professor.

WS599 Thesis Research

Hours 1-6

The focus of this research may involve traditional or community-related research on the student's approved thesis topic in Gender and Race Studies.

Faculty**Chair**

Dr. Utz McKnight

Graduate Director

Dr. Utz McKnight

Professor

Dr. Utz McKnight

Associate professors

Dr. Jennifer Purvis

Dr. Hilary Green

Assistant professors

Dr. Gwenetta Curry

Dr. Sara-Maria Sorentino

Dr. J Marlena Edwards

Post-Master's Certificate in Women's Studies

In addition to the Master of Arts degree, the Department of Gender and Race Studies offers a Graduate Certificate to students outside the

department who seek to develop interdisciplinary expertise in the study of women and gender. The certificate answers a need for many graduate students whose departments require them to minor in a secondary specialty. This certificate program is aimed at enhancing any master's or doctoral program through the mapping of an individual plan of study and research. The certificate provides students with core knowledge of the field of Women's Studies, and it allows students to research and develop an additional expertise in an individualized program of study.

Increasingly, scholarship on women and gender has come to occupy a significant place in the disciplines and professional associations. Students who develop an expertise in this desirable area of specialization become more attractive candidates in the professional job market.

The certificate is tangible evidence of proficiency in an area of Women's Studies – such as feminist theory; gender, race, and class; or film and feminism – and in the interdisciplinary method of Women's Studies. Upon completion of the certificate program, which is described below, Gender and Race Studies will provide students with a letter and certificate. These will provide tangible evidence of a background in Women's Studies, feminist theory, and interdisciplinary research methods.

Admission Requirements

Students must submit a letter of intent and a proposed plan of study to the Director of Graduate Studies in the Department of Gender and Race Studies. The letter of intent and plan of study will be reviewed by a core faculty member and approved by the Chair and the Director of Graduate Studies. If the proposed Plan of Study requires revision, the prospective student will consult with the Director of Graduate Studies to receive feedback, then resubmit the revised document for approval.

Program Requirements

Requirements for students receiving a graduate certificate in women's studies:

- Students must be currently accepted and enrolled in a graduate program other than Women's Studies at the University of Alabama.
- A total of 15 hours of graduate coursework, of which 9 must be Women's Studies core courses

Requirements	Hours	
Core Courses		
WS 530 or WS 535	Feminist Theory-Contemp Black Feminism	3
WS 532	Iss Prob Women Std Res	3
WS 570	Transnational Feminisms	3
	Credit Hours Subtotal:	9
Six hours of approved electives:		6
WS 503	Teaching Gender & Race	
WS 509	Memory, Identity and Politics: History, Gender, and Race	
WS 510	Special Topics	
WS 540	Seminar Women Studies	
Total Hours		15

- Students will be required to demonstrate advanced research in the field of Women's Studies. Examples of the research projects are the application of theoretical concepts and perspectives learned in coursework in their dissertation (i.e., in thesis prospectus, introduction, or chapter), or in three seminar papers.

Students who complete the WS graduate certificate and subsequently decide to pursue the M.A. in Women's Studies will be permitted to use 9 credit hours (6 core hours, 3 electives) earned for the certificate toward the M.A. requirements.

Women's Studies, MA

Graduates of the MA program will have the skills to continue graduate work toward a PhD in a humanities or social science discipline. Training in feminist studies and research methods will also enable graduates of the MA program to enhance their work in other careers, such as law, health care, criminology, social work, public welfare, and education.

Graduate work in Women's Studies and African American Studies is also available to students whose degree programs permit them to select courses in other programs and divisions. A Master of Arts concentration in Women's Studies may be taken through the Department of American Studies of the College of Arts and Sciences and through other cooperating departments and programs. Admission and programs of study are subject to the guidelines presented by the appropriate department or program.

Admission Requirements

All applicants to the Department of Gender and Race Studies must submit test scores from either the Graduate Record Examination or the Miller Analogies Test in support of the application. International students must submit results of the TOEFL as well. It is preferred that each applicant to the MA program have an undergraduate major or minor in Women's Studies, or the equivalent, and a major in a humanities or social science discipline. Each applicant should have a GPA of at least 3.0 on a 4.0 scale and satisfy minimum requirements for admission to the Graduate School. Students with deficiencies in undergraduate preparation may be required to take additional credit hours. Financial assistance is available in the form of research/teaching assistantships and fellowships for qualified students. Applicants who wish to be considered for research or teaching assistantships or fellowships should file their applications by February 15.

See the Admission Criteria section of this catalog for more information.

Degree Requirements for the MA in Women's Studies

Students must meet all requirements in the Degree Requirements section of this catalog.

Students complete a minimum of at least 30 hours in courses numbered 500 or above. All MA students will successfully complete a 9-hour core program consisting of:

Code and Title	Hours	
WS 530 or WS 535	Feminist Theory-Contemp Black Feminism	3
WS 532	Iss Prob Women Std Res	3
WS 570	Transnational Feminisms	3
Total Hours		9

Students have the option of writing a thesis (Plan I) or passing a comprehensive exam described below (Plan II). A grade of "B" or better must be earned in all courses.

Plan I (thesis plan) requires at least 30 hours of coursework which will include 9 hours of core courses, 15 hours of elective courses, and 6 hours of thesis research. Students must submit a proposal before writing

the thesis and defend the thesis before a committee of three graduate faculty, including at least one from outside the department.

Plan II (comprehensive exam) requires 30 hours of coursework which will include 9 hours of core courses and a comprehensive exam. The master's comprehensive exam is an oral defense of a portfolio of three exemplary research papers written during the student's program. The papers should be selected by the student and be prefaced by an original 10-page essay introducing the portfolio. The 10-page preface should explain how the three are reflective of the student's program of study. To pass the exam, the student will defend the portfolio and preface before a three-member graduate faculty committee.

Code and Title	Hours
Core Course Requirement	
WS 530 Feminist Theory-Contemp	3
WS 532 Iss Prob Women Std Res	3
WS 570 Transnational Feminisms	3
Additional Requirements	
WS 599 Thesis Research	6
WS Elective	3
Electives (departmentally approved)	12
Total Hours	30

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus.

However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered

if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate

facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Department of Geography

- Majors
 - Geography, MS (p. 162)
 - Geography, PhD (p. 165)

Chair

- Douglas J. Sherman

Graduate Director

- Justin Hart

Professors

- Seth Appiah-Opoku
- Kevin Curtin
- Luoheng Han
- Justin Hart
- Hongxing Liu
- Douglas J. Sherman
- Michael Steinberg
- Matthew Therrell
- Joe Weber

Associate professors

- Bennett Bearden
- Sagy Cohen
- Lisa Davis
- Jason Senkbeil

Assistant professors

- David Keellings
- Matthew LaFevor
- Nicholas Magliocca
- Jared Margulies
- Wanyun Shao

Professors emeriti

- Hobson Bryan
- David Shankman
- Bobby Wilson

Instructors

- Caroline McClure
- Mary Pitts

GY500 Research Traditions Meth In Gy

Hours 3

An investigation of the historical development of geography, including its changing philosophies and prominent contributors. Students are also introduced to various approaches for conducting research in geography and must develop a written research proposal in an area of their interest.

GY504 Physical Geo of SE US

Hours 3

A study of the physical landscapes in the southeastern United States. Emphasis is on the geological setting, geomorphic features, climate, soils, and vegetation, and the interrelationships of these conditions that shape the landscape in this region.

GY505 Dir Research Physical Geograph

Hours 1-3

No description available

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GY506 Dir Research Human Geography

Hours 1-3

No description available

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GY509 Forest History and Restoration

Hours 4

Investigation of the theories, tools, and techniques used in historical ecology with a focus on the establishment of reference conditions for habitat restoration and management decisions.

GY510 Geography of National Parks

Hours 3

This course is devoted to the changing geography of the national park system and related protected areas throughout the world, with an emphasis on their design, planning, and operations.

GY512 Hydroclimatology

Hours 3

To provide a basic understanding of the waters of Earth, especially with relation to the effects of precipitation and evaporation upon the occurrence and character of water in streams, lakes and on or below the land surface.

GY513 Applied Climatology

Hours 3

Applied Climatology is a graduate/senior level course designed to expand upon fundamental concepts learned in GY 101 and also GY 402 (Climatology). Within this broad field, a specific focus in GY 513 concentrates upon climate and human health/behavior, and human modification of climate. The course contains a mixture of lecture, lab, and field assignments.

Prerequisite(s): GY 101 GY 402

GY514 Climate Change and Health

Hours 3

This course is an introduction to the effect of global climate change on health. The course will be taught from a geographical perspective and will introduce students to the physical science of climate change and the impact it has on health through discussion of extreme weather events, altered ecological systems, and threats to human security and welfare. Discussion will build on the core concepts of climate change science to provide students with a solid foundation to further examine a variety of topics from acute impacts such as heat waves and other weather extremes to chronic conditions such as shifting disease vector habitats, degraded air quality, and food security. Direct correlations between health impacts and climate change will be emphasized throughout as will discussion of mitigation and adaptation strategies.

GY516 Introduction to Geostatistics Using R

Hours 3

This course is an introduction to geostatistical data analysis using R. The course will be taught from the perspective of geographical and climate data analysis but serves as a broad introduction to the high-level programming language, R, as well as applied spatial data analysis. Students will load and manipulate data of different types, perform a variety of statistical analyses, generate graphical output, and create productive workflows using R alone. The primary outcome will be to facilitate students' use of R to analyze data of their own choosing on a final project. Students will present these methods to the class for others to critique, analyze and learn from. Code sharing and re-use is highly emphasized, as is collaboration. The course is designed as a 1-hour lecture plus 2-hour lab each week.

GY517 Extreme Weather and Society

Hours 3

EW&S is an integrated physical and social science (W) seminar class consisting of readings, discussion, and lectures on perception, understanding, and communication of severe weather hazards.

GY520 Remote Sensing I

Hours 4

Focuses on basic principles behind remote sensing physics, techniques, and technology and introduces new sensor systems and digital image processing. Major topics include electromagnetic radiation principles, airborne remote sensing, microwave remote sensing, satellite remote sensing, and digital image processing.

GY523 Quantitative Methods

Hours 3

This course introduces several quantitative methods used by geographers to analyze and interpret geographic data and solve geographic problems. Topics include: Data formatting and organization, descriptive statistics, sampling, hypothesis formulation and testing, and parametric and non-parametric statistical procedures through factor analysis.

GY529 Fundamentals of GIS

Hours 3

This course is a hands-on, practical Geographic Information Systems (GIS) introduction. GIS is a computer-based system used for gathering, analyzing, and displaying geographic information. GIS enables users to integrate multiple spatial data sources, perform complex geographic analysis and present the results in digital and paper map. This technology has a wide range of applications for research, businesses and governments. Tailored toward first-time users, this course will focus on learning how to use the ArcGIS software package to import, generate, display and analyze spatial data.

GY530 Intro Geographic Info Systems

Hours 4

Introduces the basic concepts of GIS, including definition and components of GIS, spatial data structures, data sources, data input, manipulation and analysis, applications of GIS, and managing GIS.

GY532 Spec Research In Geog

Hours 2-4

*No description available***GY534 GIS Internship**

Hours 3-6

Individual work experience in GIS supervised by the staff of an off-campus agency.

GY535 Remote Sensing II

Hours 4

Focuses on the quantitative analysis of non-photographic remote sensor data, providing students with hands-on experience using a digital image processing software package. Topics include preprocessing, image enhancement, classification, digital change detection, and remote sensing and GIS.

GY536 Adv Geographic Info Syst

Hours 4

Focuses on the analytical use of spatial information as well as GIS applications. Topics include spatial aspects of geographic information, attribute data structure, error and uncertainty, spatial analysis theories, GIS modeling, and GIS design.

GY537 GIS for Transportation

Hours 4

The application of Geographic Information Systems to transportation has resulted in a sub-field known as GIS-T. This course will provide a hands-on introduction to GIS-T.

GY539 GIS Programming

Hours 4

This course focuses on the extension of geographic information systems (GIS) through programming as well as on the development of stand-alone algorithms for spatial analysis and numerical modeling.

GY540 Commun Facil Planning

Hours 3

A study of concepts and processes that underlie (a) the provision of public goods and services and (b) the spatial organization of publicly owned facilities. Topics range from theory to practical methods of conflict resolution.

GY541 Land Use Regulations

Hours 3

The course explores the legal standards by which land is regulated and controlled in the U.S. It is designed for students who wish to become actively involved or exposed to land management and the planning profession.

GY543 Location Science

Hours 3

This course presents the theory and practice of Location Science – the study of the optimal or near optimal spatial location and allocation of facilities, routes, personnel, or other assets. A variety of optimal procedures for location problems is presented, including minimum spanning tree, shortest path, maximal flow, and transportation problem algorithms. The Simplex method as applied to location problems is outlined and demonstrated. Heuristic approaches to location problems including greedy heuristics and Tabu search heuristics are reviewed. The peer-reviewed literature in location science is explored.

GY544 Field Studies In Africa

Hours 6

Experiential learning course. It explores how different cultural groups in Africa relate to the natural environment.

GY545 Agriculture: Environment and Development

Hours 3

This course examines the geographical elements of how people use the biophysical environment to grow domesticated plants (crops). Agriculture is understood in this course as the transformation of biophysical or “natural” environments into ‘cultural’ environments. It is assessed in regard to both the plants cultivated, and the soil, slope, moisture, and temperature conditions that exist and then are modified or created by farmers. Ecological and systematic approaches are taken in order to understand how different agricultural strategies insure continual long-term productivity and stability. Microeconomics is an important and recurring theme.

GY551 Global Environmental Change

Hours 3

Global Environmental Change focuses on the major issues of global change, including anthropogenic climate change, land use and land cover change, biodiversity issues, environmental pollution, potential global change-related impacts on human health, and relevant social policies. The class will follow a quasi-seminar format where individual presentations and group discussion will comprise a large portion of the in-class activity. Each week students will do research on and/or read assigned articles and additional articles of your own selection on relevant subjects. Instructor will provide a summary of the weekly topic and as a class, students will discuss issues raised in the research and readings.

GY552 Environ Decision Making

Hours 3

Designed to help students develop both the tools and the personal philosophy necessary to analyze and manage scarce resources. A review of current environmental topics is followed by a survey of different paradigms and techniques that contribute to environmental decision making.

GY553 Environment & Society

Hours 3

Explores the linkages between the biophysical environmental and human social systems. Public-policy implications are viewed from a social science perspective.

GY558 Urban Analysis Planning

Hours 3

A thorough examination of the literature in economics, political science, and sociology that is relevant to the geographical study of contemporary urban structure, power, and conflict.

GY562 Land Use Science

Hours 4

This course explores the interactions between land use, land cover, and social and environmental processes at multiple scales. The emphasis is on understanding how the natural landscape influences human activities, how humans modify the natural landscape to meet our needs, and how those modifications create a co-evolution between landscapes and human use. Understanding how land uses are, or should be, allocated to achieve multiple goals, including food and fiber production, space for human settlement, provision of ecosystem services, and access to renewable energy sources, requires consideration of these multiple objectives and of the various factors driving land-use decisions at multiple scales.

GY563 Ecosystem Services: Theory and Practice

Hours 4

This course will prepare students to function effectively as future researchers and policy-makers on topics related to sustainability and sustainable management of ecosystem-oriented projects and activities. The concept of ecosystem services provides one approach to facilitate trade-off decision making to identify win-win strategies among multiple stakeholders with often conflicting near-term objectives.

GY566 Transport Geography

Hours 3

Examines location and function of the multimodal North American transportation system, the urban transport planning process, and the political and environmental contexts of transport systems, including impacts of continued reliance on the automobile.

GY570 Special Studies Geog

Hours 3

No description available

GY572 Soil Science

Hours 4

Introduction to the scientific study of soils. Covers soil physical properties, morphology, development, classification, environmental functions and uses, and resource degradation.

GY573 Public Policy Development in Water Resources Seminar

Hours 3

This course will evaluate the current approaches to policy theory and examine systematically the broader implications of the substantive aspects of public policy development in the water resources spectrum. In analysis of public policy development in water resources, the student will look at both policy process and policy substance. Attention will be given to the questions of how and why water policy differs across states, and how one might evaluate policy performance cross-nationally.

GY574 Cartography Practicum

Hours 3-6

Individual work experience in cartography supervised by the faculty and staff of the University.

GY576 Gis Practicum

Hours 3-6

Individual work experience in GIS supervised by the faculty and staff of the University.

GY577 Water Resources Management, Law, and Policy

Hours 3

The Water Resources Management, Law, and Policy course will provide students with a survey of water resources development, control, law, policy and management with particular emphasis on public policy considerations including: the acquisition and exercise of water rights—appropriative and riparian; groundwater management; water districts and user organizations; environmental considerations; Federal/State relations including interstate allocation; and the Alabama Water Resources Act. The course will also address international water law—the multinational treaties, laws, cases, practices and politics governing Earth's transboundary freshwater resources (watercourses including rivers, streams, lakes, and groundwater aquifers) shared by two or more countries.

GY579 Planning Internship

Hours 3-6

Individual work experience in planning supervised by the staff of an off-campus planning agency.

GY581 Water Diplomacy

Hours 3

The course will focus on the linkages between water resources policy and conflict or cooperation with primary interest on interstate (transboundary) and intrastate water issues. The conceptual framework of the course is centered on water scarcity, water conflict, hydropolicy, hydrohegemony, water security, and dispute resolution. The role of disparate stakeholders and the problem of scale will be considered. The policy, norms and laws for mediating water conflict at different jurisdictional levels, including adversarial legalism (lawsuits) are examined.

GY585 River Hydrology

Hours 3

Rivers are dynamic natural systems that are of great importance to ecosystems and society. This course examines river hydrology processes from a physical geography perspective. A major theme of the course will be impacts of human actions on river systems.

Prerequisite(s): instructor permission

GY586 Watershed Dynamics

Hours 3

An examination of the physical operation of drainage basins (watersheds), focusing on surface water hydrology, erosion, and sedimentation.

GY588 Digital Terrain and Watershed Analysis

Hours 4

This course covers concepts, numerical algorithms, and techniques for digital terrain and watershed analysis. It combines lectures with a substantial practical lab component. The lectures covers spatial representation of topography, topographical data acquisition techniques (Photogrammetric Stereo, InSAR, LiDAR, GPS, cartography), terrain visualization, terrain parameter derivation, extraction of critical terrain features, landform recognition and classification, watershed analysis, cut-and-fill and volumetric analysis, drainage network extraction, watershed delineation, and distributed watershed models. The practical component, involving 8 lab assignments and one individual mini-project, will give students hands-on experience in using proprietary GIS software packages, ArcGIS, EPA BASINS 4.0 and HSPF 12.0 to handle topographic and image data for terrain and watershed analysis.

Prerequisite(s): GY 430 or equivalent or GY 530

GY589 Forest Eco Veg Analysis

Hours 4

A study of the relationship of trees to the environment, and the interrelationship of organisms that compose the forest community.

GY590 Internship

Hours 3

Individual work experience with agency involved in geographical research, analysis, and reporting.

GY591 Fluvial Geomorphology

Hours 3

This course provides an in-depth investigation of the processes that form rivers and their evolution.

GY596 Forest Ecosystem Management: Silviculture

Hours 4

In this course silviculture is treated as applied forest ecology. The goal of this course is to provide students with a knowledge of silviculture and its ecological basis so they can design manipulations in forest ecosystems to achieve a range of management objectives. The course requires field trips to tour different sites and visit with forest scientists and managers. In this course students learn about tree growth and stand development and use this information to develop silvicultural prescriptions to meet a diverse range of management goals. We will explore how silvicultural treatments can influence stand structure and composition and how these changes influence timber quantity and quality, forest health, biodiversity, soil, and wildlife habitat among other features. We will also focus on how silviculture is influenced by broader social, economic, and ecological issues.

Prerequisite(s): GY489 or GY409 or GY492 or GY494 or instructor permission

GY598 Non-Thesis Research

Hours 1-3

*No description available***GY599 Thesis Research**

Hours 1-12

This independent research course partially fulfills required master's-level research thesis hours toward the master's degree in Geography. The course is conducted under the guidance of the thesis advisor. Material covered will be of an advanced nature aimed at providing master's students with an understanding of the latest research and current developments within the field. Discussion and advisor guidance will be directed towards readings of research articles and development of research methodology, with the aim of producing an original research contribution that represents a novel development in the field, or a novel perspective on a pre-existing topic in the field.

GY602 Seminar in Climatology

Hours 3

This course is a doctoral level research intensive seminar in the geographic sub-field of climatology. The course will be taught by faculty with varied expertise within climatology and will, therefore, be dynamic in its topical focus from semester to semester. Content will broadly fall within hydro-climatology, synoptic climatology, climatological extremes, bio-climatology, and historical or paleo-climatology. The material covered will be of an advanced nature aimed at providing doctoral students with an understanding of the latest research and current developments within the field. Discussion will be directed towards readings of research articles and development of research methodology with the aim of producing an original research product that could be submitted in a scholarly journal for publication.

GY610 Seminar in Forest Science and Management

Hours 3

This is a reading and discussion intensive graduate seminar course. Each week you will be expected to come to class prepared to critically discuss the readings and other assignments. We will cover a diversity of topics in forest science and management and some additional reading may be necessary for you to be fully prepared to engage in class discussion. Our seminar time will be devoted to discussion of topics selected by individual students and the instructor. Students are encouraged to select a topic related to their research, but this is not a requirement. Throughout the semester we will also discuss the philosophy of science, the rubrics of scientific evaluation, the publication process, and other topics to aide in your training as a research scientist.

GY615 Seminar Human-Environmental Interactions

Hours 3

This is a reading and discussion intensive graduate seminar course. Each week, students will be expected to come to class prepared to critically discuss the readings and other assignments. A diversity of topics will be covered in human-environmental interactions in geography and some additional reading may be necessary for students to be fully prepared to engage in class discussion. Seminar time will be devoted to discussion of topics selected by individual students and the instructor. Throughout the semester there will be discussion of the philosophy of science, the rubrics of scientific evaluation, the publication process, and other topics to aide in student training as a research scientist.

GY630 Seminar in Geographic Information Science

Hours 3

Geographic Information Sciences (GISci) include a range of spatial technologies, including Geographic Information Systems, remote sensing, computer modeling, GPS, and cartography. This seminar will examine contemporary issues in GISci through readings and group discussion.

GY663 Seminar in Geomorphology

Hours 3

Geomorphology is the study of earth surface processes and landforms, including quantitative analyses of how and why landscapes change over space and time. In this seminar students will examine how and why geomorphic systems function and change in response to climatic and tectonic forcing and human activities through readings and group discussions.

GY699 Dissertation Research in Geography

Hours 1-12

This independent research course partially fulfills required doctoral level research dissertation hours toward the Ph.D. in Geography. A total of 24 dissertation hours are required. The course is conducted under the guidance of the Ph.D. advisor. The student repeats hours in this course at least until the dissertation requirements have been satisfactorily completed. Material covered will be of an advanced nature aimed at providing doctoral students with an understanding of the latest research and current developments within the field. Discussion and advisor guidance will be directed towards readings of research articles and development of research methodology with the aim of producing an original scientific contribution that represents a novel development in the field or a novel twist on a pre-existing topic in the field.

Prerequisite(s): You must be a PhD student in Geography that has defended a dissertation proposal and successfully completed requirements for Ph.D. candidacy.

Faculty**Chair**

Douglas J. Sherman

Graduate Director

Justin Hart

Professors

Seth Appiah-Opoku

Kevin Curtin

Luoheng Han

Justin Hart

Hongxing Liu

Douglas J. Sherman

Michael Steinberg

Matthew Therrell

Joe Weber

Associate professors

Bennett Bearden

Sagy Cohen

Lisa Davis

Jason Senkbeil

Assistant professors

David Keellings

Matthew LaFevor

Nicholas Magliocca

Jared Margulies

Wanyun Shao

Professors emeriti

Hobson Bryan

David Shankman

Bobby Wilson

Instructors

Caroline McClure

Mary Pitts

Geography, MS

The MS in geography offers four areas of study, including Earth system science, environment and natural resources, environment and society, and geographic information science.

In addition, the department offers a GIS certificate program that enables students to acquire technical and analytical skills.

The graduate program in geography prepares students to pursue further academic study and to work in a broad range of positions with federal, state, and local governments; environmental consulting firms; private conservation and resource management agencies; and educational institutions.

Admission Requirements

Applicants must satisfy the minimum admission requirements established by the Graduate School. An applicant to the MS program is normally required to have a bachelor's degree in geography, environmental science, or a related discipline. Applicants with degrees in disciplines other than geography or with background deficiencies may be required to complete certain undergraduate requirements.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

MS in Geography, Thesis Option

This option requires a total of 30 credit hours including 6 hours of program requirements and 6 hours of thesis research. A minimum of 12 credit hours must be taken from courses in one of the areas of focus including earth system science; environment and natural resources; environment and society; or geographical information techniques. The remaining 9 credit hours may consist of courses from any of the other three areas of focus and/or may be selected from related courses offered in other disciplines with departmental approval (up to 6 of the 9 credit hours). A thesis committee should be established by the end of the first semester of residence and a thesis proposal must be defended by the end of the second semester of residence. Additional information is provided in the Department of Geography *MS Graduate Handbook*.

MS in Geography, Non-thesis Option

This option requires a total of 39 credit hours including 6 hours of program requirements and 3 hours for non-thesis research projects. Students selecting this option must take a minimum of 8 hours of geographic techniques and may count up to 15 credit hours of such coursework towards their MS program. A minimum of 15 credit hours must be taken from courses in one of the areas of focus including earth system science; environment and natural resources; environment and society; or geographical information techniques. The remaining 10 credit hours may consist of courses from any of the other three areas of focus; related courses in other disciplines with departmental approval (up to 6 of the 10 credit hours); and/or experiential learning courses (up to 3 of the 10 credit hours). The non-thesis option is only available with consent of the academic advisor and graduate program director.

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of

graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee

members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee

examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in

conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Geography, Ph.D.

Admission Requirements

Applicants must satisfy the minimum admission requirements established by the Graduate School. Applicants with degrees in disciplines other than geography or with background deficiencies may be required to complete certain undergraduate requirements. An applicant to the PhD program is normally required to have a master's degree; however, an applicant with exceptional credentials may be admitted directly into the PhD program.

See the Admission Criteria section of this catalog for more information.

Doctor of Philosophy

The PhD program requires a minimum of 48 hours of coursework beyond the baccalaureate degree (that may include up to 24 credit hours of

approved graduate-level coursework transferred from a master's program and a maximum of 12 hours of non-thesis or non-dissertation research), 24 hours of dissertation research, and a dissertation. A dissertation committee should be established by the end of the first semester of residence and a dissertation project should be established by the end of the third semester of residence. Each PhD candidate must pass a candidacy examination, submit and successfully defend a dissertation proposal, and pass an oral dissertation defense. Additional information is given in the Department of Geography *PhD Graduate Handbook*.

Department of Geological Sciences

- Majors
 - Geology, MS (p. 169)
 - Geology, PhD (p. 172)

Chair

- Fred Andrus

Professors

- Fred Andrus
- Ibrahim Cemen
- Rona Donahoe
- Delores Robinson
- Harold Stowell
- Geoffrey Tick

Assistant professors

- Julia Cartwright
- Marcello Minzoni
- Rebecca Minzoni
- Grey Nearing
- Alain Plattner
- Thomas Tobin
- Matthew Wielicki
- Bo Zhang

Adjunct professors

- Michelle Wielicki
- Chunmiao Zheng

Professors emeriti

- Paul Aharon
- Richard Groshung
- Ernest Mancini
- Carl Stock

Associate professors

- Natasha Dimova
- Kimberly Genareau
- Andrew Goodliffe
- Samantha Hansen
- Yuehan Lu
- Alberto Perez-Huerta
- Yong Zhang

Director, Sedimentary Basin Studies

- Berry H. (Nick) Tew

GEO501 Paleoclimatology

Hours 3

Survey of the variability of global climate through geologic time and investigation of the mechanisms of change.

Prerequisite(s): MATH 126 or MATH 146; and PH 102

GEO502 Communicating Geology

Hours 3

Evaluate and develop effective scientific communication skills including writing, oral presentations and poster presentations.

Prerequisite(s): None

GEO507 Seismology

Hours 3

This course provides an overview of earthquake seismology for both undergrad and graduate geoscience students. Topics include elastic wave propagation, seismic ray theory, travel time interpretation, surface wave dispersion and seismic tomography.

Prerequisite(s): MATH 126 or MATH 146

GEO510 Soil & Groundwater Restoration

Hours 3

Methods for restoring contaminated soil and groundwater by examining the factors and processes influencing the efficacy of remediation systems. An emphasis will be placed on the scientific principles upon which soil and groundwater remediation is based.

GEO511 Contaminant Transport in Porous Media

Hours 3

This course will cover topics related to the transport and fate of contaminants in subsurface systems. Specifically, this course will discuss the many factors and processes influencing contaminant transport such as the effects of dispersion, inter-phase mass transfer, transformation reactions, and porous-media heterogeneity. In addition, representative conceptual/mathematical models describing contaminant transport phenomena will be discussed.

Prerequisite(s): MATH 125, PH 102, CH 102, GEO 306 or equivalents; and/or with instructor's permission.

GEO515 Metamorphic Petrology

Hours 3

Study of metamorphic processes, types, textures, and petrogenesis and the use of metamorphic rocks for understanding tectonism. Offered on demand.

GEO516 Volcanology

Hours 3

Rheologic properties of magmatic systems and application of these principles to the understanding of volcanic processes. Offered on demand.

GEO522 Sedimentary Basin Analysis

Hours 3

Examination of the evolution and development of sedimentary basins. Emphasis is on sedimentary, tectonic, and geochemical processes and their influence in petroleum generation, accumulation, and preservation. Offered on demand.

Prerequisite(s): GEO 365 and GEO 367 and GEO 210

GEO525 Adv Topics In Geology

Hours 1-6

Advanced topics in the following areas: economic geology, geochemistry, geohydrology, geophysics, geomorphology, mineralogy, paleontology, petrology, sedimentation, stratigraphy, structural geology, and tectonics. Offered on demand.

GEO534 Tectonics Seminar

Hours 1

Discussion of current research in Tectonics and related subjects. May be repeated for credit. Offered fall and spring semesters.

GEO535 Graduate Seminar

Hours 1

Oral presentations on current geological topics. Offered fall and spring semesters.

GEO536 Graduate Seminar

Hours 1

Oral presentations on current geological topics. Offered fall and spring semesters.

GEO542 Geodynamics

Hours 3

Introduction to the structure of the Earth's interior and theory of plate tectonics. Quantitative analysis of the physical processes governing the formation of major tectonic and magmatic features on the Earth. Emphasis is on understanding geodynamic processes in orogenic belts, volcanic arcs, intraplate magmatism, sedimentary basins and continental extensional provinces. Offered spring semester.

Prerequisite(s): GEO 365 or GEO 314; and PH 102 and PH 104 and MATH 126 or MATH 146

GEO546 Scientific Computing

Hours 3

This course covers a broad range of computational methods used in the geosciences. Topics include data analysis, manipulation and image processing, using a variety of software packages.

Prerequisite(s): At least two 200 or 300 level course in geology or by permission of the instructor.

GEO550 Geostatistics

C, W

Hours 3

This course serves as an introduction to statistics for the Earth and Environmental Sciences. Topics include an introduction to probability theory, experimental design, statistical hypothesis testing, regression, clustering, Kriging and other forms of spatial analysis, time series analysis, and an introduction to machine learning. All material is covered theoretically and with practical implementation in Matlab. Computing proficiency is required for a passing grade in this course. Writing proficiency is required for a passing grade in this course. A student who does not write with the skill normally required of an upper-division student will not earn a passing grade, no matter how well the student performs in other areas of the course. The course includes two lectures and one computer lab weekly.

Prerequisite(s): MATH 125 or MATH 145; and CS 101, CS 102, or CS 110

Computer Science, Writing

GEO554 Electron Microscopy in the Earth Sciences

Hours 4

This course will involve operation and use of the scanning electron microscope (SEM) for applications relevant to the Earth, environmental, and planetary sciences. Topics will include sample preparation, secondary electron imaging, backscattered electron imaging, x-ray element mapping, and energy/wavelength dispersive spectroscopy. Laboratory exercises will provide hands-on experience in preparing geologic samples and obtaining data on those samples with the SEM.

GEO564 Structural Validation and Modeling

Hours 3

Theory and techniques for validating and modeling maps and cross-sections. Includes balance and restoration of cross-sections and derivation and use of predictive geometric and kinematic models. Practical problem solving is emphasized. Offered alternate years.

Prerequisite(s): GEO 365 or equivalent

GEO565 Comparative Structural Geology

Hours 3

Analysis of the original literature on structural families and deformation-mechanism associations, emphasizing the low-temperature environment.

GEO569 Light Stable Isotope Geochemistry

Hours 3

This course is an introduction to concepts of stable isotope fractionation, and the application of stable isotopic measurements to answering geological questions. This class specifically focuses on light elements, primarily H, C, O, S, and N, though other elements/systems may be explored if there is time/interest.

Prerequisite(s): CH 102 or 118 (C- or better, and, GEO 101 or 102 (C- or better), and MATH 112 or 115 (C- or better)

GEO570 Introduction to Geochemistry

Hours 4

Introduction to the field of low-temperature geochemistry (elementary chemical equilibria and thermodynamics, solubility and redox equilibria, organic geochemistry), with an emphasis on solving geologic problems. Three lectures and one seminar per week. Offered in the Spring semester.

Prerequisite(s): GEO 314

GEO571 Thermodynamics For Geologists

Hours 3

Semi-derivational approach to understanding the thermodynamic relations most useful to geologists. Emphasis is on using the derived relations to solve common geologic problems. Offered alternate fall semesters.

Prerequisite(s): MATH 126 or MATH 146

GEO576 Environmental Field and Laboratory Methods

Hours 3

Theory, techniques, and application of methods for the environmental sampling and geochemical analysis of rocks, ores, and aqueous fluids. Offered in alternate Fall semesters.

Prerequisite(s): CH 101 and CH 102, or permission of instructor.

GEO583 Global Tectonics

Hours 3

Study of tectonics, plate motions, and tectonic environments. Includes discussion of controlling factors, driving forces, and resulting structures with emphasis on island arcs, trenches, backarc basins, transform boundaries, and continental margins. Offered alternate spring semesters or on demand.

Prerequisite(s): GEO 365 and GEO 367

GEO590 Seminar Regional Geology

Hours 1-3

Literature and field study of the geology of selected areas. Offered on demand.

Prerequisite(s): GEO 314 and GEO 365 and GEO 367

GEO597 Geological Internships

Hours 3

Field and laboratory projects with government and industry.

GEO598 Non-Thesis Research

Hours 1-6

Non-Thesis Research.

GEO599 Thesis Research

Hours 1-12

This independent research course partially fulfills required master's-level research thesis hours toward the master's degree in Geology (Geological Sciences). The course is conducted under the guidance of the thesis advisor. Material covered will be of an advanced nature aimed at providing master's students with an understanding of the latest research and current developments within the field. Discussion and advisor guidance will be directed towards readings of research articles and development of research methodology, with the aim of producing an original research contribution that represents a novel development in the field, or a novel perspective on a pre-existing topic in the field.

GEO602 Communicating Geology

Hours 3

Evaluate and develop effective scientific communication skills including writing, oral presentations and poster presentations.

Prerequisite(s): None

GEO626 Adv Topics In Geology

Hours 1-6

Advanced topics in the following areas: economic geology, geochemistry, geohydrology, geophysics, geomorphology, mineralogy, paleontology, petrology, sedimentation, stratigraphy, structural geology, and tectonics. Offered on demand.

GEO634 Tectonics Seminar

Hours 1

Discussion of current research in Tectonics and related subjects. May be repeated for credit. Offered fall and spring semesters.

GEO635 Graduate Seminar

Hours 1

Oral presentations on current geological topics. Offered fall and spring semesters.

GEO636 Graduate Seminar

Hours 1

Oral presentations on current geological topics. Offered fall and spring semesters.

GEO698 Non-Dissertation Res

Hours 1-12

Non-Dissertation Res.

GEO699 Dissertation Research

Hours 1-12

This independent research course partially fulfills required doctoral-level research dissertation hours toward the doctoral (Ph.D.) degree in Geology (Geological Sciences). The course is conducted under the guidance of the dissertation advisor. Material covered will be of an advanced nature aimed at providing doctoral students with an understanding of the latest research and current developments within the field. Discussion and advisor guidance will be directed towards readings of research articles and development of research methodology, with the aim of producing an original research contribution that represents a novel development in the field, or a novel perspective on a pre-existing topic in the field.

Faculty**Chair**

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Professors

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Berry H. (Nick) Tew

Geology, MS

Students pursuing the MS degree often seek employment in environmental and geotechnical consulting, water resources, energy exploration, or pursue additional graduate study. Many of our MS graduates become licensed Professional Geologists. Students are prepared for this wide range of careers through a flexible curriculum in which they work closely with their advisor to conduct theoretical, field, and/or laboratory research for a thesis in their chosen field.

Admission Requirements

Admission to the graduate program in geology is competitive. Applicants must satisfy the minimum admission requirements established by the Graduate School. An applicant to the MS program is normally required to have a bachelor's degree in geology or a related discipline (e.g., chemistry, mathematics, physics, or geological engineering) and to have completed at least one year each of college-level calculus, chemistry, and physics. Applicants with degrees in disciplines other than geology or with ancillary background deficiencies may be required to complete certain undergraduate requirements. An applicant to the PhD program is normally required to have a master's degree; however, an applicant with exceptional credentials may be admitted directly into the PhD program.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

The MS program requires a minimum of 24 credit hours of coursework, participation in the graduate seminar (two semesters), and a thesis. A maximum of 3 credit hours of non-thesis research may be applied toward the 24-hour total. A thesis committee should be established by the end of the first semester of residence and a thesis project must be proposed by the end of the second semester of residence. Each MS candidate must pass a combined oral thesis defense and final examination. Additional information is given in the Department of Geological Sciences Graduate Handbook.

Code and Title	Hours
Introduction Course	
GEO 502 Communicating Geology	3
Graduate Seminars	
GEO 535 Graduate Seminar	2
GEO 536 Graduate Seminar	
Geology Course Options	
GEO 501 through GEO 696	19
Thesis Research	
GEO 599 Thesis Research	6
Total Hours	30

- At least 18 hours of the 24-hour total must be completed in the Department of Geological Sciences (DGS) (these may include transferred credit). The 6 hours of remaining coursework may be taken in a related field with approval by the student's Thesis Advisory Committee.
- Course cross-listed at both the 400- and 500-level must be taken at the 500-level.
- A maximum of 3 hours of GEO 598 (Non-Thesis Research) may count toward the 24-hour total.
- A maximum of 12 hours of graduate courses may be transferred from other universities and applied toward the 24 hour total – these courses must be approved by the student's Thesis Advisor.

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing

education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.

- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation.

Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate

program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Geology, Ph.D.

Admission Requirements

Admission to the graduate program in geology is competitive. Applicants must satisfy the minimum admission requirements established by the Graduate School. An applicant to the MS program is normally required to have a bachelor's degree in geology or a related discipline (e.g., chemistry, mathematics, physics, or geological engineering) and to have completed at least one year each of college-level calculus, chemistry, and physics. Applicants with degrees in disciplines other than geology or with ancillary background deficiencies may be required to complete certain undergraduate requirements. An applicant to the PhD program is normally required to have a master's degree; however, an applicant with exceptional credentials may be admitted directly into the PhD program.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

The PhD program requires a minimum of 48 hours of coursework beyond the baccalaureate degree (including a maximum of 24 credit hours of approved graduate-level coursework transferred from a master's program and a maximum of 12 hours of nonthesis or nondissertation research), participation in the graduate seminar (four semesters), and a dissertation. A dissertation committee should be established by the end of the first semester of residence and a dissertation project should be established by the end of the third semester of residence. Each PhD candidate must also pass an oral dissertation proposal, an oral preliminary examination (after completion of all coursework), and an oral dissertation defense. Additional information is given in the Department of Geological Sciences Graduate Handbook.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See Interdisciplinary Studies (IDS) (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of

dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing

education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.*
 - b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
 - c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
 - d. The Field-Related Employment Since Earning Mater's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and

- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference

is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus/only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee

examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation

(699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3

*Completed" means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

- ¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.
- ² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry

- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

"Completed" means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Department of History

- Majors
 - History, MA (p. 180)
 - History, PhD (p. 185)

Chair

- Joshua Rothman

Graduate Director

- Daniel Riches

Professors

- Margaret Abruzzo (Assoc Prof)
- John Beeler (Prof)
- David Beito (Prof)
- Julia Brock (Assist Prof)
- Steve Bunker (Assoc Prof)
- Lawrence Cappello (Assist Prof)
- Teresa Cribelli (Assoc Prof)
- Kari Frederickson (Prof)
- John Giggie (Assoc Prof)
- Lesley Gordon (Prof)
- Sharony Green (Assoc Prof)
- Holly Grout (Assoc Prof)
- Andrew Huebner (Prof)
- Lucy Kaufman (Assist Prof)
- Heather Kopelson (Assoc Prof)
- Lisa Lindquist-Dorr (Prof)
- Matthew Lockwood (Assist Prof)
- Di Luo (Assist Prof)
- Jimmy Mixson (Assoc Prof)
- Margaret Peacock (Assoc Prof)
- Erik Peterson (Assoc Prof)
- Juan Jose Ponce-Vazquez (Assist Prof)
- Harold Selesky (Assoc Prof)
- Jenny Shaw (Assoc Prof)
- Sarah Steinbock-Pratt (Assoc Prof)
- Janek Wasserman (Assoc Prof)

HY500 Special Studies in History

Hours 3-6

No description available

HY508 Colonial Us To 1763

Hours 3

Topical survey of major themes in U.S. colonial history with particular emphasis on Anglo-American developments.

HY509 Amer Rev/New Nation

Hours 3

The development of revolutionary sentiment in the North American colonies, the resulting revolution, and the subsequent efforts to establish the new nation.

HY526 U S World Power 1898-Pre

Hours 3

Survey of American foreign policy from the Spanish-American War of 1898 to the present.

HY541 Hy Us - Vietnam War

Hours 3

A survey of the historical background of the conflict in Indochina leading to U.S. involvement in that conflict.

HY543 Renaissance

Hours 3

Intellectual movements associated with the Renaissance, with readings in Machiavelli's Prince, More's Utopia, and other humanist writings; social and economic life, religion, politics, and statecraft.

HY544 Reform Counter-Reform

Hours 3

History of the separation of Catholic and Protestant churches from the ideal of the universal Christian church; late-Medieval religious practice.

HY574 Rel Of Us & Latin Amer

Hours 3

Chronological survey of diplomatic, economic, and cultural relations, with emphasis on the 20th century.

HY580 Survey Military History

Hours 3

Introduction to the field of military history and to the writing of military history from ancient times to the present, with an emphasis on the 19th and 20th centuries.

HY599 Thesis Research

Hours 1-6

No description available

HY600 Teaching History

Hours 1

A basic introduction to teaching history in colleges and universities. Will treat such issues as course planning, lecturing, handling discussions, classroom procedures and policies, student evaluation and ethical problems in teaching.

HY601 Literature Of American History

Hours 4

No description available

HY602 Lit American History Sc 1865

Hours 4

Course examines major historical scholarship of American history since the Civil War.

HY603 Literature European Hist

Hours 4

No description available

HY605 Lit Latin Amercn History

Hours 4

No description available

HY606 Prosem Us Histry To 1877

Hours 4

No description available

HY607 Prosem Us HY Since 1877

Hours 4

No description available

HY608 Prosem Southern History

Hours 4

This reading-intensive proseminar introduces students to important historiographical debates in the History of the American South. Chronological boundaries of the course vary by instructor.

HY631 Early Mod Brit Eur Hy

Hours 4

No description available

HY635 Recent Brit Eur History

Hours 4

No description available

HY639 Prosem Military/Naval Hy

Hours 4

No description available

HY651 Sem Us History To 1877

Hours 4

No description available

HY665 Special Studies

Hours 4

A special topic seminar: the seminar work varies each time offered. Students primarily work independently on selected projects; however, they work closely with the course instructor. Students will share their research with their colleagues and engage in peer critique throughout the semester.

HY680 Grad Research Seminar

Hours 4

This course will offer students the opportunity to do original research in primary sources for the purpose of completing an article-length piece of original scholarship. In addition to working intensively (in conjunction with the instructor) on all stages of their individual seminar paper projects, students will examine the skills and methods necessary to conduct research, discuss matters of common concern in the research and writing processes, share the results of their research with their colleagues, and engage in peer-critique of each other's work. Our group conversations will not only be designed to aid individual students in the production of their seminar papers, but also will continually focus on the historians' craft, the challenges historians face in carrying out our work, and the methods we deploy to address those challenges.

HY697 Directed Readings

Hours 1-4

*No description available***HY698 Directed Research**

Hours 1-4

*No description available***HY699 Dissertation Research**

Hours 1-12

*No description available***Faculty****Chair**

Joshua Rothman

Graduate Director

Daniel Riches

Professors

Margaret Abruzzo (Assoc Prof)

John Beeler (Prof)

David Beito (Prof)

Julia Brock (Assist Prof)

Steve Bunker (Assoc Prof)

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Harold Selesky (Assoc Prof)

Jenny Shaw (Assoc Prof)

Sarah Steinbock-Pratt (Assoc Prof)

Janek Wasserman (Assoc Prof)

History, MA

Award-winning and internationally recognized faculty serve graduate students in a program that provides opportunities for close mentorship and advising. With a strong commitment to research and teaching, as well as training the next generation of historians, the faculty have published extensively and are active participants in national historical organizations.

Admission Requirements

General requirements for all history degree programs

Admission decisions for all graduate history programs at The University of Alabama are made by the Graduate School based on a composite of subjective and quantitative information, including the applicant's statement of purpose and letters of recommendation, the academic standing of the programs in which the applicant has studied, evidence of appropriate college or graduate-level work in history courses, test scores, previous grades, and the recommendation of the graduate committee of the history department. Each application is considered in the context of other applications to the program, with due consideration given to the availability of space in the program, the need to maintain a pool of students of superior potential, and the need to encourage minority applications. Not every student whose credentials meet stated quantitative standards is admitted.

Quantitative requirements for unconditional admission to MA program

The applicant must have a GPA, based on a 4.0 system, of 3.0 overall or 3.0 for the last 60 semester hours in a degree program, and a score of at least 300 on the combined verbal and quantitative portions, and at least 4 on the analytical writing section of the Graduate Record Examination.

Quantitative requirements for admission with permission to continue to MA program

An applicant whose quantitative credentials do not meet the requirements for unconditional admission may be considered for admission with permission to continue if the remaining portions of the application provide substantial evidence of the applicant's suitability for graduate study. Admission with permission to continue is rare and requires a special recommendation by the graduate committee. Students granted admission with permission to continue must maintain a 3.0 average for the first 12 semester hours attempted. Failure to do so will result in dismissal from the program.

See the Admission Criteria section of this catalog for more information.

General Degree Requirements

Course load

Resident students are expected to register for full loads each semester—at least 9 hours, except in the case of .50 FTE teaching assistants, who must take at least 6 hours. All courses must be numbered 500 or above, but HY 699 Dissertation Research does not count toward the course hour requirement for any graduate degree.

Historiography requirement

All incoming graduate students (MA or PhD), unless specifically exempted by the Graduate Committee, must take at least two of the basic historiography courses as part of their degree program. :

Code and Title	Hours
HY 601/602 Literature Of American History	4
HY 603 Literature European Hist	4
HY 605 Lit Latin Amercn History	4

They are encouraged to take these courses as early as possible in their program.

Seminar requirement

All MA students who choose Plan II (described under 'Requirements for the MA Program' below) must take at least one research seminar. All doctoral students must complete at least two research seminars.

Language requirement

Unless specified to the contrary, all graduate degree programs in history require that each student demonstrate reading proficiency in one or more foreign languages. These languages should be selected from the standard research languages (Spanish, French, German, Italian, and Russian), but other languages relevant to the student's program may be substituted with the recommendation of the student's advisor and the permission of the Graduate Committee. The student must fulfill this requirement by passing the examination administered by the relevant language department at The University of Alabama. Completion of any of the various 'language for reading proficiency' courses offered at The University of Alabama with a final grade of 'B' or above also meets the language requirement.

Requirements for the MA Program

Plan I:

Coursework

Coursework totaling 24 credit hours in history and a thesis (an additional 6 credit hours of HY 599 Thesis Research) are required, and the student must demonstrate reading proficiency in one foreign language before taking the final oral examination.

Thesis

The topic of the thesis will be selected by the student in consultation with his or her advisor. After the topic has been agreed upon, the student will prepare a prospectus describing the topic and the proposed plan of approach, including the principal sources to be used. Copies of the prospectus will be distributed to the student's advisory committee, which shall consist of three members, all of whom must indicate their acceptance of the topic.

Oral exam

The Plan I oral exam is on the MA coursework and the thesis. The examination committee consists of three professors who served as readers on the thesis, plus one additional history professor. The M.A.

thesis must be submitted to the student's primary advisor no later than six weeks before the scheduled defense, and the revised thesis must be submitted to the remaining members of the student's committee at least three weeks before the scheduled defense. The committee files with the director of graduate studies a written opinion regarding the student's suitability for further graduate work in history.

Plan II:

Coursework

Coursework totaling 30 credit hours in history is required, and the student must demonstrate proficiency in reading one foreign language before taking the final oral examination.

Oral exam

Plan II students must take an oral examination on their history courses and on a revised seminar paper, copies of which must be furnished to the members of the examining committee at least 10 days before the date of the oral examination. The examining committee must consist of at least four history professors, including as many as possible with whom the student has taken courses. The committee files with the director of graduate studies a written opinion regarding the student's suitability for further graduate work in history.

Special note on MA oral exams

In all of the MA oral examinations, two negative votes constitute failure of the examination. History graduate students may repeat failed oral examinations one time only, after an interval specified by the examining committee. Two negative votes constitutes denial of admission to the doctoral program. The use of faculty from outside the department to serve on MA examination committees (except in cases where faculty from other disciplines are prescribed by the graduate regulations) must be approved well in advance by the Graduate Committee.

Scholastic Requirements

Any student who receives 6 hours of 'C' grades or 3 hours of 'D' or 'F' grades in history courses shall be dismissed from the program, although the student dismissed may petition the Graduate Committee for reinstatement.

A student on probation or whose transcript carries a grade of 'I' will ordinarily be ineligible for a teaching assistantship or other departmental financial support.

Transfer of Credit

Courses of full-graduate level credit earned in an accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a History degree program. Evaluation of credit for transfer will not be made until the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisor, the Graduate Committee of the Department of History, and the Dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a "B" average on all of the graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred.

A student initiates with the Graduate School a request for evaluation of graduate credit obtained at another institution. The form is available at the "Web Forms" icon of the Graduate School's homepage. It is also the student's responsibility to ensure that an official transcript of the credit concerned is received by the Graduate School. All credit toward the MA degree must have been earned during the six years immediately preceding the date on which the degree is awarded. All credit toward

the PhD must have been earned in the six years immediately preceding admission to the doctoral program.

The history department usually allows the transfer of 6 semester hours of credit toward the MA degree, although in exceptional cases up to 12 hours may be accepted. No more than one-half of PhD coursework hours (not including HY 699) may be transferred from another institution.

· Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may

be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those

outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the

student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations.

A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive

video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is

published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

History, Ph.D.

Admission Requirements

General requirements for all history degree programs

Admission decisions for all graduate history programs at The University of Alabama are made by the Graduate School based on a composite of subjective and quantitative information, including the applicant's statement of purpose and letters of recommendation, the academic standing of the programs in which the applicant has studied, evidence of appropriate college or graduate-level work in history courses, test scores, previous grades, and the recommendation of the graduate committee of the history department. Each application is considered in the context of other applications to the program, with due consideration given to the availability of space in the program, the need to maintain a pool of students of superior potential, and the need to encourage minority applications. Not every student whose credentials meet stated quantitative standards is admitted.

Special requirements for admission to the PhD program

Students applying to the PhD program are expected to have GRE scores substantially above the minimum acceptable for MA applicants (p. 180), a GPA in previous graduate work of 3.5 or better, and strong recommendations. Normally a successful applicant must also be endorsed by a faculty member prepared to serve as chairperson of the student's dissertation committee.

See the Admission Criteria section of this catalog for more information.

General Degree Requirements

Course load

Resident students are expected to register for full loads each semester—at least 9 hours, except in the case of .50 FTE teaching assistants, who must take at least 6 hours. All courses must be numbered 500 or above, but HY 699 Dissertation Research does not count toward the course hour requirement for any graduate degree.

Historiography requirement

All incoming graduate students (MA or PhD), unless specifically exempted by the Graduate Committee, must take at least two of the basic historiography courses as part of their degree program.:

Code and Title	Hours
HY 601/602 Literature Of American History	4
HY 603 Literature European Hist	4
HY 605 Lit Latin Amercn History	4

They are encouraged to take these courses as early as possible in their program.

Seminar requirement

All MA students who choose Plan II (described under 'Requirements for the MA Program' below) must take at least one research seminar. All doctoral students must complete at least two research seminars.

Language requirement

Unless specified to the contrary, all graduate degree programs in history require that each student demonstrate reading proficiency in one or more foreign languages. These languages should be selected from the standard research languages (Spanish, French, German, Italian, and Russian), but other languages relevant to the student's program may be substituted with the recommendation of the student's advisor and the permission of the Graduate Committee. The student must fulfill this requirement by passing the examination administered by the relevant language department at The University of Alabama. Completion of any of the various 'language for reading proficiency' courses offered at The University of Alabama with a final grade of 'B' or above also meets the language requirement.

Requirements for the PhD Program

History field requirements

The Department of History offers the following PhD fields:

- United States history to 1877
- United States history since 1877
- History of the South
- British and European history, 1485 to 1815
- British and European history, 1815 to present
- Latin American history to 1810
- Latin American history since 1810
- Military and naval History

PhD students may, as their fourth, non-testing field, also create their own thematic field, the exact boundaries of which will be settled in consultation with the Graduate Committee, provided that there are a minimum of two professors in the department who specialize in that area.

The PhD requires a total of 54 hours of graduate coursework. MA hours, including those accepted for transfer from other institutions, are included in this total. PhD students will offer four fields of history, with at least two, but not more than three, related to the same geographic area (U.S., Europe, or Latin America). The student must earn at least 12 hours of graduate credit in each of the four fields.

Beyond the 48 hours of history distributed in fields, the student must earn 6 additional hours of graduate credit:

- in a field outside the history department;
- in history, but in fields not presented for the PhD; or
- in history, but as additional hours in one or more of the fields presented for the PhD.

Language requirement

Each student is expected to demonstrate a reading knowledge of two foreign languages, with the exception of those whose major fields are in American history. Those working primarily in American history must demonstrate a knowledge of only one foreign language, although any advisor may require his or her student to continue to fulfill the two-

language requirement if it seems necessary to the area of the student's research. For those who must satisfy the two-language requirement, a special skill pertinent to the candidate's doctoral dissertation may be substituted for one language on the recommendation of the student's advisor and with the permission of the Graduate Committee. The language and special skill requirements must be met before the scheduling of the comprehensive examinations.

Comprehensive examinations

The comprehensive examinations for admission to candidacy for the PhD consist of a four-hour written examination in each of three fields of history offered by the candidate, each administered by a committee of two or more professors representing the respective field. An oral examination will be administered subsequently by a committee consisting of not less than five professors who administered the written examinations. The comprehensive examinations are to be completed in a two-week period, with the written exams given the first week and the oral exam given the following week. The exam schedule must allow at least five days between the last written exam and the date of the oral exam. The written and oral exams in each field are considered a unit, which the student will pass or fail as a whole. Two negative votes constitute failure. A minimum of six months must elapse before the student may repeat a failed examination, the time of which will be set by the examining committee. A student is permitted to repeat a failed examination one time only.

Dissertation

Dissertations are to be based upon research in history and make an original contribution to knowledge. Each doctoral student will select and obtain approval for a dissertation topic before scheduling his or her comprehensive examinations. Students will select dissertation topics in consultation with their advisors. After the topic has been agreed upon, the student will prepare a prospectus describing the topic and the proposed plan of approach, including the principal sources to be pursued.

Copies of the prospectus will be distributed to the members of the student's comprehensive exam committee in advance of the oral examination. The prospectus is accepted or rejected at the time of the oral comprehensive examination.

The Graduate School requires each student admitted to candidacy for the PhD to pursue completion of the dissertation without interruption by enrolling each semester in HY 699 Dissertation Research for at least 3 credit hours. The student must register for a total of at least 24 hours of dissertation research.

Final oral examination

The candidate must pass an oral examination on the dissertation and the field of the dissertation in accordance with the rules of the Graduate School. The dissertation committee consists of three professors who served as readers on the dissertation, plus at least one additional history professor and a representative of an outside department. Two negative votes constitute failure of the examination, which the student may repeat one time only, after an interval specified by the examining committee.

Using outside faculty on PhD examinations

Except in cases where faculty from other disciplines are prescribed by the graduate regulations, the use of faculty from outside the department to serve on PhD comprehensive or oral examinations must be approved well in advance by the Graduate Committee.

Scholastic Requirements

Any student who receives 6 hours of 'C' grades or 3 hours of 'D' or 'F' grades in history courses shall be dismissed from the program, although the student dismissed may petition the Graduate Committee for reinstatement.

A student on probation or whose transcript carries a grade of 'I' will ordinarily be ineligible for a teaching assistantship or other departmental financial support.

Transfer of Credit

Courses of full-graduate level credit earned in an accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a History degree program. Evaluation of credit for transfer will not be made until the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisor, the Graduate Committee of the Department of History, and the Dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a "B" average on all of the graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred.

A student initiates with the Graduate School a request for evaluation of graduate credit obtained at another institution. The form is available at the "Web Forms" icon of the Graduate School's homepage. It is also the student's responsibility to ensure that an official transcript of the credit concerned is received by the Graduate School. All credit toward the MA degree must have been earned during the six years immediately preceding the date on which the degree is awarded. All credit toward the PhD must have been earned in the six years immediately preceding admission to the doctoral program.

The history department usually allows the transfer of 6 semester hours of credit toward the MA degree, although in exceptional cases up to 12 hours may be accepted. No more than one-half of PhD coursework hours (not including HY 699 Dissertation Research) may be transferred from another institution.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See *Interdisciplinary Studies (IDS)* (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will

not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.*
 - b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
 - c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
 - d. The Field-Related Employment Since Earning Master's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be

submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part

of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.

- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
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By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
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After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
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After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3
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'Completed' means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.

² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance

- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human

Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee member are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Department of Mathematics

- Majors
 - Mathematics, MA (p. 196)
 - Applied Mathematics, PhD (p. 208)
 - Mathematics, PhD (p. 200)

Chair

- Cruz-Uribe, David

Graduate Director

- Halpern, David C.M.J.

Professors

- Allen, Paul J.
- Corson, Jon M.
- Cruz-Uribe, David
- Evans, Martin
- Dixon, Martyn R.
- Gleason, Jim
- Hadji, Layachi
- Halpern, David C.M.J.
- Liem, Vo
- Moore, Robert L.
- Olin, Robert F.
- Sidje, Roger
- Sun, Min
- Wang, James L.
- Wang, Pu
- Zhao, Shan

Associate Professors

- Belbas, Stavros
- Roberts, Lawrence
- Moen, Kabe
- Trace, Brace S.
- Zhu, Wei

Assistant Professors

- Ames, Brendan
- Beznosova, Oleksandra
- Chen, Yuhui
- Ferguson, Timothy
- Kwon, Hyun-Kyoung
- Tosun, Bulent
- Xu, Yangyang

MATH503 Algebraic Structures for Secondary Teachers

Hours 3

Explore the interconnections between the algebraic, analytic, and geometric areas of mathematics with a focus on properties of various number systems, importance of functions, and the relationship of algebraic structures to solving analytic equations. This exploration will also include the development and sequential nature of each of these branches of mathematics and how it relates to the various levels within the algebra mathematics curriculum.

Prerequisite(s): C- or higher in MATH 237 and C- or higher in MATH 301

MATH504 Topics Mod Math Teachers

Hours 1-3

Diverse mathematical topics designed to enhance skills and broaden knowledge in mathematics for secondary mathematics teachers.

MATH505 Geometry for Secondary Teachers

Hours 3

This course will give an overview of geometry from a modern point of view. Axiomatic, analytic, transformational, and algebraic approaches to geometry will be used. The relationship between Euclidean geometry, the geometry of complex numbers, and trigonometry will be emphasized.

Prerequisite(s): C- in MATH 403 or C- in MATH 503

MATH508 Topics In Algebra

Hours 3

Content changes from semester to semester to meet the needs of students. Designed for graduate students not majoring in mathematics.

MATH509 Data Analysis for Secondary Teachers

Hours 3

Concepts and techniques of posing questions and collecting, analyzing, and interpreting data. Topics include: univariate and bivariate statistics, probability, simulation, confidence intervals and hypothesis testing.

Prerequisite(s): C- or higher in MATH 125 and C- or higher in ST 260

MATH510 Numerical Linear Algebra

Hours 3

Further study of matrix theory emphasizing computational aspects. Topics include direct solution of linear algebraic systems, analysis of errors in numerical methods for solutions of linear systems, linear least-squares problems, orthogonal and unitary transformations, eigenvalues and eigenvectors, and singular value decomposition.

Prerequisite(s): MATH 371 or MATH 572

MATH511 Numerical Analysis I

Hours 3

Mathematical principles of numerical analysis and their application to the study of certain methods. Topics includes numerical methods for solving nonlinear equations; iterative methods for solving linear systems of equations; approximation and interpolation methods; numerical differentiation and integration techniques; and numerical methods for solving initial-value problems for ordinary differential equations.

Prerequisite(s): MATH 238, MATH 237 and (CS 100, CS 110, AEM 249, ECE 285, or RRS 101)

MATH512 Numerical Analysis II

Hours 3

This is the second course in the numerical analysis sequence for graduate students in mathematics, science or engineering with an emphasis on numerical methods for solving boundary value problems, ordinary differential equations and partial differential equations, multistep methods for initial value problems, and approximation theory (least-squares problems, fast Fourier Transforms).

Prerequisite(s): MATH 343 and MATH 511

MATH520 Linear Optimization Theory

Hours 3

This course is an introduction to theory of linear programming. Topics include: basic theory (fundamental theorem of LP, equivalence of basic feasible solutions and extreme points, duality and sensitivity results), simplex algorithm and its variations, and special applications to transportation and network problems. Non-simplex methods are also briefly introduced.

Prerequisite(s): MATH 237 or MATH 371.

MATH521 Non-Linear Optimization Theory

Hours 3

This course is an introduction to nonlinear programming. Topics will include necessary and sufficient conditions for optimality, as well as basic theory and numerical algorithms for several traditional optimization methods, e.g., basic descent methods, conjugate direction methods, quasi-Newton methods, penalty and barrier methods, Lagrange multiplier methods. A brief introduction to selected modern topics may be added if time permits.

Prerequisite(s): MATH 237 or MATH 371

MATH522 Mathematics For Finance I

Hours 3

An introduction to financial engineering and mathematical model in finance. This course covers basic no-arbitrage principle, binomial model, time value of money, money market, risky assets such as stocks, portfolio management, forward and future contracts and interest rates.

MATH537 Applied Math Topics I

Hours 3

This course is a survey of topics in applied mathematics.

Prerequisite(s): Permission of the department.

MATH538 Spec Top Appld Math II

Hours 3

*No description available***MATH541 Boundary Value Problems**

Hours 3

Emphasis on boundary value problems for classical partial differential equations of physical sciences and engineering. Other topics include Fourier series, Fourier transforms, asymptotic analysis of integrals and boundary-value problems for ordinary differential equations.

Prerequisite(s): MATH 343 and MATH 486 or MATH 586.

MATH542 Integral Transf & Asympt

Hours 3

Introduction to complex variable methods, integral transforms, asymptotic expansions, WKB method, matched asymptotics, and boundary layers.

Prerequisite(s): C- or higher in MATH 541 OR permission of the instructor.

MATH551 Math Stats W/Applictn I

Hours 3

Introduction to mathematical statistics. Topics include bivariate and multivariate probability distributions, functions of random variables, sampling distributions and the central limit theorem, concepts and properties of point estimators, various methods of point estimation, interval estimation, tests of hypotheses and Neyman-Pearson lemma with some applications. Usually offered in the Fall semester.

MATH552 Math Stats W/Applictn II

Hours 3

This course considers further applications of the Neyman-Pearson lemma, likelihood ratio tests, Chi-square test for goodness of fit, estimation and test of hypotheses for linear statistical models, analysis of variance, analysis of enumerative data, and some topics in nonparametric statistics. Note: Credit for this course will not be counted toward an advanced degree in mathematics.

Prerequisite(s): MATH 551

MATH554 Math Statistics I

Hours 3

Distributions of random variables, moments of random variables, probability distributions, joint distributions, and change of variable techniques.

MATH555 Math Statistics II

Hours 3

Order statistics, asymptotic distributions, point estimation, interval estimation, and hypothesis testing.

MATH557 Stochastic Processes I

Hours 3

Introduction to the basic concepts and applications of stochastic processes. Markov chains, continuous-time Markov processes, Poisson and renewal processes, and Brownian motion. Applications of stochastic processes including queueing theory and probabilistic analysis of computational algorithms.

Prerequisite(s): MATH 355

MATH559 Stochastic Processes II

Hours 3

Continuation of MATH 557. Advanced topics of stochastic processes including Martingales, Brownian motion and diffusion processes, advanced queueing theory, stochastic simulation, and probabilistic search algorithms such as simulated annealing.

Prerequisite(s): MATH 457 or MATH 557

MATH560 Intro Differential Geom

Hours 3

Introduction to basic classical notions in differential geometry: curvature, torsion, geodesic curves, geodesic parallelism, differential manifold, tangent space, vector field, Lie derivative, Lie algebra, Lie group, exponential map, and representation of a Lie group.

Prerequisite(s): MATH 586 or equivalent

MATH565 Intro General Topology

Hours 3

Basic notions in topology that can be used in other disciplines in mathematics. Topics include topological spaces, open sets, closed sets, basis for a topology, continuous functions, separation axioms, compactness, connectedness, product spaces, quotient spaces, and metric spaces.

Prerequisite(s): MATH 586 or equivalent

MATH566 Intro Algebraic Topology

Hours 3

Homotopy, fundamental groups, covering spaces, covering maps, and basic homology theory, including the Eilenberg Steenrod axioms.

MATH570 Prin Modern Algebra I

Hours 3

Designed for graduate students who did not major in mathematics. A first course in abstract algebra. Topics include groups, permutations groups, Cayley's theorem, finite Abelian groups, isomorphism theorems and Lagrange's theorem. Usually offered in the spring semester. Credit for this course will not be counted toward an advanced degree in mathematics.

Prerequisite(s): (MATH 237 and MATH 301) or MATH 371 or MATH 572

MATH571 Prin Modern Algebra II

Hours 3

An introduction to ring theory. Topics include rings, polynomial rings, matrix rings, modules, fields and semi-simple rings. Usually offered in the fall semester.

Prerequisite(s): MATH 570

MATH572 Linear Algebra

Hours 3

Vector spaces; linear transformations and matrices; determinants; systems of linear equations and Gaussian elimination; eigenvalues, eigenvectors and diagonalization; generalized eigenvectors and Jordan decomposition; minimal polynomials, Cayley-Hamilton theorem; Inner product spaces.

Prerequisite(s): MATH 237

MATH573 Abstract Algebra I

Hours 3

Fundamental aspects of group theory are covered. Topics include Sylow theorems, semi-direct products, free groups, composition series, nilpotent and solvable groups, and infinite groups.

Prerequisite(s): MATH 570

MATH580 Real Analysis I

Hours 3

Topics covered include measure theory, Lebesgue integration, convergence theorems, Fubini's theorem, and LP spaces.

Prerequisite(s): MATH 587

MATH583 Complex Analysis I

Hours 3

The basic principles of complex variable theory are discussed. Topics include Cauchy-Riemann equations, Cauchy's integral formula, Goursat's theorem, the theory of residues, the maximum principle, and Schwarz's lemma.

MATH585 Intro Complex Variables

Hours 3

Some basic notions in complex analysis. Topics include analytic functions, complex integration, infinite series, contour integration, and conformal mappings. Credit for this course will not be counted if it is taken after MATH 583.

Prerequisite(s): MATH 227 or MATH 247

MATH586 Introduction to Real Analysis I

Hours 3

Rigorous development of the calculus of real variables. Topics include the topology of the real line, sequences and series, limits, limit suprema and infima, continuity, and differentiation.

Prerequisite(s): MATH 301

MATH587 Introduction to Real Analysis II

Hours 3

A continuation of Math 586. Topics include Riemann integration, sequences and series of functions, uniform convergence, power series, Taylor series. Optional topics may include the Riemann-Stieltjes integration, Weierstrass Approximation Theorem and the Arzela-Ascoli Theorem, metric spaces, multi-variable calculus.

Prerequisite(s): MATH 586

MATH588 Theory Diff Equations I

Hours 3

Topics covered include existence and uniqueness of solutions, Picard theorem, homogenous linear equations, Floquet theory, properties of autonomous systems, Poincare-Bendixson theory, stability, and bifurcations.

Prerequisite(s): MATH 238 and MATH 586

MATH591 Teaching College Math

Hours 3

Preparation for future mathematics faculty for the teaching component of a faculty position at community colleges, four-year colleges or universities, comprehensive universities, or research universities. Topics include active learning strategies and course development, including syllabi, textbook selection, and assessment strategies.

MATH593 Collegiate Math Education Rsrc

Hours 3

This course is designed to enable students to understand and synthesize current research in college mathematics education involving subjects usually taught during the first two years of college. This will include a survey of a range of educational research models and will discuss qualitative, quantitative, and mixed methods research design in mathematics education research.

MATH598 Non-Thesis Research

Hours 1-3

Research not related to thesis.

MATH599 Thesis Research

Hours 1-6

*No description available***MATH610 Iterative Meth Linear Sys**

Hours 3

Describes some of the best iterative techniques for solving large sparse linear systems.

MATH611 Numerical Methods for Partial Differential Equations

Hours 3

Finite difference methods for hyperbolic, parabolic, and elliptical partial differential equations; consistency, convergence, and order of accuracy of finite difference schemes; stability analysis and the Courant-Friedrichs-Lewy (CFL) condition; numerical dispersion and dissipation; finite difference schemes in higher dimensions; implicit methods and alternating direction implicit (ADI) schemes; a brief introduction to additional topics, such as spectral methods, pseudo-spectral methods, finite volume methods, and finite element methods, may be offered at the discretion of instructor.

Prerequisite(s): MATH 512 or equivalent, and ability to program in a high-level programming language (MATLAB, C++, or FORTRAN).

MATH642 Partial Differential Equations

Hours 3

This is an introductory course in partial differential equations. It covers the theory, methods of solution as well as applications related to the three main equations of mathematical physics, namely the Laplace's equation, the heat equation and the wave equation. This course serves as the second part of the sequence for the qualifying exam in partial differential equations.

Prerequisite(s): MATH 238 and MATH 486 or permission of instructor

MATH644 Singular Perturbations

Hours 3

This is an introductory course in perturbation methods. It covers both the theory and the methods of solution for a variety of equations ranging from algebraic, ordinary differential equations, to partial differential equations containing either small or large parameters.

Prerequisite(s): MATH 238, some familiarity with ODE's and PDE's or permission of the instructor

MATH661 Algebraic Topology I

Hours 3

In-depth study of homotopy and homology. The theory of cohomology is also introduced as are characteristic classes.

MATH674 Abstract Algebra II

Hours 3

Fundamental aspects of ring theory are covered. Topics include Artinian rings, Wedderburn's theorem, idempotents, polynomial rings, matrix rings, Noetherian rings, free and projective modules, and invariant basis number.

MATH677 Topics Algebra I

Hours 3

Content decided by instructor. Recent topics covered include linear groups, representation theory, commutative algebra and algebraic geometry, algebraic K-theory, and theory of polycyclic groups.

MATH681 Real Analysis II

Hours 3

A continuation of Math 580. Topics covered include basic theory of LP spaces, convolutions, Hahn decomposition, the Radon-Nikodym theorem, Riesz representation theorem, and Banach space theory, including the Hahn-Banach theorem, the open mapping theorem, and the uniform boundedness principle.

Prerequisite(s): MATH 580

MATH684 Complex Analysis II

Hours 3

We will cover various topics in Complex Analysis. Some possible topics include: Riemann mapping theorem, conformal mapping, normal families, Zalcman's lemma, Picard's theorem, Bloch's theorem, the monodromy theorem, elliptic functions, ultrahyperbolic metrics, harmonic measure, Hardy spaces, special functions.

Prerequisite(s): MATH 583

MATH686 Functional Analysis I

Hours 3

An introduction to functional analysis. Topics include Banach spaces, duality, weak and weak* topologies, Banach-Alaoglu Theorem, Hilbert spaces, Riesz theorem, orthonormal bases, operator theory on Banach and Hilbert spaces, spectral theory, compact operators.

Prerequisite(s): MATH 681 and (MATH 583 or MATH 585)

MATH688 Seminar: Topics in Analysis

Hours 3

Advanced course in real analysis. Topics may include harmonic analysis (the Fourier transform, Hardy-Littlewood maximal operator, interpolation, singular integral operators, BMO and Hardy spaces, weighted norm inequalities) or analysis and PDEs (Sobolev spaces, weak solutions to PDEs, Lax-Milgram theory, the Fredholm alternative, existence and regularity for elliptic and parabolic equations).

Prerequisite(s): MATH 681

MATH698 Non-Dissertation Research

Hours 3-9

This course will examine a topic not included in the student's dissertation.

MATH699 Dissertation Research

Hours 1-12

*No description available***Faculty****Chair**

Cruz-Uribe, David

Graduate Director

Halpern, David C.M.J.

Professors

Allen, Paul J.

Corson, Jon M.

Cruz-Uribe, David

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Assistant Professors

Ames, Brendan

Beznosova, Oleksandra

Chen, Yuhui

Ferguson, Timothy

Kwon, Hyun-Kyoung

Tosun, Bulent

Xu, Yangyang

Mathematics, MA

The department offers programs leading to the Master of Arts (MA) and Doctor of Philosophy (PhD) degrees. There is also a joint PhD program in applied mathematics with The University of Alabama system campuses at Birmingham and Huntsville. Our programs support a high fraction of students, students graduate quickly and readily find jobs. With a good educational background, it takes approximately two years to complete the requirements for a Master's degree.

Admission Requirements

To be admitted for a graduate degree, students are expected to satisfy the general requirements of the Graduate School, as stated in the Admission Criteria section of this catalog. In support of the application, each applicant must submit scores on the general test of the Graduate Record Examination; the advanced portion is desirable but not required.

See the Admission Criteria section of this catalog for more information.

The Master of Arts Program in Mathematics

The Master of Arts degree in Mathematics covers the basic graduate curriculum in Mathematics, and also allows students to undertake some more specialized training in an area of interest. A typical program of study will include fundamental courses in real analysis and linear algebra, followed by more advanced graduate courses in pure and applied mathematics.

A total of 30 hours of graduate work is required to obtain a Master of Arts degree in Mathematics. Two distinct plans are offered:

Plan I requires successful completion of 24 semester hours of course work, and a thesis (6 hours of MATH 599 Thesis Research) supervised by a graduate faculty member in Mathematics. A student planning to graduate in the Spring semester should start thinking about the

thesis topic as early as possible, and no later than in early Fall of the preceding year. The thesis must be defended in front of a committee, and then submitted electronically online through ProQuest at <http://www.etdadmin.com/cgi-bin/school?siteid=176> once it has been approved by the committee. See <http://services.graduate.ua.edu/etd/manual/index.html> for a student guide on preparing electronic theses. Please note that a copy of the thesis or project must be available to each committee member at least two weeks prior to the presentation.

Plan II requires 27 semester hours of courses and 3 hours of work (MATH 598 Non-Thesis Research) devoted to a project supervised by a member of the graduate faculty in Mathematics or a written exam based on the core courses in real analysis and linear algebra that all Masters students are required to take and on the first half of one of the PhD core sequences (MATH 511, MATH 520, MATH 541, MATH 555, MATH 565, MATH 571 or MATH 580). The project does not have to be based on original work, and can be an extensive literature review of a particular field of Mathematics. The project can be started in the semester that a student plans to graduate. A copy of the project approved by a faculty member must be provided to Natalie Lau, in the main office. A pdf file should also be made available.

Although the Graduate Program Director can assist students in the selection of thesis or project advisors, students are in the end responsible for finding a thesis or project advisor. The written exam option is administered by a committee consisting of at least three members of the graduate faculty who make a pass/fail recommendation to the Graduate Program Director.

Students pursuing a PhD degree in Mathematics can be awarded a Master's degree after they pass their Qualifying Exams, complete 30 hours in graduate coursework and fulfill the core course requirements. A thesis, project, or oral exam is not required in this case.

Students may fulfill the remaining credit hours by taking other Mathematics courses. With the approval of the Graduate Program Director, students may take courses in related areas such as Computer Science, Education, Engineering, Finance, or Physics.

Course Requirements

All students are required to take MATH 572 Linear Algebra and MATH 586 Intro Real Analysis I in their first semester, and MATH 510 Numerical Linear Algebra or MATH 570 Prin Modern Algebra I and MATH 587 Intro to Real Analysis II in their second semester. Students should consult the Director of Graduate Programs if they wish to place out of any of the above requirements. The list of requirements is given below.

Course Requirements	Hours
Core Courses	
MATH 572 Linear Algebra	3
MATH 510 or Numerical Linear Algebra MATH 570 Prin Modern Algebra I	3
MATH 586 Intro Real Analysis I	3
MATH 587 Intro to Real Analysis II	3
Select one of the following sequences	6
Algebra	
MATH 571 Prin Modern Algebra II & MATH 572 and Abstract Algebra I	
Real Analysis	
MATH 580 Real Analysis I & MATH 682 and Real Analysis II	
Topology and Algebraic Topology	

MATH 565 Intro General Topology & MATH 561 and Intro Algebraic Topology	
Numerical Analysis	
MATH 511 Numerical Analysis I & MATH 512 and Numerical Analysis II	
Optimization	
MATH 520 Linear Optimization Theory & MATH 521 and Non-Linear Optimization Theory	
Mathematical Statistics	
MATH 554 Math Statistics I & MATH 555 and Math Statistics II	
Partial Differential Equations	
MATH 541 Boundary Value Problems & MATH 642 and Partial Differential Equations	
Breadth Requirement	
One additional 3 hour course from MATH 510, MATH 511, MATH 520, MATH 554, MATH 557, MATH 565, MATH 571, MATH 580, MATH 585, MATH 574, MATH 588, MATH 591, MATH 593 or MATH 674.	3
Research Requirements	
MATH 599 or Thesis Research MATH 598 Non-Thesis Research	3
Elective Courses	
Elective courses of approved graduate level coursework. Mathematics courses: MATH 510, MATH 511, MATH 520, MATH 554, MATH 557, MATH 565, MATH 571, MATH 580, MATH 585, MATH 574, MATH 588, MATH 591, MATH 593 or MATH 674. Non-Math courses: AEM 520, BER 642, BER 646, EC 570, EC 660, FI 519, ST 531, ST 552 or ST 561. This is not an exhaustive list, merely a representation of options.	6
Credit Hours Subtotal:	30

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under

Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.

- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;

- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Mathematics, Ph.D.

Admission Requirements

To be admitted for a graduate degree, students are expected to satisfy the general requirements of the Graduate School, as stated in the Admission Criteria section of this catalog. In support of the application, each applicant must submit scores on the general test of the Graduate Record Examination; the advanced portion is desirable but not required.

See the Admission Criteria section of this catalog for more information.

The Doctor of Philosophy Degree in Mathematics

The Doctor of Philosophy degree in Mathematics is intended as a research degree and is awarded based on scholarly proficiency (as demonstrated by course work and the Qualifying Examination) and the ability to conduct independent, original research (demonstrated by the PhD dissertation). A successful student must:

A) Complete 48 hours of graduate-level courses with a minimum of 39 hours in Mathematics. (The following courses do not count toward this degree: MATH 504 Topics Mod Math Teachers, MATH 505 Geometry: Secondary Teachers, MATH 508 Topics In Algebra, MATH 551 Math Stats W/Applictn I, MATH 552 Math Stats W/Applictn II, MATH 570 Prin Modern Algebra I, MATH 586 Intro Real Analysis I, MATH 587 Intro to Real Analysis II, and MATH 591 Teaching College Math (except Math Education students).

B) Not take more than three courses from the following: MATH 522 Mathematics For Finance I, MATH 537 Applied Math Topics I, MATH 585 Intro Complex Variables, and MATH 588 Theory Diff Equations I.

C) Pass the PhD Qualifying Examination in two areas of Mathematics (see below).

D) Fulfill PhD candidacy requirements.

E) Complete at least 24 semester hours of dissertation research.

F) Write and submit a dissertation based on original research in an area of Mathematics.

G) Give an oral defense of the dissertation results.

For university rules regarding transfer credit, residency requirements, and other policies and deadlines, refer to the Academic Policies section of the Graduate Catalog (p. 6), or see the Graduate Program Director.

Course Work Requirement

Students must complete 48 credit hours in order to qualify for the PhD. Most of the courses required for a Master's Degree, but not all, are part of the approved collection. In consultation with the student's dissertation advisor, the Graduate Program Director must approve the student's program of study. Study plans for students wishing to focus in Algebra, Analysis, Scientific Computing/PDE, Topology, Math Education, or Optimization can be found in the student handbook.

The following core course requirements must be completed: One course with grade of B or better from each of the following two categories representing Pure and Applied areas respectively, and three two-course sequences.

Category 1: Pure (Choose 1) 3

MATH 571 Prin Modern Algebra II
MATH 573 Abstract Algebra I
MATH 674 Abstract Algebra II
MATH 580 Real Analysis I
MATH 681 Real Analysis II
MATH 565 Intro General Topology
MATH 566 Intro Algebraic Topology

Category 2: Applied (Choose 1) 3

MATH 510 Numerical Linear Algebra
MATH 511 Numerical Analysis I
MATH 512 Numerical Analysis II
MATH 520 Linear Optimization Theory
MATH 521 Non-Linear Optimization Theory
MATH 541 Boundary Value Problems
MATH 642 Partial Differential Equations
MATH 554 Math Statistics I
MATH 555 Math Statistics II

Two Course Sequences (Choose 3) 18
Algebra

MATH 571 Prin Modern Algebra II & MATH 573 Abstract Algebra I
Boundary Value Problems and Partial Differential Equations
MATH 541 Boundary Value Problems & MATH 642 Partial Differential Equations
Mathematical Statistics
MATH 554 Math Statistics I & MATH 555 Math Statistics II
Numerical Analysis
MATH 511 Numerical Analysis I & MATH 512 Numerical Analysis II
Optimization
MATH 520 Linear Optimization Theory & MATH 521 Non-Linear Optimization Theory
Real Analysis
MATH 580 Real Analysis I & MATH 681 Real Analysis II
Topology
MATH 565 Intro General Topology & MATH 566 Intro Algebraic Topology

Additional courses are available to students that provide the foundation to do research at the PhD level. Students with an uneven preparation at the undergraduate level may be advised to take foundation courses before proceeding with the program above. For example, students in the Ph.D. program may be initially advised to take the Master's level analysis course, MATH 587 Intro to Real Analysis II, before taking MATH 580 Real Analysis I.

Only courses with numbers above 500 are accepted for graduate credit; however, some courses have dual numbers so that they can be taken for either undergraduate or graduate credit. For example, students cannot take both MATH 465 and MATH 565 for credit. This situation may apply to students who have been undergraduates at UA. Also, be aware that some 500-level courses may count toward the Master's degree requirement, but not toward the PhD requirement.

Because a doctoral degree usually requires five years of full-time study, financial support is provided for five years, with the possibility of a sixth year of support. A typical course load is three courses per semester. If a student is employed as a Graduate Teaching Assistant (equivalent to a 6-hour teaching load), the minimum course load is 6 hours. However, the total course load plus teaching must be between 12 to 18 hours inclusive.

Students are expected to finish the required core courses listed above in the first two years of the program (or the first three years, if foundation courses are taken). The core course requirement makes up from 18 to 21 of the necessary 48 hours, so students can specialize and broaden their studies.

After their second or third year, students should be focusing in areas related to their dissertation. Students are advised to take at least 12 hours of coursework in their chosen research area. A focused area of study such as Computer Science, Engineering, Finance, or Physics could be advisable for students in Applied Mathematics. These areas may also be beneficial to students who plan to work outside an academic setting. Up to three courses at the 500-level from outside the Mathematics Department may be taken subject to the Graduate Program Director's approval. Be aware that the fees for courses in the Graduate School of Business are considerably higher than those charged by the College of Arts and Sciences. For example, in the spring of 2017, the fees a graduate course in Economics were \$284.50 compared to \$73.50.

Acceptable Progress toward a PhD in Mathematics

1st Year – Maintain a 3.00 GPA or higher, and take 3 courses per semester.

2nd Year – Complete three of the 2-course sequences and core courses with a satisfactory GPA and pass two qualifying exams.

3rd Year – Maintain a satisfactory GPA, apply for candidacy, form a Supervisory Committee by the middle of the 3rd year, contact Marcia Black at mblack@ua.edu to reserve a room for the research proposal presentation; obtain approval of the research proposal from the Supervisory Committee and begin dissertation research. Although optional, it is recommended that one of the Committee members be from outside the Department of Mathematics.

4th Year – Complete the 48 hours with a satisfactory GPA, submit the Plan of Study to the graduate school (via Natalie Lau at klau@ua.edu), and form a Dissertation Committee by the end of the fourth year. Note that one of the Committee members must be from outside the Department of Mathematics.

5th Year – Check the student deadlines from the graduate school's website, at <https://graduate.ua.edu/current-students/student-deadlines/>. Students who plan to graduate in the Spring semester, for example, have to submit an online application for degree at the beginning of that semester. At least one month before the deadline for submission of the dissertation to the graduate school, students must distribute a hardcopy of their dissertation to committee members, and the defense needs to be scheduled to give students at least one week to make corrections. Contact Marcia Black at mblack@ua.edu to reserve a room for the defense. The last day to submit a defended dissertation at the Proquest website, including changes suggested by the committee, is usually the towards the end of October in the fall semester, and towards the end of March in the spring semester. Provided satisfactory progress towards the PhD is being made, a student's advisor may request an extension for a 6th year of support. This request must be made before the end of the semester before the last semester of funding.

Preliminary Examination

The Director of Graduate Studies, in consultation with the Graduate Program Committee, may require a student upon entering the Ph.D. program in Mathematics to take the preliminary examination consisting of two parts, one focusing on Real Analysis and the other on Linear Algebra. The level of difficulty is similar to advanced senior level courses in analysis (such as the sequence Math 486/ Math 487) and in linear algebra (such as Math 371). This exam takes place during the week before fall classes start and lasts four hours. Students who do not perform adequately will be required to take the Master's sequences in Real Analysis (Math 586 and Math 587) and in Linear Algebra (Math 572 and Math 510 or Math 570).

The PhD Qualifying Examination

PhD students must pass two qualifying exams from five subjects: Algebra; Topology; Real Analysis; Numerical Analysis and Partial Differential Equations within three exam sessions by the beginning of their seventh semester in order to remain in the PhD program. Exams are given twice a year, during the week before the fall and the spring semesters begin, lasting four hours each. Students may take one qualifying exam at a time, until they have passed two subject areas within three exam sessions and the specified time limit. A student may not fail any qualifying exam more than twice. If a student takes a given exam and

fails, and then chooses a different exam (e.g., replacing the analysis exam with the PDEs exam), the first exam failure will still count. If a dispute arises, the final interpretation of the exam scores will be made by the Graduate Program Committee.

Each exam is written and graded by a committee consisting of at least two faculty members selected by the Chair in consultation with the graduate program committee (GPC) in the subject area of the exam. After the qualifying exam is graded, the exam committee makes a recommendation of a grade of Fail or to the GPC and the Graduate Director. The GPC will have the final authority to assign the grade, which is then conveyed to each student by the Graduate Director.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American

universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See *Interdisciplinary Studies (IDS)* (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the *College of Education* (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the *School of Music* (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at

least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.

- a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.*
- b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
- c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
- d. The Field-Related Employment Since Earning Mater's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP

and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The

committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations.

A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3

*Completed" means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of

ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see “USCIS” section under “Minimum Hours—Other Policies and Regulatory Bodies” on page 3 of this policy.

² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student’s original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and

- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline’s style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University’s Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University’s IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee member are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

‘Completed’ means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester’s dissertation deadline, are available at the Graduate School’s homepage. Consult the ETD website for details of ETD submission, including information on what

needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Applied Mathematics, PhD

The Applied Mathematics PhD program is a joint program with The University of Alabama in Birmingham and The University of Alabama in Huntsville.

Admission Requirements

To be admitted for a graduate degree, students are expected to satisfy the general requirements of the Graduate School, as stated in the Admission Criteria section of this catalog. In support of the application, each applicant must submit scores on the general test of the Graduate Record Examination; the advanced portion is desirable but not required.

See the Admission Criteria section of this catalog for more information.

Doctor of Philosophy Degree in Applied Mathematics

The Doctor of Philosophy degree in Applied Mathematics is a joint program with The University of Alabama in Birmingham and The University of Alabama in Huntsville. The program is intended as a research degree and is awarded based on scholarly proficiency (as demonstrated by course work, passing the Joint Program Qualifying Exam and the Comprehensive Exam) and the ability to conduct independent, original research (demonstrated by the PhD dissertation). A successful student must:

- Pass the Joint Program Exam (JPE), also called the Qualifying Exam. The Joint Program Examinations in Real Analysis and Linear Algebra are given during two periods each year (one in May and one in September). During each period a student may take one or both of the exams but subject to the following restrictions: (1) either exam may be attempted at most twice and (2) a student may participate in exams during no more than three periods. Core courses that will help students prepare for these exams are: MATH 580 Real Analysis I,

MATH 681 Real Analysis II, MATH 572 Linear Algebra and MATH 510 Numerical Linear Algebra.

- Complete 54 semester hours of graduate courses. The grade of each course has to be at least a B. The student's supervisory committee and the Joint Program Committee must approve the selection of all these courses. At least 18 hours must be in a major area of concentration, selected so that the student will be prepared to conduct research in an area of applied mathematics, while at least 12 hours have to be in a minor area of study, which is a subject outside mathematics. (No courses counted towards an MA degree can be used. Also, the following courses do not count toward this degree: MATH 504 Topics Mod Math Teachers, MATH 505 Geometry: Secondary Teachers, MATH 508 Topics In Algebra, MATH 551 Math Stats W/Applictn I, MATH 552 Math Stats W/Applictn II, MATH 570 Prin Modern Algebra I, MATH 586 Intro Real Analysis I, MATH 587 Intro to Real Analysis II, and MATH 591 Teaching College Math.)
- Pass a foreign language or tool of research exam.
- Pass the Comprehensive Exam, which consists of a written part and an oral part.
- Prepare a dissertation, which must be a genuine contribution to mathematics.
- Pass the Final Examination (thesis defense).

For university rules regarding transfer credit, residency requirements, and other policies and deadlines, refer to the Academic Policies section of the Graduate Catalog (p. 6), or see the Graduate Program Director.

Course Work Requirement

Students must complete 54 credit hours in order to qualify for the PhD. Study plans for students wishing to focus in Scientific Computing/PDE, Optimization, Statistics can be found in the student handbook.

The grade of each course has to be at least a B. The student's supervisory committee and the Joint Program Committee must approve the selection of all these courses. At least 18 hours must be in a major area of concentration, selected so that the student will be prepared to conduct research in an area of applied mathematics, while at least 12 hours have to be in a minor area of study, which is a subject outside mathematics.

Code and Title	Hours
The 18 hours in a Major area of applied mathematics can come from any of the following courses:	
MATH 510 Numerical Linear Algebra	
MATH 511 Numerical Analysis I	
MATH 512 Numerical Analysis II	
MATH 520 Linear Optimization Theory	
MATH 521 Non-Linear Optimization Theory	
MATH 541 Boundary Value Problems	
MATH 554 Math Statistics I	
MATH 555 Math Statistics II	
MATH 557 Stochastic Processes I	
MATH 559 Stochastic Processes II	
MATH 610 Iterative Meth Linear Sys	
MATH 611 Numerical PDEs	
MATH 642 Partial Differential Equations	
MATH 644 Singular Perturbations	

This is not an exhaustive list courses options. Other options may include from The University of Alabama in Huntsville and The University of Alabama in Birmingham may be selected with advisor approval.

The 12 credit hours in a minor area of study can come from graduate level courses offered by the Departments of Physics, Computer Science, Aerospace Engineering and Mechanics, Chemical and Biological Engineering Economics or Applied Statistics.

Additional courses are available to students that provide the foundation to do research at the PhD level. Students with an uneven preparation at the undergraduate level may be advised to take foundation courses before proceeding with the program above. For example, students in the Ph.D. program may be initially advised to take the Master's level analysis course, MATH 587 Intro to Real Analysis II, before taking MATH 580 Real Analysis I.

Because a doctoral degree usually requires five years of full-time study, financial support is provided for five years, with the possibility of a sixth year of support. A typical course load is three courses per semester. If a student is employed as a Graduate Teaching Assistant (equivalent to a 6-hour teaching load), the minimum course load is 6 hours. However, the total course load plus teaching must be between 12 to 18 hours inclusive.

Time to Complete

Coursework may be finished within two years after the Qualifying Exam. Research should be started while coursework is still underway. Typically, work on the thesis itself takes 12-18 months. Therefore, depending on your background, it can take four to six years to obtain both the M.S. and the Ph.D. degree.

Joint Program Examinations

Every student planning to earn the PhD in Applied Mathematics must pass the two Joint Program Examinations. One exam covers real analysis. The other exam covers linear algebra and numerical linear algebra. Each exam is three and one half hours long.

The exams are administered twice a year. During each administration, a student may take one or both of the exams. A single exam may be attempted at most twice, with a maximum of three attempts allowed for passing both exams.

Any student considering taking this examination should meet as soon as possible with the Department Chair and Graduate Program Director.

Topics in Real Analysis

- Lebesgue measure on \mathbb{R}^1 : outer measure, measurable sets and Lebesgue measure, non-measurable sets, measurable functions.
- The Lebesgue integral in \mathbb{R}^1 : positive functions and general functions, comparison with the proper and improper Riemann integral.
- Differentiation and integration: monotone functions, functions of bounded variation, absolute continuity, the fundamental theorem of calculus.
- Definition of a positive measure, measure spaces, measurable functions, the integral with respect to a positive measure.
- Convergence theorems for positive measures: monotone and dominated convergence.
- L^p spaces for positive measures with $p=1,2,\dots,\infty$, definition, completeness.
- Product measure, Lebesgue measure on \mathbb{R}^k , Fubini's theorem.

Topics in Linear Algebra

- Vector spaces over a field: subspaces
- quotient spaces
- complementary subspaces
- bases as maximal linearly independent subsets
- finite dimensional vector spaces
- linear transformations
- null spaces
- ranges
- invariant subspaces
- vector space isomorphisms
- matrix of a linear transformations
- rank and nullity of linear transformations and matrices
- change of basis
- equivalence and similarity of matrices
- dual spaces and bases
- diagonalization of linear operators and matrices
- Cayley-Hamilton theorem and minimal polynomials
- Jordan canonical forms
- real and complex normed and inner product spaces
- Cauchy-Schwarz and triangle inequalities
- orthogonal complements, orthonormal sets
- Fourier coefficients and the Bessel inequality
- adjoint of a linear operator
- positive definite operators and matrices
- unitary diagonalization of normal operators and matrices
- orthogonal diagonalization of real, symmetric matrices

Department of Modern Languages and Classics

- Majors
 - German, MA (p. 215)
 - Romance Languages, MA (p. 245)
 - Romance Languages - French, MA (p. 220)
 - Romance Languages - Spanish, MA (p. 232)
 - Romance Languages, PhD (p. 249)
 - Romance Languages - French, PhD (p. 226)
 - Romance Languages - Spanish, PhD (p. 238)

The Romance Languages Option of the MA allows for a focused area of study combining French and Spanish. The Romance Languages Option of the PhD allows for focused areas of study combining French and Spanish, or combining French and Linguistics, or combining Spanish and Linguistics.

Chair

- Toman, Cheryl

Graduate Program Director

- Cipria, Alicia

Professors

- Corbalán, Ana
- Fox, Thomas A.

- Summers, Kirk
- Toman, Cheryl

Associate professors

- Cipria, Alicia
- Drewelow, Isabelle
- Drozd, Andrew M.
- Edmunds, Bruce T.
- Janiga-Perkins, Constance
- Koronkiewicz, Bryan
- Lazda-Cazers, Rasma
- Lightfoot, Douglas
- Mayer, Carmen
- Moody, Sarah
- O'Rourke, Erin
- Robin, Jean Luc
- Rodeño, Ignacio F.
- Romanelli, Claudia
- Shannon-Henderson, Kelly
- Tsakiropoulou-Summers, Tatiana
- Worden, Bill

Assistant professors

- Elnaili, Safa
- Feminella, Matthew
- Goethals, Jessica
- Granja, Xabier
- McKay, Micah
- Montalbano, Alessandra
- Range, Regina
- Stamm, Gina

Classics Courses

CL533 Exhibition Models in Greek Museums

Hours 3

This course will take students to Greece for three weeks in Summer I to study 14 of the most important museums in the country. Class will be held at the archaeological sites themselves and the accompanying museums. Students will attend lectures on Greek culture, history, and art from prehistory to the modern age, and then visit the archaeological sites and the corresponding museums. The lectures will contextualize the site and the museum exhibits, since the purpose of museums is not only to preserve the material culture but also to display it in such a way as to enhance the content and bring to life aspects of the culture at hand. During each visit, therefore, students will survey both the site and the museum and assess how they make information available to the public, how they use interactive activities to stimulate visitors, and what aspects of the site and the museum succeed in presenting their subject in interesting and innovative ways or fail to do so. Students will also consider the struggle of traditional and well-established museums to re-invent themselves while their budgets are shrinking. This effort is most evident in Greek museums that have become very resourceful in re-organizing their displays at a minimum cost, as they attempt to remain relevant in a world accustomed to be intensely stimulated and entertained.

Prerequisite(s): Students must be enrolled in the Museum Studies program (MUSM) and have completed at least two MUSM courses.

Prerequisite(s) with concurrency: none

French Courses

FR501 Reading Proficiency I

Hours 3

Introduction to French grammar and vocabulary, with emphasis on developing basic reading and translation skills.

FR502 Reading Proficiency II

Hours 3

Continued study of grammar and vocabulary, with emphasis on further developing reading and translation skills.

FR511 Research Methodology

Hours 3

Basic research tools and techniques.

FR512 Practicum in Applied Linguistics

Hours 3

The analysis and various practical applications of selected teaching techniques.

FR513 Research Methods in French Applied Linguistics

Hours 3

The goal of this course is to introduce the student to the research process in foreign language studies and second language acquisition, especially in relation to the teaching of French. Emphasis will be on helping the student understand approaches to second language acquisition research, in terms of both quantitative and qualitative approaches and techniques. The student will learn how to submit a proposed research project to the Institutional Review Board for approval. The student will learn to conform to the general organization of a research report, will undertake cognitive and sociocultural approaches to language study, and will critically evaluate published reports representing both quantitative and qualitative research on foreign language learning and language use in journals such as *The Modern Language Journal*, *Applied Linguistics*, *Language Learning*, *Foreign Language Annals*. The student will design his/her own research procedure based on the development of his/her own research questions in relation to the teaching of French. The student will learn to use data collection instruments, to explore theoretical orientations, and to formulate a detailed data analysis plan.

FR515 Topics in Second Language Acquisition

Hours 3

Topics vary. Analysis of major issues, theories, research findings and their implications for teaching. Examples: second language reading, classroom language acquisition. May be repeated for credit.

FR521 Pronunciation & Phonetics

Hours 3

Introduction to phonetic theory and corrective phonetics aimed at mastery of French pronunciation. Instruction on the articulation of the sounds of French, the phonetic transcription of French, and the correspondence between the sounds of French and its standard orthography. Frequent practice exercises.

FR531 Francophone Africa

Hours 3

Prominent themes of the African experience, seen through the eyes of Francophone authors and cinematographers of the Maghreb, sub-Saharan Africa, and the immigration; dialectal and sociolinguistic considerations.

FR533 Topics in French Culture and Civilization

Hours 3

Study of French artistic heritage and development of social and political institutions. May be repeated for credit.

FR535 Bande Dessinée

Hours 3

Culture, language, image, and narrative as uniquely captured and represented in French Bande Dessinée. Recognized and developed as an art form in the Francophone spaces of Europe and beyond, graphic novels and comics incorporate a wide spectrum of topics, resulting in complex representations, both factual and fictional. The development and methods of the medium, especially in France and Belgium, are highlighted, as well as the semiotics of the multimodal systems used in the creation of comics.

FR545 17th-Century French Literature I

Hours 3

17th century French literature.

FR546 17th-Century French Literature II

Hours 3

Verse writings of the 17th century including, but not limited, to the pre-classical poets (such as Saint-Amant and de Vieuville) and the dramatic works in verse (such as the plays of Corneille, Molière and Racine).

FR548 18th-Century Philosophie Movement

Hours 3

Intellectual prose of the Enlightenment. Lectures and discussion.

FR551 19th Century French Novel

Hours 3

Close readings of the novel alongside studies in Romanticism, realism, naturalism, symbolism and decadence. Novelists, works and movements privileged will vary, but generally include combinations of the following: Chateaubriand, Mme de Staël, Stendhal, Balzac, Hugo, Sand, Flaubert, Zola and Huysmans. May be repeated for credit.

FR552 Special Topics in 19th-Century French Literature

Hours 3

Readings in poetry, theatre and prose either genre-specific or in combination, generally focusing on the first or latter half of the century in order to consider movements in literary thought. May be repeated for credit.

FR553 20th-Century French Novel

Hours 3

Major novelists of the period and their works. Reading and discussion of complete texts; lectures and reports.

FR554 Special Topics in 20th and 21st Century French Literature

Hours 3

Major trends in 20th and 21st Century French poetry, theater, essays, and history of ideas. Seminar including lectures and reports.

Prerequisite(s): An undergraduate degree, possibly in French, or testing into appropriate level of language competence.

FR555 Quebecois Literature and Culture

Hours 3

A study of the history, culture and literature of Québec and French Canada, with emphasis on the modern period.

FR561 French Linguistics

Hours 3

Linguistics theory applied to the analysis and description of French phonological, morphological, syntactic, and lexical systems. Tendencies of change in contemporary French. Dialect areas.

FR563 French-English Translation

Hours 3

Study of the problems of translation and of translation strategies addressing them, in connection with relevant theoretical approaches.

FR570 Graduate Seminar

Hours 3

In depth study of French or Francophone literature, linguistics, civilization, or a combination. Emphasis on research and analytic skills. May be repeated for credit.

FR580 Special Topics

Hours 3

Special topics in relation to French or Francophone literature, linguistics, civilization, or a combination. Emphasis on research and analytic skills. May be repeated for credit.

FR590 Directed Readings / Directed Study

Hours 1-9

Directed Readings / Directed Study.

FR598 Non-Thesis Research

Hours 1-6

No description available

FR599 Thesis Research

Hours 1-9

No description available

FR670 Graduate Seminar

Hours 3

Graduate seminar with variable topics. May be repeated for credit.

FR680 Special Topics

Hours 1-3

May take the form of either a graduate seminar or individual research, as circumstances warrant. May be repeated for credit when topics vary.

FR699 Dissertation Research

Hours 1-15

No description available

German Courses

GN 551, GN 552, GN 571, and GN 576 may be repeated for credit when the content varies substantially. A period course (GN 515, GN 520, GN 525, or GN 540)

may vary in emphasis during different semesters; when this is the case, students may take the course a second time, but credit for the course may be applied only once toward the minimum hours required for the degree.

GN503 German Reading Proficiency I

Hours 3

Introduction to German grammar and vocabulary, with emphasis on developing basic reading and translation skills.

GN504 German Reading Proficiency II

Hours 3

Continued study of grammar and vocabulary, with emphasis on further developing reading and translation skills.

GN510 History of the German Language

Hours 3

The relationship to Indo-European and to the other Germanic dialects; linguistic development from the earliest times to the present.

GN514 Teaching Methodology

Hours 3

Analysis of basic concepts and practical applications of foreign language teaching and learning.

GN515 Middle High German

Hours 3

Introduction to the language and literature of the Middle High German period.

GN518 Historical Linguistics

Hours 3

Advanced introduction to various levels of historical language change. Variety of language used for examples.

GN520 Renaissance and Baroque Literature

Hours 3

Works from the Renaissance (including literature from the Reformation and Humanism) and the Baroque (17th century).

GN525 Literature of the Age of Goethe

Hours 3

Includes the German Enlightenment, Sturm und Drang, Weimar Classicism, and the Romantic movement.

GN540 Literature after 1945

Hours 3

The course covers German literature, film and culture after World War II. It has a focus on contemporary German Literature following the fall of the Berlin Wall and German unification in 1990.

Prerequisite(s): None

GN551 Special Problems / Directed Readings

Hours 1-3

Special Problems / Directed Readings.

GN552 Special Problems / Directed Readings

Hours 1-3

Special topics chosen by students in conference with the instructor.

GN571 Selected Authors

Hours 3

Students will normally give reports and write at least one research paper.

GN576 Seminar on a Literary Theme

Hours 3

Students will normally give reports and write at least one research paper.

GN599 Thesis Research

Hours 3-6

No description available

Latin Courses

LA590 Adv Readings Latin Literature

Hours 3-6

No description available

Romance Languages Courses

RL513 Research Methods in Applied Linguistics

Hours 3

The goal of this course is to introduce the student to the research process in foreign language studies and second language acquisition. Emphasis will be on helping the student understand approaches to second language acquisition research, in terms of both quantitative and qualitative approaches and techniques. The student will learn how to submit a proposed research project to the Institutional Review Board for approval. The student will learn to conform to the general organization of a research report, will undertake cognitive and sociocultural approaches to language study, and will critically evaluate published reports representing both quantitative and qualitative research on foreign language learning and language use in journals such as *The Modern Language Journal*, *Applied Linguistics*, *Language Learning*, *Foreign Language Annals*. The student will design his/her own research procedure based on the development of his/her own research questions. The student will learn to use data collection instruments, to explore theoretical orientations, and to formulate a detailed data analysis plan. The course is repeatable for credit when curriculum varies.

RL518 Historical Linguistics

Hours 3

Advanced introduction to various levels of historical language change. Variety of language families used for examples.

RL523 Quantitative Methods in Linguistics Research

Hours 3

In this course students are introduced to statistical methods that are commonly used in quantitative linguistics research, with examples drawn from a variety of languages and dialects. In doing so, they will gain an understanding of the types of computations involved, as well as a familiarity with some of the software currently used in statistical analysis. Students will also gain experience in how to interpret and explain statistical findings in relation to data sets. The goals of this course are to prepare students to be conversant in basic statistical methods in order to understand published research findings in linguistics, to discuss research design with statistical consultants, and to conduct their own field research projects, targeting any language or dialect, according to common data collection techniques. The course is repeatable for credit when curriculum varies.

RL557 Critical Theory

Hours 3

Study and critical application of literary theory.

RL570 Graduate Seminar

Hours 3

Topics may be in literature, linguistics, civilization, or a combination. Topics may pertain solely to one or more of the Romance Languages or to an array of languages including one or more of the Romance Languages. May be repeated for credit.

RL580 Special Topics

Hours 3

Topics may be in literature, linguistics, civilization, or a combination. Topics may pertain solely to one or more of the Romance Languages or to an array of languages including one or more of the Romance Languages. May be repeated for credit.

RL598 Non-Thesis Research

Hours 1-12

Non-thesis research.

RL599 Thesis Research

Hours 1-12

Thesis research.

RL680 Special Topics

Hours 3

Topics may be interdisciplinary or language-specific. Topics may include literature, linguistics, culture or a combination. A special topics course in Italian or Italian studies is offered on occasion. May be repeated for credit.

RL699 Dissertation Research

Hours 1-15

Dissertation research.

Spanish Courses

SP502 Practicum in Applied Linguistics

Hours 3

In-depth analysis of fundamental concepts in foreign language learning and teaching. Topics include grammar and vocabulary acquisition, classroom discourse, reading and listening comprehension, writing and principles of language testing.

SP503 Reading Proficiency in Spanish I

Hours 3

Introduction to Spanish grammar and vocabulary, with emphasis on developing basic reading and translation skills.

SP515 Spanish American Colonial Texts

Hours 3

In-depth study of texts from the colonial period, with emphasis on colonialism and the role of writing in colonization and decolonization. Readings may vary. May be repeated for credit when the content varies substantially.

SP516 19th-Century Spanish American Literature

Hours 3

In-depth study of major literary works of the period, with emphasis on Romanticism, social Romanticism, and Romantic realism. Readings may vary. May be repeated for credit.

SP521 19th-Century Spanish Prose

Hours 3

Reading and discussion of complete texts representative of the literary movements of the period; lectures and reports.

SP523 Quantitative Methods in Hispanic Linguistics Research

Hours 3

In this course students are introduced to statistical methods that are commonly used in quantitative linguistics research, including Hispanic linguistics. In doing so, they will gain an understanding of the types of computations involved, as well as a familiarity with some of the software currently used in statistical analysis. Students will also gain experience in how to interpret and explain statistical findings in relation to data sets. The goals of this course are to prepare students to be conversant in basic statistical methods in order to understand published research findings in linguistics, to discuss research design with statistical consultants, and to conduct their own field research projects focusing on Hispanic linguistics according to common data collection techniques. The course is repeatable for credit when curriculum varies.

SP526 20th-Century Spanish Novel Post Civil War

Hours 3

Reading and discussion of texts representative of the literary movements of the period. Lectures, discussions, and reports. May be repeated for credit.

SP527 Spanish Women Authors

Hours 3

A selection of short stories, novels, plays, films, and poems by Spanish women writers, artists and filmmakers. Repeatable for credit when subject matter varies.

SP528 Historical Memory in Spain

Hours 3

In-depth study of the relationship between history, memory, fiction and identity in Spain. This seminar will explore the reconstruction of the Spanish Civil War and dictatorship as depicted in literature and film.

SP530 Seminar in Contemporary Iberian Culture

Hours 3

Topics will include: National Identity, Immigration, Social Changes, Economic Crisis and Family Dynamics. May be repeated for credit when topics vary.

SP537 Gender in Hispanic Works

Hours 3

This course offers a critical approach to Hispanic works by analyzing significant trends in cultural understandings and representations of gender in society. Repeatable for credit when topics vary.

SP538 Spanish American Short Story

Hours 3

This course offers a critical approach to an extensive corpus of representative texts belonging to the Latin American short story genre. It seeks to provide a theoretical model that understands central aspects of the genre within the context of the formation of national States, for which literature, and literary genres and movements (Romanticism, Realism, and Naturalism) become agents for social change. Repeatable for credit when topics vary.

Prerequisite(s): This course is needed to fill out offerings in the area of Latin American literature.

SP556 Introduction to Spanish Linguistics

Hours 3

Linguistic theory applied to the analysis of the Spanish language. Topics include phonology, morphology, syntax, semantics, and language change and variation.

SP570 Special Topics in Spanish Linguistics

Hours 3

Students are to examine various topics related to Spanish linguistics. Specific topics may be primarily theoretical, applied or descriptive in nature, or a combination, and may be narrowly focused or may pertain to a wide variety of dialects. Weekly in-class discussions based on readings and other assigned activities prepare students for the final project, which is typically both oral and written and which involves the application of the various theoretical, critical and methodological approaches acquired in the seminar.

SP580 Graduate Seminar in Spanish Linguistics

Hours 3

Students are to examine various topics related to Spanish linguistics, theoretical or applied. Weekly in-class discussions based on readings and other assigned activities prepare students for the final project, which is typically both oral and written and which involves the application of the various theoretical, critical and methodological approaches acquired in the seminar.

SP581 Topics in Second Language Acquisition

Hours 3

Analysis of major issues, theories, research findings, and their implications for teaching. Examples: second language reading, classroom language acquisition, input/output, acquisition of pragmatics. May be repeated for credit.

SP584 Phonetics and Dialectology

Hours 3

Detailed examination of Spanish phonetics including dialectal variations.

SP585 History of the Spanish Language

Hours 3

This course provides students with an examination of the evolution of Spanish from Latin to modern Spanish. Both internal and external factors will be addressed, including sound change, word formation, syntax and vocabulary, as well as influence from other languages. In doing so, students will be able to observe how variation in earlier forms of Spanish has led to the creation of different dialects found in modern Spanish. Students will also have the opportunity to analyze medieval and classical Spanish texts in order to trace the development of Spanish along different levels of linguistic analysis. The role of orthography at the various stages of evolution will also be addressed. Taught in Spanish.

SP590 Open Topics

Hours 3

Special topics courses, with variable subject matter, relating to any area of Spanish language, literature, culture or linguistics/ Repeatable for credit because topics vary.

SP591 Cervantes

Hours 3

Works of Cervantes.

SP593 16th-Century Peninsular Literature

Hours 3

Reading and discussion of selected works of the period.

SP594 17th-Century Peninsular Literature

Hours 3

Reading and discussion of selected works of the period.

SP598 Non-Thesis Research

Hours 1-6

*No description available***SP599 Thesis Research**

Hours 1-9

*No description available***SP600 Research / Directed Readings**

Hours 1-6

May take the form of either a graduate seminar or individual research, as circumstances warrant.

SP689 Seminar on Spanish American Literature

Hours 3

Seminar on Spanish American Literature.

SP699 Dissertation Research

Hours 1-15

*No description available***Faculty****Chair**

Toman, Cheryl

Graduate Program Director

Cipria, Alicia

Professors

Corbalán, Ana

Fox, Thomas A.

Summers, Kirk

Toman, Cheryl

Associate professors

Cipria, Alicia

Drewelow, Isabelle

Drozd, Andrew M.

Edmunds, Bruce T.

Janiga-Perkins, Constance

Koronkiewicz, Bryan

Lazda-Cazers, Rasma

Lightfoot, Douglas

Mayer, Carmen

Moody, Sarah

O'Rourke, Erin

Robin, Jean Luc

Rodeño, Ignacio F.

Romanelli, Claudia

Shannon-Henderson, Kelly

Tsakiropoulou-Summers, Tatiana

Worden, Bill

Assistant professors

Elnaili, Safa

Feminella, Matthew

Goethals, Jessica

Granja, Xabier

McKay, Micah

Montalbano, Alessandra

Range, Regina

Stamm, Gina

German, MA

We offer a vibrant MA program in German, with tracks in literature, linguistics, and interdisciplinary studies, and we are always interested in strong, new students. Our graduate students, former and present, have come from a variety of countries (e.g., Cameroon, Germany, Lithuania, Poland, Ukraine, and others) besides the US, making for a truly international group, all united by an interest in German. Tuscaloosa is also home to Mercedes-Benz US International, and the city has a substantial German community. All of this provides for a rich learning environment.

The German MA program, which is open to native and non-native speakers alike, is designed to provide students with enhanced proficiency in German (for non-native speakers) and intercultural competence relevant to Germany and other Germanophone nations, regions and minorities in an interconnected global context. The development of analytical skills in relation to German and Germanophone literature, culture, and linguistics, as well as familiarity with cutting-edge pedagogical practices, all aim at optimal preparation for success in attaining academic and professional goals. The department is committed to providing this training by means of the best facilities and technology available, and by relying on a staff of teachers and scholars with commensurate international experience and expertise.

The German MA program has three tracks, all with or without thesis: German Literature, German Studies, and German Philology/Linguistics. All three tracks are open to qualifying Accelerated Masters Program students who complete their BA while commencing the MA.

Admission Requirements

General requirements for admission to the Graduate School are set forth in the Admission Criteria section of this catalog. Applicants to any German concentration are not required to submit an entrance exam score. However, applicants to all programs who want to position themselves for possible consideration for additional financial support in the form of an enhanced assistantship or fellowship should submit an entrance exam score, even when it is not required for admission. Applications for both full-time and part-time status are welcome. All

applicants seeking full-time student status are considered for financial support in the form of a graduate teaching assistantship.

For students with deficiencies in undergraduate preparation, admission may be contingent upon completion of designated undergraduate requirements. In particular, all three tracks of the Master of Arts program in German, as described below, presuppose completion of an undergraduate survey of German literature or a survey of German culture/civilization that includes a substantial literary component. Students lacking this requirement who are nevertheless admitted to the German Master of Arts program must make up this course concurrent with their other coursework.

Qualified students can seek dual admission to the School of Law and to any Master of Arts program offered in the Department of Modern Languages and Classics. If admitted to both, the student will be exempted from at least 6 hours of coursework for the Juris Doctor degree.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

The Department of Modern Languages and Classics offers degree programs leading to the master of arts in German, the master of arts in Romance languages, and the doctor of philosophy in Romance languages. All three degree programs incorporate a variety of options. Upon completing coursework for any of the three focused areas of study in German, a student must pass a comprehensive examination based on the coursework and on a pre-established reading list. For information regarding the examination, please contact the German graduate advisor.

The following descriptions of requirements pertain to the three focused areas of study of the German MA program.

IMPORTANT NOTE: Regardless of focused area of study, all graduate teaching assistants must enroll in the teaching practicum, currently offered under GN 514 Teaching Methodology.

German literature

Plan I (24 hours of coursework and a thesis) or Plan II (30 hours of coursework, no thesis). In addition to German literature courses, students must take GN 510 History of the German Language and 3 hours of Middle High German. With the approval of the German graduate advisor, 6 hours of graduate work in a related field may be applied to the degree.

Plan I - Thesis		Hours
Required Courses		
GN 510	History of the German Language	3
GN 515	Middle High German	3
Thesis Course		
GN 599	Thesis Research	6
Elective Courses		18
GN 551	Spec Prob Direct Readngs	
GN 552	Spec Prob Direct Readngs	
GN 571	Selected Authors	
GN 576	Seminar on a Literary Theme	
Total Hours		30
Plan II - Non Thesis		Hours
Required Courses		
GN 510	History of the German Language	3

GN 515	Middle High German	3
Elective Courses		24
GN 551	Spec Prob Direct Readngs	
GN 552	Spec Prob Direct Readngs	
GN 571	Selected Authors	
GN 576	Seminar on a Literary Theme	
Total Hours		30

Germanic philology

Plan I - Thesis		Hours
German Literature		6
GN 515	Middle High German	
GN 520	Renaissance Baroque Lit	
GN 525	Literature Age of Goethe	
GN 540	Literature after 1945	
GN 551	Spec Prob Direct Readngs	
GN 552	Spec Prob Direct Readngs	
GN 571	Selected Authors	
GN 576	Seminar on a Literary Theme	
And other approved Literature/Culture courses		
Philology Courses		18
GN 510	History of the German Language	
GN 514	Teaching Methodology	
GN 515	Middle High German	
GN 518	Historical Linguistics	
GN 551	Spec Prob Direct Readngs	
GN 552	Spec Prob Direct Readngs	
Related Fields		
With the approval of the German graduate advisor, 9 hours of graduate work in a related field may be applied to the degree. Options include:		
RL 513	Methods in App Ling	
RL 523	Quantitative Methods in Ling	
RL 580	Special Topics	
EN 523	History English Language	
EN 524	Structure Of English	
EN 525	Dialectology	
EN 612	Topics In Applied Linguistics	
EN 613	Second Language Development	
CD 509	Language Development	
And other advisor approved Courses		
Thesis Course		6
GN 599	Thesis Research	
Total Hours		30
Plan II - Non Thesis		Hours
German Literature		6
GN 515	Middle High German	
GN 520	Renaissance Baroque Lit	
GN 525	Literature Age of Goethe	
GN 540	Literature after 1945	
GN 551	Spec Prob Direct Readngs	
GN 552	Spec Prob Direct Readngs	

GN 571	Selected Authors	
GN 576	Seminar on a Literary Theme	
Philology Courses		24
GN 510	History of the German Language	
GN 514	Teaching Methodology	
GN 515	Middle High German	
GN 518	Historical Linguistics	
GN 551	Spec Prob Direct Readngs	
GN 552	Spec Prob Direct Readngs	
Related Fields		
With the approval of the German graduate advisor, 9 hours of graduate work in related fields may be applied to the degree. Options include:		
RL 513	Methods in App Ling	
RL 523	Quantitative Methods in Ling	
RL 580	Special Topics	
EN 523	History English Language	
EN 524	Structure Of English	
EN 525	Dialectology	
EN 612	Topics In Applied Linguistics	
EN 613	Second Language Development	
CD 509	Language Development	
And other advisor approved Courses		
Total Hours		30

German studies

Plan I - Thesis		Hours
German Literature, Culture, and Philology Courses		15
GN 515	Middle High German	
GN 520	Renaissance Baroque Lit	
GN 525	Literature Age of Goethe	
GN 540	Literature after 1945	
GN 551	Spec Prob Direct Readngs	
GN 552	Spec Prob Direct Readngs	
GN 571	Selected Authors	
GN 576	Seminar on a Literary Theme	
GN 510	History of the German Language	
GN 514	Teaching Methodology	
GN 518	Historical Linguistics	
And other advisor approved Courses		
German History		3
An advisor approved course with a strong German history component		
Interdisciplinary Seminar		3
An advisor approved course with an interdisciplinary approach including options in GN, EN, HY, and MUS		
Related Fields		3
With the approval of the German graduate advisor, 9 hours of graduate work in related fields may be applied to the degree		
Thesis Course		6
GN 599	Thesis Research	
Total Hours		30

Plan II - Non Thesis		Hours
German Literature, Culture, and Philology Courses		15
GN 515	Middle High German	
GN 520	Renaissance Baroque Lit	
GN 525	Literature Age of Goethe	
GN 540	Literature after 1945	
GN 551	Spec Prob Direct Readngs	
GN 552	Spec Prob Direct Readngs	
GN 571	Selected Authors	
GN 576	Seminar on a Literary Theme	
GN 510	History of the German Language	
GN 514	Teaching Methodology	
GN 518	Historical Linguistics	
And other advisor approved Courses		
German History		3
An advisor approved course with a strong German history component		
Interdisciplinary Seminar		3
An advisor approved course with an interdisciplinary approach including options in GN, EN, HY, and MUS		
Related Fields		9
With the approval of the German graudate advisor, 9 hours of graduate work in related fields may be applied to the degree		
Total Hours		30

• Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject. With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate

School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program.

Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.

- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis

in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;

- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Romance Languages - French, MA

The French option of the Romance Languages MA, which is open to native and non-native speakers alike, is designed to provide students with enhanced proficiency in French (for non-native speakers) and intercultural competence relevant to France and other Francophone nations, regions and minorities in an interconnected global context. The development of analytical skills in relation to French and Francophone literature, culture, and linguistics, as well as familiarity with cutting-edge pedagogical practices, all aim at optimal preparation for success in attaining academic and professional goals. The department is committed to providing this training by means of the best facilities and technology available, and by relying on a staff of teachers and scholars with commensurate international experience and expertise.

The French option of the Romance Languages MA has two tracks: the standard track (emphasizing literature and film) and the applied linguistics track, each with or without a thesis. Both tracks are open to qualifying Accelerated Masters Program students who complete their BA while commencing the MA.

Admission Requirements

General requirements for admission to the Graduate School are set forth in the Admission Criteria section of this catalog. All applicants to graduate degree programs in the Department of Modern Languages and Classics must submit a writing sample in support of the application.

Applicants to any French or Spanish track must also submit an entrance exam score, either the Graduate Record Exam or the Miller Analogies Test, unless the applicant has already earned a graduate degree or has accumulated five or more years of professional experience in an appropriate discipline. Applicants to any German concentration are not required to submit an entrance exam score. However, applicants to all programs who want to position themselves for possible consideration for additional financial support in the form of an enhanced assistantship or fellowship should submit an entrance exam score, even when it is not required for admission. Applications for both full-time and part-time status are welcome. All applicants seeking full-time student status are considered for financial support in the form of a graduate teaching assistantship.

For students with deficiencies in undergraduate preparation, admission may be contingent upon completion of designated undergraduate requirements.

Qualified students who are holders of an appropriate undergraduate degree may be admitted directly to the doctoral program in Romance languages. However, in such circumstances completion of all requirements for the appropriate Master of Arts program, including comprehensive testing and subsequent awarding of the Master of Arts degree, will be a prerequisite for completion of the doctoral degree.

Qualified students can seek dual admission to the School of Law and to any Master of Arts program offered in the Department of Modern Languages and Classics. If admitted to both, the student will be exempted from at least 6 hours of coursework for the Juris Doctor degree.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

The Department of Modern Languages and Classics offers degree programs leading to the master of arts in German, the master of arts in Romance languages, and the doctor of philosophy in Romance languages. All three degree programs incorporate a variety of options. General information is in the Degree Requirements section of this catalog.

The following descriptions of requirements pertain to the various focused areas of study of the French Option of the master of arts in Romance languages. For information pertaining to the Romance Languages Option (combining French and Spanish), return to the menu and click on the appropriate link.

Candidates enrolling in the French Option must designate a curriculum: either the standard focused area of study (primarily literary in focus) or the applied linguistics focused area of study. Both areas have thesis and nonthesis versions. Regardless of the area of study, all new graduate teaching assistants must enroll for the Practicum in Applied Linguistics (either FR 512 Practicum Appl Linguist or SP 502 Pract Appl Linguistics).

All focused areas of study include a comprehensive exam. However, the configuration of the exam is specific to each track, as indicated below. All nonthesis areas include a core of five courses in the five areas listed below:

- Teaching Practicum/Topics in Linguistics
- Proseminar: Research Methodology/Critical Theory
- Topics in Culture and Civilization

- Graduate Seminar
- Special Topics/Directed Readings

French Option, standard focused area of study with thesis (Plan I)

Curriculum requirements: 27 hours of coursework and a thesis, including at least one course in five of the following six fields:

Standard Track- Literature and Film - Thesis		Hours
Coursework must include one course in five of six fields:		15
Additional Courses available with Advisor Approval		
Medieval/Renaissance		
FR 580	Special Topics	
FR 570	Graduate Seminar	
Early Modern		
FR 545	17th Cent French Lit I	
FR 546	17th Cent French Lit II	
FR 548	18th Cent Philosophie Mvt	
19th Century		
FR 551	19th Century French Novel	
FR 552	Spec Top 19th Cent French Lit	
20th and 21st Centuries		
FR 535	Bande Dessinée	
FR 553	20th-Century French Novel	
FR 554	20th-21st FR Lit Sp Topics	
Francophone and French Studies		
FR 531	Francophone Africa	
FR 533	Top French Culture Civilization	
FR 535	Bande Dessinée	
FR 555	Quebecois Lit & Culture	
French Linguistics		
FR 512	Practicum Appl Linguist	
FR 513	Methods French App Ling	
FR 515	Topics 2nd Lang Acquistn	
FR 521	Pronunciation & Phonetics	
FR 561	French Linguistics	
FR 563	French-English Translation	
Research Methodology		3
FR 511	Research Methodology	
RL 557	Critical Theory	
Thesis		6
FR 599	Thesis Research	
Elective Courses		12
Elective courses include French Language, literature film, culture and linguistics options as RL courses that relate to French and francophone topics.		
Graduate Teaching Assistants Course		
FR 512	Practicum Appl Linguist	
Total Hours		36

The Romance languages core requirements do not apply to thesis tracks. However, the curriculum must include a course in critical theory. Students must pass a comprehensive examination based on their coursework in the five fields of study. However, for the written component of the exam, students may be exempted from examination in a maximum of two

fields (and earn an automatic 'pass' in those fields) in three ways: first, by writing a thesis in the field; second, by writing a research paper in the field and presenting it at a professional conference; or third, by satisfactorily completing two courses in the field, earning a grade of 'A' or 'B'. Success on the written component precedes the oral component of the exam, which involves generating an oral presentation on a topic indicated in advance. Six hours of FR 599 Thesis Research with the thesis director are required beyond the 27 hours of coursework.

French Option, applied linguistics focused area of study with thesis (Plan I)

Curriculum requirements: 30 hours of coursework and a thesis. In addition to the thesis, the applied linguistics track involves three components: language, linguistics, and applied linguistics. The language component consists of 15 hours of course credit in French language, literature, and/or culture.

French Applied Linguistics - Thesis		Hours
Linguistics Component		
FR 561	French Linguistics	3
Applied Linguistics Component		
FR 512	Practicum Appl Linguist	3
Select three of the following:		9
FR 513	Methods French App Ling	
FR 515	Topics 2nd Lang Acquistn	
RL 523	Quantitative Methods in Ling	
other advisor approved courses		
Thesis Course		
FR 599	Thesis Research	6
Elective Courses		15
Elective courses include French Language, literature film, culture and linguistics options as RL courses that relate to French and francophone topics.		
Total Hours		36

The Romance languages core requirements do not apply to thesis tracks. However, the curriculum must include a course in research methodology. Degree requirements include success on a comprehensive examination, which is based on the coursework. From the selection of questions provided, the candidate must generate six written answers (two pertaining to applied linguistics, one pertaining to French linguistics, and three pertaining to electives). Six hours of FR 599 with the thesis director are required beyond the 30 hours of coursework.

French Option, standard focused area of study without thesis (Plan II)

Curriculum requirements: 33 hours of coursework, including at least one course in five of the following six fields:

Standard Track Literature and Film - Non Thesis Coursework must include one course in five of six fields:		Hours
		15
Additional Courses available with Advisor Approval		
Medieval/Renaissance		
FR 580	Special Topics	
FR 570	Graduate Seminar	
Early Modern		
FR 545	17th Cent French Lit I	
FR 546	17th Cent French Lit II	
FR 548	18th Cent Philosophie Mvt	

19th Century		
FR 551	19th Century French Novel	
FR 552	Spec Top 19th Cent French Lit	
20th and 21st Centuries		
FR 535	Bande Dessinée	
FR 553	20th-Century French Novel	
FR 554	20th-21st FR Lit Sp Topics	
Francophone and French Studies		
FR 531	Francophone Africa	
FR 533	Top French Culture Civilizatn	
FR 535	Bande Dessinée	
FR 555	Quebecois Lit & Culture	
French Linguistics		
FR 512	Practicum Appl Linguist	
FR 513	Methods French App Ling	
FR 515	Topics 2nd Lang Acquistn	
FR 521	Pronunciation & Phonetics	
FR 561	French Linguistics	
FR 563	French-English Translation	
Research Methodology		3
FR 511	Research Methodology	
RL 557	Critical Theory	
Elective Courses		18
Elective courses include French Language, literature film, culture and linguistics options as RL courses that relate to French and francophone topics.		
Graduate Teaching Assistants Course		
FR 512	Practicum Appl Linguist	
Total Hours		36

Appropriate courses taken in these fields will simultaneously fulfill the Romance languages core requirements listed above. The curriculum must include a course in critical theory. Students must pass a comprehensive examination based on their coursework in the five fields of study. However, for the written component of the exam, students may be exempted from examination in a maximum of two fields (and earn an automatic 'pass' in those fields) in two ways: either by writing a research paper in the field and presenting it at a professional conference or by satisfactorily completing two courses in the field, earning a grade of 'A' or 'B'. Success on the written component precedes the oral component of the exam, which involves generating an oral presentation on a topic indicated in advance.

French Option, applied linguistics focused area of study without thesis (Plan II)

Curriculum requirements: 36 hours of coursework. The applied linguistics track involves three components: language, linguistics, and applied linguistics. The language component consists of 21 hours of course credit in French language, literature, and/or culture. The linguistics component is comprised of a 3-hour descriptive linguistics course (FR 561 French Linguistics). The applied linguistics component consists of 12 hours of coursework in second language acquisition pedagogy and research:

French Applied Linguistics - Non Thesis Linguistics Component		Hours
FR 561	French Linguistics	3

Applied Linguistics Component

FR 512	Practicum Appl Linguist	3
Select three of the following:		9
FR 513	Methods French App Ling	
FR 515	Topics 2nd Lang Acquistn	
RL 523	Quantitative Methods in Ling	
other advisor approved courses		
Elective Courses		21
Elective courses include French Language, literature film, culture and linguistics options as RL courses that relate to French and francophone topics.		
Total Hours		36

Based on the advice of the graduate advisor, appropriate courses taken in these components will simultaneously fulfill the Romance languages core requirements listed above. The curriculum must include a course in research methodology. Degree requirements include success on a comprehensive examination, which is based on the coursework. From the selection of questions provided, the candidate must generate six written answers (two pertaining to applied linguistics, one pertaining to French linguistics, and three pertaining to electives)

· Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for

graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on#campus#only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability;

participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection

of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the Master's/EdS Examination Form (this link needs to be changed to <https://>

graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Romance Languages - French, Ph.D. Admission Requirements

General requirements for admission to the Graduate School are set forth in the Admission Criteria section of this catalog. Applicants to any French or Spanish track must also submit an entrance exam score, either the Graduate Record Exam or the Miller Analogies Test, unless the applicant has already earned a graduate degree or has accumulated five or more years of professional experience in an appropriate discipline. However, applicants to all programs who want to position themselves for possible consideration for additional financial support in the form of an enhanced assistantship or fellowship should submit an entrance exam score, even when it is not required for admission. Applications for both full-time and part-time status are welcome. All applicants seeking full-time student status are considered for financial support in the form of a graduate teaching assistantship.

Qualified students who are holders of an appropriate undergraduate degree may be admitted directly to the doctoral program in Romance languages. However, in such circumstances completion of all requirements for the appropriate Master of Arts program, including comprehensive testing and subsequent awarding of the Master of Arts degree, will be a prerequisite for completion of the doctoral degree.

Qualified students can seek dual admission to the School of Law and to any Master of Arts program offered in the Department of Modern Languages and Classics. If admitted to both, the student will be exempted from at least 6 hours of coursework for the Juris Doctor degree.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

The Department of Modern Languages and Classics offers degree programs leading to the master of arts in German, the master of arts in Romance languages, and the doctor of philosophy in Romance languages. All three degree programs incorporate a variety of options.

General information is in the Degree Requirements section of this catalog.

The following description of requirements pertains to all doctoral programs involving French.

In addition to the program-specific requirements presented below, all doctoral candidates, regardless of the option selected, must adhere to the following.

The minimal formal coursework required for the doctoral degree is 60 semester hours, which may include up to 30 hours of transferred credits earned at another institution. Appropriate MA hours earned at The University of Alabama can also count toward the total required accumulation of hours. Students who have completed a master's thesis need accumulate only 54 hours of coursework. Once all coursework is completed, an additional 24 hours of Dissertation Research (FR 699 Dissertation Research, SP 699 Dissertation Research or RL 699 Dissertation Research) with the dissertation director(s) are required. All doctoral candidates must possess reading knowledge of one language in addition to English, their native language, and their language of specialization.

All doctoral candidates must be careful to fulfill the residency requirement and to abide by the specified time limits (7 years from admission semester; 8 years from admission semester if entering directly from BA) specified in the Degree Requirements of this catalog. Once enrolled, all doctoral candidates must submit a Plan of Study to the Office of the Graduate School and abide by all other policies of the Graduate School. The student's Plan of Study for the PhD degree must be approved by the department and the Graduate School by the time the student completes 30 graduate semester hours of UA and/or transfer course work.

All options of the Doctor of Philosophy in Romance Languages share the same qualifying exam format. This format begins with the creation of a "pre-prospectus" by the candidate, in consultation with the likely eventual dissertation director, followed by take-home questions from a committee of examiners with whom the candidate has had coursework or who have appropriate expertise (the questions may pertain to the coursework or the pre-prospectus, according to the discretion of each examiner), leading directly to the creation of the prospectus as the final product, assuming a successful outcome. The prospectus is then submitted to the prospective dissertation committee for approval.

Regardless of the option, all new graduate teaching assistants must enroll for the appropriate teaching practicum, either FR 512 Practicum Appl Linguist or SP 502 Pract Appl Linguistics.

Candidates interested in a linguistics-oriented curriculum should direct their attention to the Romance Languages Option.

French Option

The curriculum is centered on French, though up to 12 hours of coursework in a related discipline is admissible. All new graduate teaching assistants must take FR 512 Practicum Appl Linguist. All candidates must take at least one course from four of the following fields (above and beyond the hours earned for the MA):

- Medieval and Renaissance
- Early modern (17th and 18th centuries)
- 19th century
- 20th and 21st centuries

- Francophone and French studies
- French linguistics

A course in literary theory is also required. Additional coursework will normally be geared toward the anticipated area of specialization for the dissertation. At the conclusion of the coursework, a qualifying examination and the approval of a prospectus outlining the proposed research topic must take place before work on the dissertation can begin.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further

information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See Interdisciplinary Studies (IDS) (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources

of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'.
If the in-field master's degree was awarded more than six years prior

to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.

- b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
- c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
- d. The Field-Related Employment Since Earning Master's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is

expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the

Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination

(e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully

adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3

*Completed" means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

- ¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.
- ² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in *A Student Guide to Preparing Electronic Theses and Dissertations*, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in *A Student Guide to Preparing Electronic Theses and Dissertations*.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Romance Languages - Spanish, MA

The Spanish option of the Romance Languages MA, which is open to native and non-native speakers alike, is designed to provide students with enhanced proficiency in Spanish (for non-native speakers) and intercultural competence relevant to Spain and other Hispanophone nations, regions and minorities in an interconnected global context. The development of analytical skills in relation to Spanish and Latin American (as well as Latinx) language, culture, and linguistics, as well as familiarity with cutting-edge pedagogical practices, all aim at optimal preparation for success in attaining academic and professional goals. The department is committed to providing this training by means of the best facilities and technology available, and by relying on a staff of teachers and scholars with commensurate international experience and expertise.

The Spanish option of the Romance Languages MA has two tracks: the standard track (emphasizing literature and film) and the applied linguistics track, each with or without a thesis. Both tracks are open to qualifying Accelerated Masters Program students who complete their BA while commencing the MA.

Admission Requirements

General requirements for admission to the Graduate School are set forth in the Admission Criteria section of this catalog. All applicants to graduate degree programs in the Department of Modern Languages and Classics must submit a writing sample in support of the application. Applicants to any French or Spanish track must also submit an entrance exam score, either the Graduate Record Exam or the Miller Analogies Test, unless the applicant has already successfully completed a graduate degree or has accumulated a minimum of five years of professional experience in an appropriate discipline. Applicants to any German concentration are not required to submit an entrance exam score. However, regardless of the program, all applicants who want to position themselves for possible consideration for additional financial support in the form of an enhanced assistantship or fellowship should submit an

entrance exam score, even if it is not required for admission. Applications for both full-time and part-time status are welcome. All applicants seeking full-time student status are considered for financial support in the form of a graduate teaching assistantship.

For students with deficiencies in undergraduate preparation, admission may be contingent upon completion of designated undergraduate requirements.

Qualified students who are holders of an appropriate undergraduate degree may be admitted directly to the doctoral program in Romance languages. However, in such circumstances completion of all requirements for the appropriate Master of Arts program, including comprehensive testing and subsequent awarding of the Master of Arts degree, will be a prerequisite for completion of the doctoral degree.

Qualified students can seek dual admission to the School of Law and to any Master of Arts program offered in the Department of Modern Languages and Classics. If admitted to both, the student will be exempted from at least 6 hours of coursework for the Juris Doctor degree.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

The Department of Modern Languages and Classics offers degree programs leading to the master of arts in German, the master of arts in Romance languages, and the doctor of philosophy in Romance languages. All three degree programs incorporate a variety of options. General information is in the Degree Requirements section of this catalog.

The following descriptions of requirements pertain to the various focused areas of study of the Spanish Option of the master of arts in Romance languages. For information pertaining to the Romance Languages Option (combining Spanish and French), return to the menu and click on the appropriate link.

Candidates enrolling in the Spanish Option must designate a curriculum: either the standard focused area of study (primarily literary in focus) or the applied linguistics focused area of study. Both tracks have thesis and nonthesis versions. Regardless of the option or area of study, all new graduate teaching assistants must enroll for the Practicum in Applied Linguistics (either SP 502 Pract Appl Linguistics or FR 512 Practicum Appl Linguist).

All focused areas of study include a comprehensive exam. However, the configuration of the exam is specific to each area, as indicated below. All nonthesis tracks of the master of arts in Romance languages include a core of five courses in the five areas listed below:

- Teaching Practicum/Topics in Linguistics
- Proseminar: Research Methodology/Critical Theory
- Topics in Culture and Civilization
- Graduate Seminar
- Special Topics/Directed Readings

Spanish Option, Hispanic literature focused area of study with thesis (Plan I)

Curriculum requirements: 24 hours of coursework and a thesis, including at least one course in each of the following eight fields (courses in

transatlantic studies can count as either modern peninsular or Latin American):

Code and Title	Hours
Coursework must include one course in each of the eight fields:	24
Additional Courses available with Advisor Approval	
Golden Age Peninsular	
SP 591 Cervantes	
SP 593 16th C Peninsular Lit	
SP 594 17th C Peninsular Lit	
19th Century Peninsular	
SP 521 19th-Century Spanish Prose	
20th and 21st Century Peninsular	
SP 526 20th C Span Novel Post Civil W	
SP 527 Spanish Women Authors	
SP 528 Historical Memory in Spain	
SP 530 Contemporary Iberian Culture	
Colonial Latin America	
SP 515 Span Amer Colonial Texts	
19th and 20th Century Latin America	
SP 516 19th C Span Amer Lit	
20th and 21st Century Latin America	
SP 537 Gender in Hispanic Works	
SP 538 Spanish American Short Story	
Latinx Studies in the United States	
SP 590 Open Topics	
Linguistics	
SP 502 Pract Appl Linguistics	
SP 523 Quantitative Methods Span Ling	
SP 556 Intro Spanish Linguistics	
SP 570 Special Topics Spanish Ling	
SP 580 Seminar Spanish Linguistics	
SP 581 Topics 2nd Lang Acquistn	
SP 584 Phonetics and Dialectology	
SP 585 History of Spanish Language	
Research Methods	
RL 557 Critical Theory	
Designated Theory-enriched course in one of the fields listed above	
Thesis Course	
SP 599 Thesis Research	6
Total Hours	30

The Romance languages core requirements do not apply to thesis tracks. However, the curriculum must include either a course in critical theory or a literature course designated as theory enriched. In consultation with the Spanish graduate advisor, each student must also select a special area of interest in Hispanic literature in order to write the thesis. Degree requirements include success on the written comprehensive examination. No oral component is required. The six-part written examination will be based both on coursework and a reading list in each area. Students are required to take exams in the following areas: either three Peninsular areas (of the student's choosing) and two Latin American areas (of the student's choosing) or vice versa, and one area of linguistics. From the selection of questions provided, the candidate must generate six written answers. Six hours of SP 599 Thesis Research with the thesis director

are required beyond the 24 hours of coursework. It is the student's responsibility to keep syllabi from each course on file for reference.

Spanish Option, applied linguistics focused area of study with thesis (Plan I)

Curriculum requirements: 30 hours of coursework and a thesis. In addition to the thesis, the applied linguistics area involves three components: language, linguistics, and applied linguistics. The language component consists of 15 hours of course credit in Spanish language, literature, and culture (a minimum of 6 hours must be in peninsular literature and 6 hours in Latin-American literature).

Code and Title	Hours
Linguistics Component	
SP 556 Intro Spanish Linguistics	3
Applied Linguistics Component	
SP 502 Pract Appl Linguistics	3
Select three of the following:	9
SP 523 Quantitative Methods Span Ling	
SP 581 Topics 2nd Lang Acquistn	
RL 513 Methods in App Ling	
other advisor approved courses	
Thesis Course	
SP 599 Thesis Research	6
Elective Courses 6	
Additional Courses with Advisor Approval	
Peninsular Courses	
SP 521 19th-Century Spanish Prose	
SP 526 20th C Span Novel Post Civil W	
SP 527 Spanish Women Authors	
SP 528 Historical Memory in Spain	
SP 530 Contemporary Iberian Culture	
SP 591 Cervantes	
SP 593 16th C Peninsular Lit	
SP 594 17th C Peninsular Lit	
Latin American 6	
SP 515 Span Amer Colonial Texts	
SP 516 19th C Span Amer Lit	
SP 537 Gender in Hispanic Works	
SP 538 Spanish American Short Story	
Elective Courses 3	
Any SP or RL courses with the provision that the student's final research project for the RL course must be related to a Spanish or Hispanic topic.	
Total Hours	36

The Romance languages core requirements do not apply to thesis tracks. However, the curriculum must include a course in research methodology. Degree requirements include success on a comprehensive examination, which is based on the coursework. From the selection of questions provided, the candidate must generate six written answers (two pertaining to applied linguistics, one pertaining to Spanish linguistics, one pertaining to peninsular literature, one pertaining to Latin American literature, and one pertaining to an elective). Six hours of SP 599 with the thesis director are required beyond the 30 hours of coursework.

Spanish Option, Hispanic literature focused area of study without thesis (Plan II)

Curriculum requirements: 30 hours of coursework, including one course in each of the following areas, and two courses in Hispanic linguistics (courses in transatlantic studies can count as either modern peninsular or Latin American):

Code and Title	Hours
Coursework must include one course in each of the eight fields: 24	
Additional Courses available with Advisor Approval	
Golden Age Peninsular	
SP 591 Cervantes	
SP 593 16th C Peninsular Lit	
SP 594 17th C Peninsular Lit	
19th Century Peninsular	
SP 521 19th-Century Spanish Prose	
20th and 21st Century Peninsular	
SP 526 20th C Span Novel Post Civil W	
SP 527 Spanish Women Authors	
SP 528 Historical Memory in Spain	
SP 530 Contemporary Iberian Culture	
Colonial Latin America	
SP 515 Span Amer Colonial Texts	
19th and 20th Century Latin America	
SP 516 19th C Span Amer Lit	
20th and 21st Century Latin America	
SP 537 Gender in Hispanic Works	
SP 538 Spanish American Short Story	
Latinx Studies in the United States	
SP 590 Open Topics	
Linguistics	
SP 502 Pract Appl Linguistics	
SP 523 Quantitative Methods Span Ling	
SP 556 Intro Spanish Linguistics	
SP 570 Special Topics Spanish Ling	
SP 580 Seminar Spanish Linguistics	
SP 581 Topics 2nd Lang Acquistn	
SP 584 Phonetics and Dialectology	
SP 585 History of Spanish Language	
Research Methods 3	
RL 557 Critical Theory	
Designated Theory-enriched course in one of the fields listed above	
Elective Courses 3	
Any SP or RL courses with the provision that the student's final research project for the RL course must be related to a Spanish or Hispanic topic.	
Total Hours	30

It is mandatory to earn 27 credits within the Spanish program. Optionally, three credits may be earned outside the Spanish program. Based on the advice of the graduate advisor, appropriate courses taken in these components will simultaneously fulfill the Romance languages core requirements listed above. The curriculum must include either a course in critical theory or else a literature course designated as theory enriched.

Degree requirements include success on the written comprehensive examination. No oral component is required. The six-part written examination will be based both on coursework and a reading list in each area. Students are required to take exams in the following areas: either three Peninsular areas (of the student's choosing) and two Latin American areas (of the student's choosing) or vice versa, and one area of linguistics. From the selection of questions provided, the candidate must generate six written answers. It is the student's responsibility to keep syllabi from each course on file for reference.

Spanish Option, applied linguistics focused area of study without thesis (Plan II)

Curriculum requirements: 36 hours of coursework. The applied linguistics area of study involves three components: language, linguistics, and applied linguistics. The language component consists of 21 hours of course credit in Spanish language, literature, and culture (a minimum of 6 hours must be in peninsular literature and 6 hours in Latin-American literature).

Code and Title	Hours
Linguistics Component	
SP 556 Intro Spanish Linguistics	3
Applied Linguistics Component	
SP 502 Pract Appl Linguistics	3
Select three of the following:	9
SP 523 Quantitative Methods Span Ling	
SP 581 Topics 2nd Lang Acquistn	
RL 513 Methods in App Ling	
other advisor approved courses	
Elective Courses	
Additional Courses with Advisor Approval	
Peninsular Courses 6	
SP 521 19th-Century Spanish Prose	
SP 526 20th C Span Novel Post Civil W	
SP 527 Spanish Women Authors	
SP 528 Historical Memory in Spain	
SP 530 Contemporary Iberian Culture	
SP 591 Cervantes	
SP 593 16th C Peninsular Lit	
SP 594 17th C Peninsular Lit	
Latin American 6	
SP 515 Span Amer Colonial Texts	
SP 516 19th C Span Amer Lit	
SP 537 Gender in Hispanic Works	
SP 538 Spanish American Short Story	
Elective Courses 3	
Any SP or RL courses with the provision that the student's final research project for the RL course must be related to a Spanish or Hispanic topic.	
Total Hours	30

Based on the advice of the graduate advisor, appropriate courses taken in these components will simultaneously fulfill the Romance languages core requirements listed above. The curriculum must include a course in research methodology. Degree requirements include success on a comprehensive examination, which is based on the coursework. From the selection of questions provided, the candidate must generate six

written answers (two pertaining to applied linguistics, one pertaining to Spanish linguistics, one pertaining to peninsular literature, one pertaining to Latin American literature, and one pertaining to an elective).

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory

committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is

made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on#campus#only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations.

A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second

master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Romance Languages - Spanish, Ph.D. Admission Requirements

General requirements for admission to the Graduate School are set forth in the Admission Criteria section of this catalog. Applicants to any French or Spanish track must also submit an entrance exam score, either the Graduate Record Exam or the Miller Analogies Test, unless the applicant has already earned a graduate degree or has accumulated five or more years of professional experience in an appropriate discipline. However, applicants to all programs who want to position themselves for possible consideration for additional financial support in the form of an enhanced assistantship or fellowship should submit an entrance exam score, even when it is not required for admission. Applications for both full-time and part-time status are welcome. All applicants seeking full-time student status are considered for financial support in the form of a graduate teaching assistantship.

Qualified students who are holders of an appropriate undergraduate degree may be admitted directly to the doctoral program in Romance languages. However, in such circumstances completion of all requirements for the appropriate Master of Arts program, including comprehensive testing and subsequent awarding of the Master of Arts degree, will be a prerequisite for completion of the doctoral degree.

Qualified students can seek dual admission to the School of Law and to any Master of Arts program offered in the Department of Modern Languages and Classics. If admitted to both, the student will be exempted from at least 6 hours of coursework for the Juris Doctor degree.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

The Department of Modern Languages and Classics offers degree programs leading to the master of arts in German, the master of arts in Romance languages, and the doctor of philosophy in Romance languages. All three degree programs incorporate a variety of options (see below). General information is in the Degree Requirements section of this catalog.

The following description of requirements pertains to all doctoral programs involving Spanish.

In addition to the program-specific requirements presented below, all doctoral candidates, regardless of the option selected, must adhere to the following.

The minimal formal coursework required is 60 semester hours, which may include up to 30 hours of transferred credits earned at another institution. Appropriate MA hours earned at The University of Alabama can also count toward the total required accumulation of hours. Students who have completed a master's thesis need accumulate only 54 hours of coursework. Once all coursework is completed, an additional 24 hours of Dissertation Research (FR 699 Dissertation Research, SP 699 Dissertation Research or RL 699 Dissertation Research) with

the dissertation director(s) are required. All doctoral candidates must possess reading knowledge of one language in addition to English, their native language, and their language of specialization.

All doctoral candidates must be careful to fulfill the residency requirement and to abide by the specified time limits (7 years from admission semester; 8 years from admission semester if entering directly from BA) specified in the Degree Requirements of this catalog. Once enrolled, all doctoral candidates must submit a Plan of Study to the Office of the Graduate School and abide by all other policies of the Graduate School. The student's Plan of Study for the PhD degree must be approved by the department and the Graduate School by the time the student completes 30 graduate semester hours of UA and/or transfer course work.

All options of the Doctor of Philosophy in Romance Languages share the same qualifying exam format. This format begins with the creation of a "pre-prospectus" by the candidate, in consultation with the likely eventual dissertation director, followed by take-home questions from a committee of examiners with whom the candidate has had coursework or who have appropriate expertise (the questions may pertain to the coursework or the pre-prospectus, according to the discretion of each examiner), leading directly to the creation of the prospectus as the final product, assuming a successful outcome. The prospectus is then submitted to the prospective dissertation committee for approval.

Regardless of the option, all new graduate teaching assistants must enroll for the appropriate teaching practicum, either FR 512 Practicum Appl Linguist or SP 502 Pract Appl Linguistics.

Candidates interested in a linguistics-oriented curriculum should direct their attention to the Romance Languages Option.

Spanish Option

The curriculum is centered on Spanish, though up to 12 hours of coursework in a related discipline is admissible. All new graduate teaching assistants must take SP 502 Pract Appl Linguistics. All candidates must take at least one course from four of the following fields (above and beyond the hours earned for the MA):

- 16th-17th century peninsular (Golden Age)
- 19th-century peninsular
- 20th- and 21st-century peninsular
- Colonial Latin American
- 19th-century Latin American
- 20th- and 21st-century Latin American
- US Latino studies
- Transatlantic studies

A course in literary theory is also required. Additional coursework will normally be geared toward the anticipated area of specialization for the dissertation. At the conclusion of the coursework, a qualifying examination and the approval of a prospectus outlining the proposed research topic must take place before work on the dissertation can begin.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants

(GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See Interdisciplinary Studies (IDS) (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the

EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.*
 - b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
 - c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field

master's degree and continuous related work since earning the degree).

- d. The Field-Related Employment Since Earning Master's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3

*Completed" means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.

² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate

Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in *A Student Guide to Preparing Electronic Theses and Dissertations*, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in *A Student Guide to Preparing Electronic Theses and Dissertations*.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which

requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Romance Languages, MA

The Romance Languages option of the Romance Languages MA, which is open to native and non-native speakers alike, is designed to provide students with enhanced proficiency in French and Spanish (for non-native speakers) and intercultural competence relevant to France, Spain and other Francophone and Hispanophone nations, regions and minorities in an interconnected global context. The development of analytical skills in relation to French, Francophone, Spanish and Latin American (as well as Latinx) language, culture, and linguistics, as well as familiarity with cutting-edge pedagogical practices, all aim at optimal preparation for success in attaining academic and professional goals. The department is committed to providing this training by means of the best facilities and technology available, and by relying on a staff of teachers and scholars with commensurate international experience and expertise.

The Romance Languages option of the Romance Languages MA combines French and Spanish, with or without a thesis. Occasional graduate coursework in Italian or Italian studies (usually bearing an RL prefix to the course number) is available and can be included in this track.

Admission Requirements

General requirements for admission to the Graduate School are set forth in the Admission Criteria section of this catalog. All applicants to graduate degree programs in the Department of Modern Languages and Classics must submit a writing sample in support of the application. Applicants to any French or Spanish track must also submit an entrance exam score, either the Graduate Record Exam or the Miller Analogies Test, unless the applicant has already successfully completed a graduate degree or has accumulated a minimum of five years of professional experience in an appropriate discipline. Applicants to any German concentration are not required to submit an entrance exam score. However, regardless of the program, all applicants who want to position themselves for possible consideration for additional financial support in the form of an enhanced assistantship or fellowship should submit an entrance exam score, even if it is not required for admission. Applications for both full-time and part-time status are welcome. All applicants seeking full-time student status are considered for financial support in the form of a graduate teaching assistantship.

For students with deficiencies in undergraduate preparation, admission may be contingent upon completion of designated undergraduate requirements.

Qualified students who are holders of an appropriate undergraduate degree may be admitted directly to the doctoral program in Romance languages. However, in such circumstances completion of all requirements for the appropriate Master of Arts program, including comprehensive testing and subsequent awarding of the Master of Arts degree, will be a prerequisite for completion of the doctoral degree.

Qualified students can seek dual admission to the School of Law and to any Master of Arts program offered in the Department of Modern Languages and Classics. If admitted to both, the student will be

exempted from at least 6 hours of coursework for the Juris Doctor degree.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

The Department of Modern Languages and Classics offers degree programs leading to the master of arts in German, the master of arts in Romance languages, and the doctor of philosophy in Romance languages. All three degree programs incorporate a variety of options. General information is in the Degree Requirements section of this catalog.

The following descriptions of requirements pertain only to the Romance Languages Option (combining French and Spanish) of the Master of Arts in Romance Languages. For the French Option or the Spanish Option of the Master of Arts in Romance Languages, return to the menu and click on the appropriate link.

The Romance Languages Option (combining French and Spanish) has a thesis track and a nonthesis track. Regardless of the option or track, all new graduate teaching assistants must enroll for the Practicum in Applied Linguistics (either FR 512 Practicum Appl Linguist or SP 502 Pract Appl Linguistics).

All tracks include a comprehensive exam. However, the configuration of the exam is specific to each track, as indicated below.

All nonthesis options and tracks of the master of arts in Romance languages incorporate a core of five courses in the five areas listed below:

- Teaching Practicum/Topics in Linguistics
- Proseminar: Research Methodology/Critical Theory
- Topics in Culture and Civilization
- Graduate Seminar
- Special Topics/Directed Readings

Romance Languages Option (combining French and Spanish), without thesis (Plan II)

Curriculum requirements: 30 - 36 hours of coursework. The curriculum requires study of French and Spanish, one as the major and one as the minor. The major includes a minimum of 18 hours. The minor includes a minimum of 12 hours. More than the minimum is recommended for both the major and the minor. The selection of courses is unconstrained (there are no required fields), except for the following: if the overall focus is literary, the candidate must take a course in critical theory; if the overall focus is linguistic, the candidate must take a course in research methodology; if the candidate is a Graduate Teaching Assistant in either French or Spanish, then the candidate must accumulate no fewer than 18 credit hours in the respective language during the first two semesters of enrollment and must enroll in the appropriate Practicum in Applied Linguistics (either FR 512 or SP 502). Graduate courses in Italian studies are available on occasion (see the RL prefix in course listings). Based on the advice of the graduate advisor, the appropriate courses taken will fulfill the Romance languages core requirements listed above. Degree requirements include success on a comprehensive examination, which is based on the coursework. From the selection of questions provided, the candidate must generate six written answers (four pertaining to the major and two pertaining to the minor; however, if the candidate has 18 or more hours in both French and Spanish, then the candidate will generate three written answers for each).

Romance Languages Option (combining French and Spanish), with thesis (Plan I)

Curriculum requirements: 24 - 30 hours of coursework and a thesis. The curriculum requires study of French and Spanish, one as the major and one as the minor. The major includes a minimum of 18 hours. The minor includes a minimum of 12 hours. More than the minimum is recommended for both the major and the minor. The selection of courses is unconstrained (there are no required fields), except for the following: if the overall focus is literary, the candidate must take a course in critical theory; if the overall focus is linguistic, the candidate must take a course in research methodology; if the candidate is a Graduate Teaching Assistant in either French or Spanish, then the candidate must accumulate no fewer than 18 credit hours in the respective language during the first two semesters of enrollment and must enroll in the appropriate Practicum in Applied Linguistics (either FR 512 or SP 502). Graduate courses in Italian studies are available on occasion (see the RL prefix in course listings). Degree requirements include success on written and oral comprehensive examinations. All examinations are based on the coursework. From the selection of questions provided, the candidate must generate six written answers (four pertaining to the major and two pertaining to the minor; however, if the candidate has 18 or more hours in both French and Spanish, then the candidate will generate three written answers for each). Six hours of Thesis Research (FR 599 Thesis Research, SP 599 Thesis Research or RL 599 Thesis Research) with the thesis director(s) are required beyond the coursework.

· Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus.

However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on#campus#only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered

if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate

facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Romance Languages, Ph.D.

Admission Requirements

General requirements for admission to the Graduate School are set forth in the Admission Criteria section of this catalog. Applicants to any French or Spanish track must also submit an entrance exam score, either the Graduate Record Exam or the Miller Analogies Test, unless the applicant has already earned a graduate degree or has accumulated five or more years of professional experience in an appropriate discipline. However, applicants to all programs who want to position themselves for possible consideration for additional financial support in the form of an enhanced assistantship or fellowship should submit an entrance exam score, even when it is not required for admission. Applications for both full-time and part-time status are welcome. All applicants seeking full-time student status are considered for financial support in the form of a graduate teaching assistantship.

Qualified students who are holders of an appropriate undergraduate degree may be admitted directly to the doctoral program in Romance languages. However, in such circumstances completion of all requirements for the appropriate Master of Arts program, including comprehensive testing and subsequent awarding of the Master of Arts degree, will be a prerequisite for completion of the doctoral degree.

Qualified students can seek dual admission to the School of Law and to any Master of Arts program offered in the Department of Modern Languages and Classics. If admitted to both, the student will be

exempted from at least 6 hours of coursework for the Juris Doctor degree.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

The Department of Modern Languages and Classics offers degree programs leading to the master of arts in German, the master of arts in Romance languages, and the doctor of philosophy in Romance languages. All three degree programs incorporate a variety of options. General information is in the Degree Requirements section of this catalog.

The following description of requirements pertains to the Romance Languages Option of the doctoral program, which has been designed to afford curriculum flexibility. For the standard doctoral programs in either French or Spanish, return to the menu and click on the appropriate option.

In addition to the program-specific requirements presented below, all doctoral candidates, regardless of the option selected, must adhere to the following.

The minimal formal coursework required for the doctoral degree is 60 semester hours, which may include up to 30 hours of transferred credits earned at another institution. Appropriate MA hours earned at The University of Alabama can also count toward the total required accumulation of hours. Students who have completed a master's thesis need accumulate only 54 hours of coursework. Once all coursework is completed, an additional 24 hours of Dissertation Research (FR 699 Dissertation Research, SP 699 Dissertation Research or RL 699 Dissertation Research) with the dissertation director(s) are required. All doctoral candidates must possess reading knowledge of one language in addition to English, their native language, and their language of specialization.

All doctoral candidates must be careful to fulfill the residency requirement and to abide by the specified time limits (7 years from admission semester; 8 years from admission semester if entering directly from BA) specified in the Degree Requirements of this catalog. Once enrolled, all doctoral candidates must submit a Plan of Study to the Office of the Graduate School and abide by all other policies of the Graduate School. The student's Plan of Study for the PhD degree must be approved by the department and the Graduate School by the time the student completes 30 graduate semester hours of UA and/or transfer course work.

All options of the Doctor of Philosophy in Romance Languages share the same qualifying exam format. This format begins with the creation of a "pre-prospectus" by the candidate, in consultation with the likely eventual dissertation director, followed by take-home questions from a committee of examiners with whom the candidate has had coursework or who have appropriate expertise (the questions may pertain to the coursework or the pre-prospectus, according to the discretion of each examiner), leading directly to the creation of the prospectus as the final product, assuming a successful outcome. The prospectus is then submitted to the prospective dissertation committee for approval.

Regardless of the option, all new graduate teaching assistants must enroll for the appropriate teaching practicum, either FR 512 Practicum Appl Linguist or SP 502 Pract Appl Linguistics.

Candidates interested in a linguistics-oriented curriculum, or in a double major combining French and Spanish, or in a curriculum including an

enhanced major in an allied discipline should direct their attention to the Romance Languages Option described below. For standard literature-oriented doctoral options in either French or Spanish, return to the menu and click on the appropriate link.

Romance Languages Option

The Romance languages option allows for interdisciplinary work tailored according to the needs of the candidate, in consultation with the appropriate advisors. The goal is to meet the interests and career requirements of the candidate by utilizing the full resources of the department and of cognate graduate programs offered by the University. Regardless of the curriculum, the Romance languages option must conform to the following structure.

All Romance languages option students must major in either French or Spanish.

All Romance languages option students must have, in addition to the major in French or Spanish, either

1. an 18-hour minor in another discipline, or
2. a second major in French or Spanish (in other words, a double major), or
3. a second, 30-hour concentration in linguistics

1. All Romance languages option candidates choosing the 18-hour minor must also include in their coursework (above and beyond the hours earned for the MA) at least one additional course in four of the five following main fields in their major:

For Spanish (courses in transatlantic studies can count as either modern peninsular or Latin American)

- Golden Age
- 19th-century peninsular
- 20th- and 21st-century peninsular
- Colonial Latin America, or 19th-century Latin America
- 20th- and 21st-century Latin America, or US Latino studies

For French

- Medieval and Renaissance
- Early modern (17th and 18th centuries)
- 19th century
- 20th and 21st centuries
- Francophone and French studies

A course in literary theory is also required. Additional coursework will normally be geared toward the anticipated area of specialization for the dissertation.

The 18-hour minor can be in any field for which a feasible curriculum can be assembled (French, Spanish, German, Latin-American studies, Italian studies, Renaissance studies, English, TESOL, linguistics, etc.). A feasible curriculum is defined as any curriculum for which the appropriate coursework at The University of Alabama is readily available and accessible and for which the candidate has the commensurate background. Up to 12 of the 18 hours in the minor may be transferred from previous MA coursework conducted on another campus. The full 18 hours can be transferred from a previous MA earned at The University of Alabama. Some courses can be used to simultaneously satisfy requirements for both the major and the 18-hour minor. For example, a student majoring in French and minoring in Renaissance studies can use a French course on the Renaissance to satisfy requirements for both the major and the minor.

2. All Romance languages option candidates choosing the double major have maximal flexibility in course selection. There is no slate of required courses for either of the two majors. The candidate must simply amass 30 hours (including transferred MA hours) in each of the two languages.

However, the requirement of taking either the French or the Spanish teaching practicum for all new Graduate Teaching Assistants remains in force (FR 512 Practicum Appl Linguist or SP 502 Pract Appl Linguistics), and a course in either literary theory or linguistic research methods, as appropriate to the student's curricular orientation and the direction of the anticipated dissertation, also remains in force. A maximum of 18 hours in either language (French or Spanish) can be transferred from a prior MA to satisfy requirements towards either major in the double-major track.

3. All Romance languages option candidates seeking a linguistics-oriented curriculum, a 30-hour interprogrammatic concentration in linguistics, in addition to the major in French or Spanish, is an alternative option. For those students opting for the 30-hour concentration in linguistics (including transferred MA credits), the coursework for the major in French or Spanish, which must also comprise a minimum of 30 hours (including transferred MA credits), is not constrained and may include any combination of courses. The coursework for the concentration in linguistics will be determined in consultation with the appropriate graduate advisor. However, a course in linguistic research methods is required. In most cases, the greater part of the linguistics curriculum will be in the area of applied linguistics because graduate coursework in that area is available on a consistent basis in the Department of Modern Languages and Classics as well as in the Department of English and in the College of Education. Some graduate courses in descriptive and theoretical linguistics are also available in the Department of Modern Languages and in the departments of English and Anthropology. On occasion, appropriate linguistics coursework is also available in the Department of Communicative Disorders, the Department of Communication Studies, and elsewhere.

Some courses can be counted as either part of the major or part of the linguistics concentration, depending upon the student's programmatic needs. For example, a student majoring in Spanish and having a 30-hour linguistics concentration can count a course on Spanish linguistics as either part of the major or part of the linguistics concentration in order to free up additional hours in the category that best serves the student's programmatic needs. In all cases, a minimum of 60 hours of graduate credit must be accumulated (54 hours for students with an MA thesis).

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as

independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See *Interdisciplinary Studies (IDS)* (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music.

Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the

department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.*
 - b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
 - c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
 - d. The Field-Related Employment Since Earning Mater's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course

hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice.

Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part

of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus/only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.

- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
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By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
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After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
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After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3
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'Completed' means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.

² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance

- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human

Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee member are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

"Completed" means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

School of Music

The College of Education offers the MA, the EdS, the EdD, and the PhD in Secondary Education (Music Education emphasis). Information concerning these degrees will be found in this catalog in the College of Education (p. 494) section.

- Majors
 - Music, MM (p. 267)
 - Music, DMA (p. 263)
 -

Director

- Charles G. Snead

Professor

- Charles G. Snead

Director of Graduate Studies

- Jonathan S. Noffsinger

Associate professor

- Jonathan S. Noffsinger

Associate Director of Graduate Studies

- Jacob W. Adams

Assistant professor

- Jacob W. Adams

MUA501 Secondary Applied Study

Hours 0.5-1

Private instruction.

MUA527 Horn Choir

Hours 1

Applied ensemble for horn students at the graduate level.

MUA528 Tuba and Euphonium Ensemble

Hours 1

Small applied ensembles at the graduate level.

MUA550 Huxford Symphony Orchestra

Hours 1

Applied ensemble at the graduate level.

MUA551 Brass Choir

Hours 1

Applied ensemble for brass musicians. Permission of instructor is required.

MUA552 Wind Ensemble

Hours 1

Applied Ensemble at the graduate level.

MUA555 Trombone Choir

Hours 1

Applied ensemble for trombone students at the graduate level.

MUA556 Percussion Ensemble

Hours 1

Percussion ensemble at the graduate level.

MUA557 Campus Band

Hours 0-1

Applied ensemble at the graduate level open to the entire campus community.

MUA558 Contemporary Ensemble

Hours 1

Applied ensemble at the graduate level.

MUA559 Jazz Ensembles

Hours 1

Applied ensemble in jazz for graduate students.

MUA560 Opera Workshop

Hours 1

Applied ensemble at the graduate level.

Prerequisite(s) with concurrency: MUA 561

MUA561 Opera Production

Hours 1

This course will explore all aspects of opera production, including musical and staging rehearsals, technical elements and stage management and will culminate in a full length production.

MUA562 University Chorus

Hours 1

Applied Ensemble at the Graduate level.

MUA563 University Singers

Hours 1

Applied ensemble at the graduate level.

MUA564 Alabama Chamber Choir

Hours 1

The Alabama Chamber Choir is a mixed choral ensemble primarily conducted by advanced University of Alabama undergraduate choral music education students. Chamber Choir will afford all choristers the opportunity to peruse a broad spectrum of choral ensemble music, most of which will be suitable for programming in a traditional public school choral music setting. While experiencing breadth of repertoire will be a key philosophical component of Chamber Choir, high quality choral performance will drive the methodology. In that regard, student directors, through collaboration with the instructor, will prepare and conduct one selection in an authentic performance setting.

MUA567 Jazz Combo

Hours 1

*No description available***MUA568 Women's Chorus**

Hours 1

Applied Ensemble at the Graduate level.

MUA569 Chamber Music

Hours 1

Small applied ensembles at the graduate level.

MUA570 Harp (Majors)

Hours 0.5-4

*No description available***MUA571 Piano**

Hours 0.5-4

*No description available***MUA572 Organ**

Hours 0.5-4

*No description available***MUA574 Voice**

Hours 0.5-4

*No description available***MUA575 Violin**

Hours 0.5-4

*No description available***MUA576 Viola**

Hours 0.5-4

*No description available***MUA577 Cello**

Hours 0.5-4

*No description available***MUA578 Double Bass**

Hours 0.5-4

Double bass study at the graduate level for music majors.

MUA579 Flute

Hours 0.5-4

*No description available***MUA580 Oboe**

Hours 0.5-4

*No description available***MUA581 Bassoon**

Hours 1-4

Applied Bassoon study for majors in the Masters of Music program.

MUA582 Clarinet

Hours 0.5-4

*No description available***MUA583 Saxophone**

Hours 0.5-4

No description available

MUA584 Trumpet

Hours 0.5-4

No description available

MUA585 French Horn

Hours 0.5-4

No description available

MUA586 Trombone

Hours 0.5-4

No description available

MUA587 Euphonium

Hours 0.5-4

No description available

MUA588 Tuba

Hours 0.5-4

No description available

MUA589 Percussion

Hours 0.5-4

No description available

MUA592 Men's Chorus

Hours 1

Applied Ensemble at the Graduate level.

MUA670 Harp (Majors)

Hours 0.5-4

No description available

MUA671 Piano

Hours 0.5-4

No description available

MUA672 Organ

Hours 0.5-4

No description available

MUA674 Voice

Hours 0.5-4

No description available

MUA675 Violin

Hours 0.5-4

No description available

MUA676 Viola

Hours 0.5-4

No description available

MUA677 Cello

Hours 0.5-4

No description available

MUA678 Double Bass

Hours 0.5-4

Double bass study at the graduate level.

MUA679 Flute

Hours 0.5-4

No description available

MUA680 Oboe (Majors)

Hours 0.5-4

Applied oboe study at the Doctoral level.

MUA681 Bassoon (Majors)

Hours 0.5-4

Applied bassoon study at the Doctoral level.

MUA682 Clarinet

Hours 0.5-4

Applied clarinet study at the Doctoral Level.

MUA683 Saxophone

Hours 0.5-4

No description available

MUA684 Trumpet

Hours 0.5-4

No description available

MUA685 Horn

Hours 0.5-4

No description available

MUA686 Trombone

Hours 0.5-4

No description available

MUA687 Euphonium

Hours 0.5-4

No description available

MUA688 Tuba

Hours 0.5-4

*No description available***MUA689 Percussion**

Hours 0.5-4

*No description available***MUS501 Intro Grad Study In Mus**

Hours 3

An introduction to the basic bibliographic tools and research techniques in music. Offered fall semester.

MUS502 Film Scoring

Hours 3

A study of the art of scoring music for films. The course will examine aesthetics of film scoring and apply it in this course. Offered fall semester.

MUS503 18th-Century Counterpoint II

Hours 3

The analysis and writing of fugue, variation, ground-bass, and canon.

MUS504 Analysis of Tonal Music

Hours 3

Survey of recent analytical techniques for tonal repertoires with an emphasis on creating close readings of complete pieces.

MUS505 Studio Tech Arrang Orchestrn

Hours 3

This course is an approach to arranging and orchestration in both jazz and commercial settings. The emphasis will be placed on writing for the studio orchestra, MIDI instrumentation, and vocal groups with a focus on the 4- to 6-piece group (jazz and commercial). Offered fall semester.

MUS510 Advanced Arranging

Hours 3

Study of current techniques in arranging, including use of symmetrical scales and chords, pedal points, polytonality and planing techniques. Offered spring semester.

MUS516 Special Topics in Music Theory

Hours 3

Advanced course in music theory; topics may vary according to instructor.

MUS517 Special Topics in Music Composition

Hours 3

Advanced course in music composition; topics may vary according to instructor.

MUS518 Schenkerian Analysis

Hours 3

Study of pitch structure in tonal compositions as revealed by Heinrich Schenker and his followers.

Prerequisite(s): MUS 504

MUS519 Adv Composition I

Hours 3

Creation of large-scale musical compositions. Offered fall and spring semesters and on demand.

MUS520 Adv Composition II

Hours 3

Creation of large-scale musical compositions. Offered fall and spring semesters and on demand.

MUS525 Instrumentation

Hours 3

A survey of instrumental strengths, abilities, and weaknesses. Basic instrumentation and writing for all ensembles and orchestra. This course encourages work that overlaps with other programs of study; particularly composition, performance, audio engineering, and music production.

MUS527 Studies In Special Lit

Hours 3

Materials vary each semester. May be repeated for credit up to four semesters.

MUS528 Orchestration

Hours 3

A survey of instrumental strengths, abilities, and weaknesses. Special emphasis on the art and science of writing for larger ensembles. This course encourages work that overlaps with other programs of study; particularly composition, performance, audio engineering, and music production.

Prerequisite(s): MUS 525

MUS532 Graduate Diction Review

Hours 2

This course is an intensive review of undergraduate diction designed for graduate students who did not perform adequately on the Diction Diagnostic examination at matriculation. A grade of no lower than C must be earned in this course if the student is to satisfy the requirement for mediation.

Prerequisite(s): In order to register for this course, the student must have been accepted into the MM or DMA program in Vocal Performance.

MUS534 Renaissance Proseminar

Hours 3

An intensive study of the music, the composers, the diverse styles, genres, and techniques, the theoretical and aesthetic principles, and the performance practices associated with music of the Renaissance via reading, listening, and musical analysis.

MUS535 Baroque Proseminar

Hours 3

An intensive study of the music, the composers, the diverse styles, genres, and techniques, the theoretical and aesthetic principles, and the performance practices associated with Baroque music via reading, listening, and musical analysis.

MUS536 Prosem Opera History Lit

Hours 3

Survey of operatic styles from the 17th to the 20th centuries via discussion and analysis of selected works.

MUS537 Analysis of 20th-Century Music

Hours 3

Survey of a variety of technical approaches to composition in the 20th century and such organizing techniques as harmony, voice leading, textural design, form, and orchestration.

MUS538 Introduction to Atonal Theory

Hours 3

This course is aimed at advanced graduate students and is intended as an introduction to atonal music and to the theoretical literature which attempts to address that music.

MUS539 Special Topics in Lyric Diction

Hours 2

This course is a rotation of special topics in advanced lyric diction designed for graduate students demonstrating basic proficiency in International Phonetic Alphabet usage as applied to lyric diction.

Prerequisite(s): MUS 532

MUS542 Graduate French Diction

Hours 2

Advanced study of French diction for singers, including IPA and practical application. Offered on demand.

MUS543 Graduate German Diction

Hours 2

Advanced study of German diction for singers, including IPA and practical application. Offered on demand.

MUS545 Graduate Vocal Pedagogy

Hours 3

A detailed study of the historical and contemporary methods of pedagogy, and analysis of pedagogical problems.

MUS546 Spanish Diction

Hours 3

This course entails the in-depth study and practice of Spanish lyric diction – its rules, exceptions, and special circumstances. Both Castilian and Latin American diction will be introduced.

Prerequisite(s): Students registering in this course should have had an undergraduate course in lyric singing diction and be familiar with the International Phonetic Alphabet.

MUS547 Russian Diction

Hours 3

This course entails the in-depth study and practice of Russian lyric diction – its rules, exceptions, and special circumstances.

Prerequisite(s): Students registering in this course should have had an undergraduate course in lyric singing diction and be familiar with the International Phonetic Alphabet.

MUS549 Prosem Music Medieval Pd

Hours 3

An intensive study of the music, theoretical and aesthetic principles, and the culture of the Medieval period via reading, listening, musical analysis, and discussion.

MUS550 Prosem Music Classic Era

Hours 3

An intensive study of the music, the composers, the diverse styles and techniques, the theoretical and aesthetic principles, and the performance practices associated with music of the pre-classical and classical periods via reading, listening, and musical analysis.

MUS552 Directed Studies Piano

Hours 1-3

Independent research projects in piano pedagogy. Offered each semester.

MUS553 Prosem Music Romantic Pd

Hours 3

An intensive study of the music, the composers, the diverse styles and techniques, the theoretical and aesthetic principles, and the performance practices associated with music of the 19th century via reading, listening, and musical analysis.

MUS554 Proseminar In Jazz

Hours 3

A study of jazz history and performance practices as applied to the performing musician and educator via transcription, analysis and research. Offered spring semester.

MUS558 Prosem Music 20th Century

Hours 3

An intensive study of the music, the composers, the diverse styles and techniques, the theoretical and aesthetic principles, and the performance practices associated with music composed after 1900 via reading, listening, and musical analysis.

MUS559 Spec Topics Musicology

Hours 3

Advanced study of a selected topic in musicology. Offered on demand.

MUS561 Hy Wind Band Trad Lit

Hours 3

Comprehensive study of band history from the Renaissance to the present, together with a survey of early and traditional wind works of Mozart, Mendelssohn, Berlioz, Holst, Grainger, Poulenc and others. Offered fall semesters and during the first summer terms of even-numbered years.

MUS562 Contemp Wind Ensmble Lit

Hours 3

Detailed examination of wind ensemble literature since 1950, with emphasis on performance analysis and conducting techniques in the works of Schuller, Hindemith, Persichetti, Schwantner, Penderecki, Bassett, Krenek and others. Offered spring semesters and during the first summer terms of odd-numbered years.

MUS563 Projects In Wind Music

Hours 3

Survey of rehearsal techniques and studies in wind performance practices and transcription. Offered fall and spring semesters and during the first summer term.

MUS564 Wind Ensemble Pract I

Hours 2

Students are required to participate as conducting assistants and, if assigned, as performers in an instrumental ensemble. Offered fall semester.

MUS565 Wind Ensemble Pract II

Hours 2

Continuation of Wind Ensemble Practicum I. Offered spring semester.

MUS568 Sem Wind Lit-Chambr Form

Hours 2

An analytical survey of the content and performance practices of selected wind ensemble literature for chamber groups.

MUS571 Choral Literature 1450-1750

Hours 2

In-depth survey of choral literature up to 1750. Offered spring semesters of odd-numbered years.

MUS572 Choral Lit 1750-Present

Hours 2

In-depth survey of choral literature since 1750. Offered spring semesters of even-numbered years.

MUS574 Graduate Vocal Literature I

Hours 2

In-depth survey of the performance criteria and historical significance of solo vocal literature of the United States, British Isles, Germany, Austria, France, Italy, Spain, and Central/South American. Offered in Alternate years.

Prerequisite(s): MUS 474 and MUS 475

MUS577 Adv Organ Literature I

Hours 3

A survey of the literature of the organ from the 15th to the 18th centuries. Offered fall semesters of even-numbered years.

MUS578 Adv Organ Literature II

Hours 3

A survey of the literature of the organ from the 18th century to the present. Offered spring semesters of odd-numbered years.

MUS581 Liturgy Arts Worship Practices

Hours 2

A study of the relationship between liturgy, music, and other related arts, both in history and current practice.

MUS591 Readings in Music History

Hours 3

Readings in Music History.

MUS592 Adv Choral Conducting

Hours 3

Representative literature from all periods is studied and conducted. Conducting techniques, rehearsal and vocal techniques, diction, performance practice, and score analysis are emphasized. Offered each semester. May be repeated for credit with varied repertoire.

MUS594 Adv Instrumental Conduct

Hours 3

Baton technique, score reading, analysis, interpretation, rehearsal techniques and instrumental problems in a few selected scores. Offered spring semester.

MUS595 Graduate Theory Review

Hours 3

This course is a review and recasting of classical concepts, including harmony, counterpoint, and form.

MUS596 Comprehensive Examination

Hours 0

All master of music students are required to register for this course at the beginning of the semester during which they take the comprehensive examination. A grade will be determined entirely by an assessment of the student's performance on the comprehensive examination and will either be pass or fail. The course may be repeated once and must be passed if the student is to graduate.

MUS597 Oral Examination

Hours 0

All master of music students are required to register for this course at the beginning of the semester during which they take the oral examination. A grade will be determined entirely by an assessment of the student's performance on the oral examination and will either be pass or fail. The course may be repeated once and must be passed if the student is to graduate.

MUS598 Non-Thesis Research

Hours 1-12

*No description available***MUS599 Thesis Research**

Hours 1-6

This independent research course partially fulfills required master's-level research thesis hours toward the master's degree in music. The course is conducted under the guidance of the thesis advisor. Material covered will be of an advanced nature aimed at providing master's students with an understanding of the latest research and current developments within the field. Discussion and advisor guidance will be directed towards readings of research articles and development of research methodology, with the aim of producing an original research contribution that represents a novel development in the field, or a novel perspective on a pre-existing topic in the field.

MUS608 Structur Analysis III

Hours 3

Application of Schenkerian methodologies to large-scale tonal works. Offered spring semesters of even-numbered years.

MUS609 Serialism

Hours 3

This course is designed for advanced graduate students and is intended as an introduction to serial music and to the theoretical literature which attempts to address that music.

Prerequisite(s): MUS 538 or permission of the instructor

MUS619 Adv Composition III

Hours 4

No description available

MUS620 Adv Composition IV

Hours 4

No description available

MUS622 Sem Medieval Renaiss Mus

Hours 3

An intensive study of a specific topic associated with Medieval and/or Renaissance music. Topic varies.

MUS625 Seminar Romantic Music

Hours 3

An intensive study of a specific topic associated with 19th-century music. Topic varies.

MUS626 Sem Twentieth Cent Music

Hours 3

An intensive study of a specific topic associated with music written in the 20th century. Topic varies.

MUS639 Special Topics in Lyric Diction

Hours 2

This course is a rotation of special topics in advanced lyric diction designed for graduate students demonstrating basic proficiency in International Phonetic Alphabet usage as applied to lyric diction.

Prerequisite(s): MUS 532

MUS640 Opera Pedagogy and Stage Direction I

Hours 3

This two-course sequence is designed for graduate students interested in teaching opera stage craft and in opera stage direction. Opera Pedagogy and Stage Direction I will primarily focus on administration and teaching within an Opera Workshop training and performing program.

Prerequisite(s): One semester each of MUA 560 (Opera Workshop) and MUA 561 (Opera Production) is required.

MUS642 Vocal Pedagogy

Hours 3

An analytical survey of voice teaching with emphasis on practical application. Offered on demand.

MUS643 Brass Wdwind Strg Pedagogy

Hours 3

Intended to teach doctoral students how to be successful in applied studio teaching at the collegiate and preparatory level. The focus of the course will be specific relative to the student's major instrument. Offered each semester.

MUS644 Advanced Vocal Pedagogy II

Hours 3

An advanced study of modern vocal pedagogy with special attention to recent acoustical research and technology, and its practical application in the voice studio.

Prerequisite(s): MUS 545 or MUS 642

MUS650 Wind Conduct Pedagogy

Hours 3

A practical and theoretical study of conducting instruction.

MUS651 Choral Conduct Pedagogy

Hours 3

A practical and theoretical study of conducting instruction.

MUS652 Special Topics Vocal Lit I

Hours 2

In-depth survey of the performance criteria and historical significance of selected repertoire from the solo vocal literature.

Prerequisite(s): MUS 474 and MUS 475

MUS653 Special Topics - Vocal Lit I

Hours 3

Students will acquire a basic working knowledge of standard solo art song by composers from Great Britain and France.

MUS668 Seminar in Wind Literature Chamber Forms

Hours 2

Chamber Wind Ensembles are small groups of wind players/percussion/keyboard musicians (usually less than twenty) in which only one musician is playing each part. Sometime these ensembles utilize a conductor while other times they do not. MUS 668 is an in-depth look at several of the most significant pieces from the vast quantity of repertoire written for chamber wind ensembles. The works to be studied were selected based on: the works intrinsic value, an effort to include representative works by historical period, an effort to include representative works by instrumentation, an effort to include representative works by country and the instructor's firsthand knowledge of the works through performance.

MUS669 Seminar in Wind Literature Large Forms

Hours 2

The Seminar in Wind Literature, Large Forms, focuses on a particular genre, composer or style period within the wind band repertoire. The seminar for Spring 2014 will explore the music of David Maslanka. Mr. Maslanka is considered to be one of the most significant composer of wind music over the later portion of the 20th century to the present. The works to be studied were selected based on: an effort to include a representative sample of Maslanka's complete catalogue, an effort to include representative types of his works (e.g. concerti, symphonies, etc.), an effort to include the works considered to be most significant, and the works intrinsic value.

MUS674 Topics Choral Literature

Hours 2

A thorough analysis and historical study of the repertoire for the lecture recital. May be repeated for credit.

MUS677 Topics In Organ Lit

Hours 3

In-depth study of the organ literature of a specific period, its content and performance practice related to the organs of the period, and the performance of the literature. Offered each semester. May be repeated for credit if literature varies.

MUS692 Adv Choral Conducting

Hours 3

Advanced conducting techniques, score analysis and preparation, performance practice and interpretation, rehearsal, and vocal techniques and diction.

MUS694 Adv Wind Conducting

Hours 3

Advanced baton technique, score reading, interpretation, rehearsal techniques and instrumental problems in selected scores.

MUS696 Comprehensive Examination

Hours 0

All doctor of musical arts students are required to register for this course at the beginning of the semester during which they take the comprehensive examination. A grade will be determined entirely by an assessment of the student's performance on the comprehensive examination and will either be pass or fail. The course may be repeated once and must be passed if the student is to graduate.

MUS697 Oral Examination

Hours 0

All doctor of musical arts students are required to register for this course at the beginning of the semester during which they take the oral examination. A grade will be determined entirely by an assessment of the student's performance on the oral examination and will either be pass or fail. The course may be repeated once and must be passed if the student is to graduate.

MUS698 Non-Dissertatn Research

Hours 1-3

No description available

MUS699 Document Research

Hours 1-12

This independent research course partially fulfills required doctoral-level research dissertation hours toward the doctoral degree in music. The course is conducted under the guidance of the dissertation advisor. Material covered will be of an advanced nature aimed at providing doctoral students with an understanding of the latest research and current developments within the field. Discussion and advisor guidance will be directed towards readings of research articles and development of research methodology, with the aim of producing an original research contribution that represents a novel development in the field, or a novel perspective on a pre-existing topic in the field.

Faculty**Director**

Charles G. Snead

Professor

Charles G. Snead

Director of Graduate Studies

Jonathan S. Noffsinger

Associate professor

Jonathan S. Noffsinger

Associate Director of Graduate Studies

Jacob W. Adams

Assistant professor

Jacob W. Adams

Music, DMA

Admission Requirements

The student's plan of study for the DMA degree must be approved by the School of Music and the Graduate School by the time the student completes 30 graduate semester hours of UA and/or transfer course work.

The Master of Music degree is required from The University of Alabama or the equivalent from another accredited institution. The MM equivalent must include recitals and/or major creative work, as appropriate.

In the performance areas, an audition at the MM level that includes at least 15-20 minutes of performance time is required. It must include representative works drawn from a variety of historical periods. In composition, scores and recordings of original works, together with evidence of public performances, must be submitted.

Diagnostic entrance examinations are required in music history/literature, music theory, and writing skills. Any required course or other work specified as a result of deficiencies revealed in these examinations must be removed by the end of the first fall semester after matriculation. A schedule of remediation will be determined by appropriate faculty and the director of graduate studies in music and may include enrollment in MUS 595 Graduate Theory Review, MUS 591 Readings in Music History, or MUS 510 Advanced Arranging. Students may not earn graduate credit in theory or history until all deficiencies in the respective areas have been removed.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

For the DMA Degree

Course distribution (hours required beyond the MM degree).

Major area: 20–25 hours, including document (see below for description)

Theory/music history: 18 hours (minimum of 9 in each area)

Pedagogy: 3–6 hours

Electives: 7 hours

Recital requirements

In performance, a minimum of three recitals are required. In conducting there is a requirement for a minimum of three concerts, one of which must be a lecture-recital. In composition, the requirement includes a full recital, or equivalent in length, of music written at the DMA level, exclusive of work done on the document.

Advisory Committee

A committee shall be appointed to supervise the student's program and progress toward the degree. The constitution of the committee is described in the Graduate Handbook of the School of Music.

Written comprehensive examinations

All students must pass written comprehensive examinations in the major area. No student may attempt the written comprehensive examination sooner than the first Fall or Spring semester after successful completion of all required MUS courses. A description of the written comprehensive examinations is included in the Graduate Handbook of the School of Music.

Document

In performance, choral conducting, and wind conducting, a final project that includes a research and writing component is required. The subject, content, and length of the project must be approved by the student's

advisory committee. The School of Music offers options for the format of the final project; these are described in detail in the School of Music's Graduate Handbook (available on the School of Music's website) under 'DMA Curriculum Outlines.' In composition, there must be a large original work in an unspecified medium, in addition to and distinct from any work done for degree credit in the DMA program. Every project is subject to approval by the student's advisory committee. Work is supervised by the major teacher and the student's advisory committee.

Public lecture

In performance and composition, there is a required 50-minute lecture demonstrating the candidate's ability to communicate about the area of specialization.

Language requirement

There is no specific language requirement for the DMA. Depending on the student's academic program, the advisory committee may require proficiency in a foreign language.

Residency requirement

A minimum of two consecutive, full-time academic semesters must be spent in residence at the University; one may consist of a full summer, if approved by the advisory committee. A minimum of 18 semester hours must be earned in residence. Only degree credit may be counted toward the 18 hours.

Individual area degree outlines

Complete descriptions of the program in each area of specialization for the DMA are contained in the Graduate Handbook of the School of Music; this may be secured by contacting the director of graduate studies in music or may be viewed on the School of Music Web page.

· Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate

School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program.

Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.

- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis

in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;

- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Music, MM

Requirements for Admission

All courses of graduate music study must meet the general requirements of the Graduate School as given in the Admission Criteria section of this catalog.

See the Admission Criteria section of this catalog for more information.

In addition, the School of Music imposes the following special requirements:

The Bachelor of Music degree in the chosen field of study from The University of Alabama or the equivalent from another accredited institution.

In special cases, a student holding the bachelor's degree but without a formal major in the chosen field may be admitted by examination.

All students must take examinations in music history and music theory prior to initial registration. Any required courses or other work specified as a result of deficiencies revealed in these examinations must be completed by the end of the first fall semester after matriculation. A schedule of remediation will be determined by appropriate faculty and the director of graduate studies in music and may include enrollment in MUS 595 Graduate Theory Review and/or MUS 591 Readings in Music

History. Students may not earn graduate credit in theory and history until all deficiencies in the respective areas have been removed.

Any deficiencies revealed by analysis of undergraduate transcripts prior to enrollment must be removed within one year of initial enrollment.

Information about the entrance examinations may be obtained from the director of graduate studies in music.

Individual Area Requirements

Performance

An audition on the major instrument. A complete repertoire list must be submitted, noting those works prepared for the audition.

Voice

The demonstration of a satisfactory vocal technique in the classical style, and satisfactory singing diction and comprehension in French, German, Italian and English.

Composition

Submission of a group of original works, including at least one in large form.

Theory

Submission of examples of work that illustrate analytical and writing skills. Students must have a reading knowledge of a foreign language (usually German, French, or Italian). Those who do not have this skill at matriculation will be required to remove the deficiency, through the completion of appropriate language courses or by examination, before they are admitted to candidacy.

Musicology

Submission of work that illustrates research and writing skills. Students must have a reading knowledge of a foreign language (usually German, French, or Italian). Those who do not have this skill at matriculation will be required to remove the deficiency, through the completion of appropriate language courses or by examination, before they are admitted to candidacy.

Conducting

An audition with a University ensemble. Two major works, in contrasting styles, must be conducted. Ear training and sight-singing proficiency must be demonstrated.

Degree Requirements

These differ with the area of focus; a complete outline of requirements in each field is contained in the Graduate Handbook of the School of Music, which may be secured from the director of graduate studies in music or may be viewed on the School of Music Web page.

Focused areas of study in musicology, theory, and composition follow Plan I, which requires a written thesis. A composition student is required to present a recital of original compositions in addition to the thesis. Focused areas of study in performance, choral conducting, wind conducting, and church music, follow Plan II, which does not require a written thesis but which does require additional course hours and a recital. The focused areas in musicology and theory require a public lecture.

All MM degrees require at least 12 hours in graduate courses in music history and music theory, with at least 6 hours in each. MUS 501 Intro Grad Study In Mus must be taken in the first fall semester of enrollment.

MM students under Plan I (thesis) must pass written comprehensive examinations in theory, history, and the major area. A description of the written comprehensive examinations is included in the Graduate Handbook of the School of Music. MM students under Plan II (non-thesis) are required to take an oral examination.

All students must pass an oral examination. For students under Plan I, the oral examination will be a defense of the thesis. For students under Plan II, the oral examination will be based on the student's coursework in the MM program and will determine the student's ability to articulate a broader perspective derived from that study. For students following Plan II, the oral examination is the final step in the completion of the degree and is administered only after all other requirements have been completed.

A minimum of 33 semester hours of graduate work is required to complete any MM degree.

• Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject. With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability;

participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

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Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

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Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection

of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the Master's/EdS Examination Form (this link needs to be changed to <https://>

graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Department of Physics and Astronomy

- Majors
 - Physics, MS (p. 275)
 - Physics, PhD (p. 279)

Chair

- Patrick R. LeClair

Graduate Director

- Conor Henderson

Professors

- Benjamin Harms
- Raymond E. White III
- William Keel
- Gary Mankey
- Tim Mewes
- Andreas Piepke
- Sanjoy Sarker
- Rainer Schad
- Ion Stancu
- Allen Stern

Associate professors

- Conor Henderson
- Jimmy Irwin
- Claudia Mewes
- Nobuchika Okada
- Paolo Rumerio
- Dean Townsley
- Dawn Williams

Assistant professors

- Paulo Araujo
- Jeremy Bailin
- Adam Hauser
- Matthias Kaminski
- Preethi Nair
- Igor Ovstrovskiy
- Georg Schwiete
- Wang-Kong Tse

Graduate credit will not be granted to physics students for 400-level physics or astronomy courses. Graduate students enrolled in 500-level courses that are also offered at the 400 level are expected to perform extra work of an appropriate nature.

Astronomy Courses

AY521 Theoretical Astrophysics

Hours 3

This course provides a broad introduction to the theoretical foundations of astrophysical phenomena, demonstrating how fundamental phenomenology arises from physical laws. Several broad domains of astrophysics are covered, including planetary and stellar orbits, radiation, radiative transfer, ionization, star and planet formation, stellar evolution, binary stars, special and general relativity (including black holes), galactic structure and dynamics (including dark matter), active galaxies, spacetime structure, formation of large scale matter structure, and cosmology (including the accelerating expansion of the Universe, dark energy, and Grand Unification of forces in the early Universe).

AY533 Observational Techniques

Hours 3

Theoretical and practical aspects of modern astronomical observational techniques. Photometry, spectroscopy, interferometry, and optical and radio data reduction and image processing.

AY550 Stars & Stellar Evolution

Hours 3

This course is intended to facilitate a fairly complete understanding of stars, including their structure, evolution (formation, stages of burning, end states), synthesis of elements, and the physical processes involved in each of these, as well as introduce the modern computational modeling techniques used to apply stellar physics to stars. For astronomy students, this course will provide the background necessary to understand the underlying principles of stellar processes and modelling as they are used both in ongoing research into stellar physics and phenomena and in support of other areas of astronomical research where stellar populations, products and processes are important. In a broader context, relevant for any physics student, this course will discuss how understanding the physical principles in fluid dynamics, high-density materials, heat transfer, plasma physics, nuclear structure, and nuclear processes are assembled into our modern understanding of how stellar objects behave, and how the study of stars pushes the frontier of understanding in these areas of physics.

AY580 Cosmology

Hours 3

This course surveys the evolution of the universe, including discussion of general relativity, the Standard Big Bang Cosmology, cosmological inflation, the cosmic microwave background, large scale structure, baryogenesis, dark matter and dark energy.

AY582 Selected Topics in Astronomy

Hours 1-3

This course may deal with any astronomy topic not covered by existing courses. The course title is added at the time the course is taught. Repeat credit is allowed for different course titles.

AY590 Research Techniques

Hours 3

This course provides graduate students with domain-specific skills and knowledge in their research specialty. This training is expected to be undertaken in the context of active engagement by the student in an ongoing or semester-long research project. Alternatively, if formal preparation beyond the available courses is necessary for a student's success within their specialty, such formal preparation (reading, assignments, etc) will be performed under the direction and supervision of the instructor. Any combination of active research and additional specialty formal preparation may be specified by the instructor, as is necessary to advance the student's knowledge and skill toward that necessary to plan and perform successful research in their specialty.

Prerequisite(s): Permission of instructor is required. Core courses must be completed before taking this Research Techniques course.

AY597 Astrophysics Seminar

Hours 1

Required of all full-time physics graduate students specializing in astronomy each semester in residence. Students must attend weekly seminars and make one oral presentation.

AY620 Extragalactic Astronomy

Hours 3

This course surveys the observational and physical aspects of galaxies, clusters of galaxies, active galaxies, quasars, and astrophysical cosmology. The cosmic distance scale and galaxy evolution will be addressed. On successful completion of this course, a student will be prepared to understand the relevant research literature and be ready to embark on independent research in these topics.

AY630 Stellar and Galactic Dynamics

Hours 3

The subject of this course is the dynamics of collisionless objects (stars and dark matter) within self-gravitating systems, i.e. within galaxies and star clusters. The course is primarily theoretical, but there will be considerable discussion of the connections to observations. The approach will combine rigorous mathematical analysis with computational experiments.

AY640 Radiation Processes in Astrophysics

Hours 3

This course covers radiative transfer, blackbody radiation, and non-relativistic and relativistic electromagnetic radiation processes, including bremsstrahlung, synchrotron and Compton radiation, as well as atomic and molecular transitions.

AY682 Selected Topics in Astronomy

Hours 1-3

This course may deal with any astronomy topic not covered by existing courses. The course title is added at the time the course is taught. Repeat credit is allowed for different course titles.

Physics Courses

PH501 Classical Dynamics

Hours 3

Variational principles and Lagrange's equations; two-body central-force problems; kinematics of rigid-body motion; rigid-body equations of motion; special relativity; Hamilton's equations of motion; and canonical transformations.

PH505 Physics For Science Teachers

Hours 3

Selected topics in contemporary physics for high school and post-secondary science teachers.

PH511 Biophysics

Hours 3

Physics of biological systems: proteins, lipids, nucleic acids, supramolecular structures, and molecular motors; structure, function, energetics, thermodynamics, bionanotechnology. Emphasis on systems that are best understood in physical and molecular detail.

PH512 Physics Pedagogy

Hours 1

This is a course in teaching methodologies for introductory physics, based on recent results from physics education research.

Prerequisite(s): None

Prerequisite(s) with concurrency: None

PH513 High School Physics Labs I

Hours 1

This course is designed to provide training in Level 1 Alabama Science in Motion physics laboratory activities for pre-service high school physics teachers. In addition to hands-on training, students will observe a selected number of ASIM lab activities being performed in a local high school classroom. Whenever possible, training will occur jointly with ongoing in-service workshops provided by the ASIM physics specialist.

PH514 High School Physics Labs II

Hours 1

This course is designed to provide training in Level 2 Alabama Science in Motion physics laboratory activities for pre-service high school physics teachers. In addition to hands-on training, students will observe a selected number of ASIM lab activities being performed in a local high school classroom. Whenever possible, training will occur jointly with ongoing in-service workshops provided by the ASIM physics specialist.

PH515 High School Physics Labs III

Hours 1

This course is designed to provide classroom experience for students who have received training in Levels 1 and 2 Alabama Science in Motion physics laboratory activities for pre-service high school physics teachers. Students will assist with approximately six different ASIM lab activities being performed in a local high school classroom. They will meet with the classroom teacher before and after each class to discuss the goals and objectives and to assess the effectiveness of the activity, and they will write a report on their observations.

PH523 Relativity

Hours 3

Special relativity, equivalence principle, tensor analysis, gravitational effects, curvature, Einstein's field equations, action principle, classic tests of Einstein's theory.

PH531 Electromagnetic Theory

Hours 3

Electric and magnetic fields, Green's functions, and Maxwell's equations.

PH532 Electromagnetic Theory

Hours 3

Electromagnetic waves, relativity, and selected topics.

Prerequisite(s): PH 531

PH534 Digitl Elect Comp Interfc

Hours 3

Theory and practical application of digital integrated circuits, including gates, flip flops, counters, latches, and displays. Computer data acquisition and control using LabView, A/D and D/A fundamentals. Digital communications.

PH541 Quantum Mechanics

Hours 3

Solution of the Schroedinger equation, matrix methods, angular momentum, and approximation methods.

PH542 Quantum Mechanics

Hours 3

Time-dependent perturbation theory, scattering theory, radiation, identical particles, and spin.

Prerequisite(s): PH 541

PH561 Nuclear Particle Physics

Hours 3

Structure and properties of nuclear and subnuclear matter; conservation laws; scattering and decay processes; and fundamental interactions.

PH571 Statistical Physics

Hours 3

Ensembles, partition function, quantum statistics, Bose and Fermi systems, phase transitions and critical phenomena, and applications.

PH581 Solid State Physics

Hours 3

Structure of simple crystals; thermal, electrical, and magnetic properties of solids; the free-electron model and the band approximation; and semiconductors.

PH582 Topics Physics & Astronomy

Hours 1-3

May deal with any physics or astronomy topic not covered by existing courses. The course title is added at the time the course is taught. Repeat credit is allowed for different course titles.

PH585 Magnetism: Fundamentals and Applications

Hours 3

PH585 is the first course of series of graduate level courses on magnetism (PH585, PH586 - Advanced Magnetism: Magnetic Materials, Phenomena and Devices), magnetic phenomena, magnetic materials with examples of magnetic devices for physical science and engineering students. The course is based on a combination of physical principles (materials physics, condensed mater, physics of magnetism) and examples their applications. Lecture examples, lecture and home work problems throughout the course will be based on applications (see list of applications in the topics list) with emphasize on impact of fundamental magnetism for advances in particular technology.

PH586 Advanced Magnetism: Phenomena, Materials, Devices

Hours 3

PH586 a graduate level course in magnetism, magnetic phenomena, magnetic materials with examples of magnetic devices for physical science and engineering students. The course is based on a combination of physical principles (condensed mater and physics of magnetism) and examples their applications to magnetization process and magneto-transport phenomena. The course material will include the following topics: • Review Principles of Magnetism: Fundamental Magnetic Properties • Magnetic domains and domain walls • Thermal Effects • Micromagnetics • Magnetization Processes • Landau-Lifshitz-Gilbert Equation • Hard and Soft Magnetic Materials , Permanent magnet applications • Overview of modern magnetic recording: magnetic recording media • Ferromagnetic Resonance • Interlayer and Interfacial Exchange and Exchange Bias • Review Principles of Electronic structure and Electronic transport • Magneto-transport Phenomena • Anisotropic Magnetoresistance • Giant Magnetoresistance • Tunneling Magnetoresistance • Overview of MagntoElectronic devices : HDD reader, MRAM • Special topics may be included, such as critical phenomena (Ising/Heisenberg model), magnetic and non-magnetic neutron scattering, or principles of VSM magnetometry, spin polarized electron characterization techniques.

PH590 Research Techniques

Hours 3

This course provides graduate students with domain-specific skills and knowledge in their research specialty. This training is expected to be undertaken in the context of active engagement by the student in an ongoing or semester-long research project. Alternatively, if formal preparation beyond the available courses is necessary for a student's success within their specialty, such formal preparation (reading, assignments, etc) will be performed under the direction and supervision of the instructor. Any combination of active research and additional specialty formal preparation may be specified by the instructor, as is necessary to advance the student's knowledge and skill toward that necessary to plan and perform successful research in their specialty.

Prerequisite(s): Permission of instructor is required. Core courses must be completed before taking this Research Techniques course.

PH591 Advanced Laboratory

Hours 3

Experimental work in modern physics at an advanced level.

PH595 Independent Study

Hours 3

No description available

PH597 Physics Seminar

Hours 1

Required of all full-time physics graduate students each semester in residence. (Students specializing in astronomy must take AY 597.) Students are required to attend at least 10 department colloquia and/or specialty research seminars. Students in their second year and beyond are required to give one oral research presentation.

PH598 Non-Thesis Research

Hours 1-9

*No description available***PH599 Thesis Research**

Hours 1-9

*No description available***PH641 Relativistic Quantum Mechanics**

Hours 3

The Dirac equation, Lorentz covariance, free-particle solutions of the Dirac equation, Foldy-Wouthuysen transformation, propagator theory, and applications to quantum electrodynamics.

Prerequisite(s): PH 542

PH642 Quantum Field Theory

Hours 3

Classical field theory, quantization of free fields, interacting fields, the scattering matrix, Feynman rules and diagrams, evaluation of integrals and divergences, and electroweak and strong interactions. Offered according to demand.

Prerequisite(s): PH 641

PH661 High Energy Physics

Hours 3

Gauge invariance, non-Abelian gauge theories, hidden symmetries, electroweak interactions of leptons and quarks, strong interactions among quarks, string theories, and phenomenology of high-energy interactions. Offered according to demand.

Prerequisite(s): PH 642

PH662 High Energy Physics II

Hours 3

This course will review physics beyond the Standard Model, Grand Unified Theories, Supersymmetric Theories, Superstrings, and Exact Solutions in Quantum Field Theory.

Prerequisite(s): PH 661

PH681 Adv Solid State Physics

Hours 3

Computational methods in solid-state physics are explored in more detail than in PH 581. Band structure calculations, Green's functions, density-functional methods, superconductivity, and disordered materials. Offered according to demand.

Prerequisite(s): PH 581

PH682 Selected Topics Physics

Hours 1-6

May deal with any physics topic not covered by existing courses. The course title is added at the time each course is taught. Repeat credit is allowed for different course titles.

PH698 Non-Dissertat Research

Hours 1-9

Because this is non-dissertation research, students may repeat this course each semester for up to 18 credit hours.

PH699 Dissertation Research

Hours 1-12

*No description available***Faculty****Chair**

Patrick R. LeClair

Graduate Director

Conor Henderson

Professors

Benjamin Harms

Raymond E. White III

William Keel

Gary Mankey

Tim Mewes

Andreas Piepke

Sanjoy Sarker

Rainer Schad

Ion Stancu

Allen Stern

Associate professors

Conor Henderson

Jimmy Irwin

Claudia Mewes

Nobuchika Okada

Paolo Rumerio

Dean Townsley

Dawn Williams

Assistant professors

Paulo Araujo

Jeremy Bailin

Adam Hauser

Matthias Kaminski

Preethi Nair

Igor Ovstrovskiy

Georg Schwiete

Wang-Kong Tse

Physics, MS

The Department of Physics and Astronomy offers the master of science degree in physics with the option of a focused area of study in astronomy. Although we offer a course-only MS, our graduate program is mostly oriented toward current physics research.

Research toward a degree may be conducted in either experimental or theoretical areas. Experimental programs include magnetic materials, high-energy physics, materials science, observational extragalactic astronomy, and particle astrophysics. Theoretical programs include condensed matter, elementary particles, atomic and molecular physics, extragalactic astronomy, astrophysics and particle astrophysics.

Admission Requirements

A student who wishes to take graduate work leading to the MS or PhD degree should have the equivalent of an undergraduate major in physics, and mathematics through differential equations. Any undergraduate courses required to complete a student's preparation should be taken as soon as possible. A comprehensive background in general physics is considered as important as mastery of a specialized field. To be considered for regular admission, the GRE general test or the GRE subject test in Physics should have a score at the 50th percentile.

General requirements are stated in the Admission Criteria section of this catalog. Specific requirements in physics follow. Note that requirements for students specializing in astronomy differ from those for students in other physics areas.

See the Admission Criteria section of this catalog for more information.

Requirements for the MS Degree

M.S. in Physics (thesis option)

A total of 24 semester hours of coursework is required (18 of which must be in physics and astronomy), in addition to 6 semester hours of research. Physics students must take:

Code and Title	Hours
Required Courses	
PH 501 Classical Dynamics	3
PH 531 Electromagnetic Theory	3
PH 541 Quantum Mechanics	3
PH 571 Statistical Physics	3
PH 599 Thesis Research	6
PH 590 Research Techniques	3
PH 597 Physics Seminar	1
PH 598 Non-Thesis Research	2
Elective Courses	
PH 523 Relativity	
PH 532 Electromagnetic Theory	
PH 534 Digitl Elect Comp Interfc	
PH 542 Quantum Mechanics	
PH 561 Nuclear Particle Physics	
PH 581 Solid State Physics	
PH 585 Magnetism	
Total Hours	24

All full-time students must take one hour of seminar PH 597 Physics Seminar each semester. Up to three semester hours of pass/fail coursework ((PH 597 Physics Seminar, PH 598 Non-Thesis Research) and up to three semester hours of PH 590 Research Techniques can count toward the 24 hour course requirement. An oral examination covering coursework and the thesis is required for completion of the degree.

M.S. in Physics (non-thesis option)

A total of 30 hours of coursework is required, 24 of which must be in physics and astronomy. Students must take:

Code and Title	Hours
Required Courses	
PH 501 Classical Dynamics	3
PH 531 Electromagnetic Theory	3
PH 541 Quantum Mechanics	3
PH 571 Statistical Physics	3
PH 590 Research Techniques	3
PH 597 Physics Seminar	1
PH 598 Non-Thesis Research	2
Elective Courses	
PH 523 Relativity	
PH 532 Electromagnetic Theory	
PH 534 Digitl Elect Comp Interfc	
PH 542 Quantum Mechanics	
PH 561 Nuclear Particle Physics	
PH 581 Solid State Physics	
PH 585 Magnetism	
Total Hours	30

All full-time students must take one hour of seminar PH 597 Physics Seminar each semester. Up to three semester hours of pass/fail coursework (PH 597, PH 598 Non-Thesis Research) and up to three semester hours of PH 590 Research Techniques can count toward the 30 hour course requirement. An oral examination covering coursework is required for completion of the degree.

M.S. in Physics with Astronomy focused area of study (thesis option)

A total of 24 semester hours of coursework is required (18 of which must be in physics and astronomy), in addition to 6 semester hours of research (PH 599 Thesis Research). Students must take:

Code and Title	Hours	
Required Courses		
PH 501 Classical Dynamics	3	
PH 531 Electromagnetic Theory	3	
PH 541 Quantum Mechanics	3	
AY 521 or AY 533	Theoretical Astrophysics Observational Techniques	3
AY 590	Research Techniques	3
AY 597	Astrophysics Seminar	1
PH 598	Non-Thesis Research	2
Elective Courses		
AY 533 or AY 521	Observational Techniques Theoretical Astrophysics	
AY 550	Stars & Stellar Evolution	

AY 580	Cosmology	
AY 630	Stellar and Galactic Dynamics	
AY 640	Radiation Processes Astrophys	
Total Hours		24

All full-time students must take one hour of seminar AY 597 Astrophysics Seminar each semester. Up to three semester hours of pass/fail coursework (AY 597, PH 598 Non-Thesis Research) and up to three semester hours of PH 590 Research Techniques can count toward the 24 hour course requirement. An oral examination covering coursework and the thesis is required for completion of the degree.

M.S. in Physics with Astronomy focused area of study (non-thesis option)

A total of 30 hours of coursework is required, 24 of which must be in physics and astronomy. Students must take:

Code and Title	Hours	
Required Courses		
PH 501 Classical Dynamics	3	
PH 531 Electromagnetic Theory	3	
PH 541 Quantum Mechanics	3	
AY 521 or AY 533 Theoretical Astrophysics Observational Techniques	3	
AY 590 Research Techniques	3	
AY 597 Astrophysics Seminar	1	
PH 598 Non-Thesis Research	2	
Elective Courses		
AY 533 or AY 521 Observational Techniques Theoretical Astrophysics	12	
AY 550 Stars & Stellar Evolution		
AY 580 Cosmology		
AY 630 Stellar and Galactic Dynamics		
AY 640 Radiation Processes Astrophys		
Total Hours		30

All full-time students must take one hour of seminar AY 597 Astrophysics Seminar each semester. Up to three semester hours of pass/fail coursework (AY 597, PH 598 Non-Thesis Research) and up to three semester hours of PH 590 Research Techniques can count toward the 30 hour course requirement. An oral examination covering coursework is required for completion of the degree.

Precision Timing Concentration (Available only for thesis option)	Hours
Electrical Engineering Courses	
ECE 593 Special Topics (Control Systems Analysis)	3
ECE 579 Digital Control Systems	3
ECE 693 Special Topics (in Precision Timing Applications)	3
Statistics Course	
MATH 551 Math Stats W/Applictn I	3
Electives - Choose two from the following:	
PH 590 Research Techniques	
PH 542 Quantum Mechanics	
PH 532 Electromagnetic Theory	
PH 534 Digtl Elect Comp Interfc	
PH 681 Adv Solid State Physics	

PH 591 Advanced Laboratory	
Total Hours	18

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be

accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been

completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion.

The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations.

A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second

master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Physics, PhD

Admission Requirements

A student who wishes to take graduate work leading to the MS or PhD degree should have the equivalent of an undergraduate major in physics, and mathematics through differential equations. Any undergraduate courses required to complete a student's preparation should be taken as soon as possible. A comprehensive background in general physics is considered as important as mastery of a specialized field. To be considered for regular admission, the GRE general test or the GRE subject test in Physics should have a score at the 50th percentile.

General requirements are stated in the Admission Criteria section of this catalog. Specific requirements in physics follow. Note that requirements for students specializing in astronomy differ from those for students in other physics areas.

See the Admission Criteria section of this catalog for more information.

Requirements for the PhD Degree

The student's PhD Plan of Study must be approved by the department and the Graduate School by the time the student completes 30 graduate semester hours of UA and/or transfer course work.

Courses

A total of 48 hours of coursework is required, 36 of which must be in physics and astronomy. All students are required to take

Code and Title	Hours
PH 501 Classical Dynamics	3
PH 531 Electromagnetic Theory	3
PH 532 Electromagnetic Theory	3
PH 541 Quantum Mechanics	3
PH 542 Quantum Mechanics	3
PH 571 Statistical Physics	3
relevant substitutions determined by their sub-area	
Total Hours	18

An additional 12 hours of graduate courses is required within the student's sub-area, and a further 18 should be determined in consultation with the student's advisor, at least 6 of which must be in physics or astronomy. All full-time students must take one hour of seminar (PH 597 Physics Seminar or AY 597 Astrophysics Seminar) appropriate to their sub-area each semester. A maximum of 9 hours of pass/fail coursework (PH 597, AY 597, PH 598 Non-Thesis Research, and PH 698 Non-Dissertat Research) can be counted toward the 48-hour coursework requirement.

Examinations

There are two separate examinations each prospective PhD candidate must pass: the qualifying exam and the preliminary exam. The qualifying exam consists of a written exam on advanced undergraduate physics. Financial support may be withdrawn if a student does not pass the

exam by the end of his or her second year at the University. Passing the qualifying exam is a requirement for acceptance into the PhD program.

The preliminary exam is an oral exam on the student's research plan and on courses in the student's area of specialization. Passing the preliminary exam is a requirement for admission to candidacy for the PhD and allows the student to commence dissertation research. More detailed information regarding physics PhD examination policies is available in the office of the Department of Physics and Astronomy. Time Limit. All requirements must be completed in the seven years (21 fall, spring and summer semesters) following admission to the program. More-detailed information is in the Degree Requirements section of this catalog.

Precision Timing Concentration		Hours
Electrical Engineering courses		
ECE 593	Special Topics (Control Systems Analysis)	3
ECE 579	Digital Control Systems	3
ECE 693	Special Topics (in Precision Timing Applications)	3
Statistics courses		
MATH 551	Math Stats W/Applictn I	3
MATH 554	Math Statistics I	3
Choose six hours from the following:		6
ECE 508	Communications	
ECE 509	Communications Lab	
ECE 530	Solid State Devices	
ECE 561	Quantum Well Elec & Devices	
MATH 557	Stochastic Processes I	
Choose six hours from the following:		6
PH 542	Quantum Mechanics	
PH 532	Electromagnetic Theory	
PH 534	Digtl Elect Comp Interfc	
PH 681	Adv Solid State Physics	
PH 591	Advanced Laboratory	
Courses outside the above may be used with approval from the Department Chair.		
Total Hours		27

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as

independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See Interdisciplinary Studies (IDS) (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music.

Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the

department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.*
 - b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
 - c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
 - d. The Field-Related Employment Since Earning Mater's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course

hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice.

Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part

of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.

- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3

*Completed" means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

- ¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.
- ² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance

- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human

Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Department of Political Science

- Majors
 - Political Science, MA (p. 289)
 - Political Science, PhD (p. 293)
 - Public Administration, MPA (p. 299)

Chair

- Smith, Joseph

Professors

- Borrelli, Stephen
- Cassel, Carol
- DeRouen, Karl
- Fording, Richard
- Katsinas, Steven
- McKnight, Utz

Associate professors

- Caillier, James
- Levine, Daniel
- Miller, Ted
- Patton, Dana
- Royed, Terry
- Smith, Joseph

Assistant professors

- Bishara, Dina
- Hale, Chris
- Hawley, George
- Ji, Hyunjung
- Kerr, Nicholas
- Linken, Allen

Prerequisite: Graduate standing.

Note: The MA is earned en route to the Ph.D.

PSC500 Departmental Seminar I

Hours 0.5

Once-monthly information sessions required of new political science graduate students.

PSC501 Departmental Seminar II

Hours 0.5

A continuation of PSC 500.

PSC511 Public Opinion

Hours 3

The formation, distribution, structure, properties, and techniques of measuring public opinions in the United States.

PSC515 US National Government Institutions

Hours 3

A detailed analysis of the Constitutional design, evolution and development, current structure and functioning, and policy outputs of the US Congress, Presidency, and the Federal Bureaucracy. Key political science theories, current public controversies, and reform proposals concerning these Federal institutions will be discussed.

Prerequisite(s): PSC 101 or the equivalent at the undergraduate level.

PSC521 Research Design

Hours 3

Includes but is not limited to the role of theory, development of hypotheses, modes of observation and analysis, and testing of hypotheses.

PSC522 Quant Methods PSC I

Hours 3

Introduction to statistical techniques, including univariate and bivariate descriptive statistics and their application within the field of political science.

PSC542 Internatl Conflict

Hours 3

An examination of the various kinds of violent conflict in which nation-states become involved.

PSC543 Comparative Pub Pol

Hours 3

An examination of the actors and processes involved in making public policy, with an emphasis on the question of what kinds of governments are responsive to popular demands.

PSC552 American Political Thought

Hours 3

Investigates the origin and direction of the U.S. political ideology, including liberalism, civic republicanism, and debates condemning American exceptionalism.

PSC561 Administrative Regulatn

Hours 3

The impact of legal powers and procedures of administrative agencies on public policy. Analysis of regulatory powers in American governments.

PSC562 Public Personnel Admin

Hours 3

A study of the American public personnel system, with an emphasis on the political setting of government employment, equal opportunity and affirmative action, and collective bargaining.

PSC565 Foundations of Public Administration

Hours 3

Introduction to the scope, theory, and substantive issues of public administration.

PSC595 Dir Reading & Research

Hours 1-6

No description available

PSC598 Dir Reading & Research

Hours 1-6

No description available

PSC599 Thesis Research

Hours 1-6

No description available

PSC610 Core Seminar in American Politics

Hours 3

This is a survey of classic or foundational research in most areas of American Politics, incorporating studies of the mass public, elites, and national-level institutions. The objectives are to help prepare students for their Comprehensive Exams in American Politics, and to provide introductions to various approaches and subject areas within American Politics that can be explored further in more advanced, focused graduate seminars. This course is required for all students taking American Politics as a graduate field.

PSC611 Amer Polit Behavior

Hours 3

Research and methodology in the areas of social and psychological factors related to voting, party preference, and ideology.

PSC612 Judicial Politics

Hours 3

Examines the role of the courts in political systems with primary emphasis on the United States Supreme Court.

PSC613 State Politics and Policy

Hours 3

In this course we will examine theories and related research on state government and the policymaking process in the U.S. states. The course is divided into three parts. For approximately the first third of the semester, we will examine a fairly representative set of readings which span a broad range of political institutions through which policy is made. These institutions include the office of the governor, the state legislature, the state judicial system, and the various practices of direct democracy across the states. Part two of the course will be spent studying theories of the state policy process. We will examine a variety of theories, reflecting a broad range of forces that are thought to play a significant role in shaping state policy outcomes. As we will see, despite the complex and seemingly idiosyncratic nature of the policymaking process, state politics scholars have identified many systematic relationships between various institutional and contextual variables, and state policy outcomes. The insights that have been generated from this literature not only contribute to our understanding of state policymaking, but in many cases they shed light on debates that are relevant to scholars of American (national) politics, or in some cases, comparative politics. In the final section of the course, we will examine research in several substantive policy areas which have traditionally been considered the domain of the states. Our emphasis in this section will be broadened to include not just studies of policy adoption, but studies of policy implementation and impact as well.

PSC614 Race and American Politics

Hours 3

Despite the passage of the Civil Rights Act (1964) and the Voting Rights Act (1965) fifty years ago, and the recent election of an African American president in 2008, racial inequality persists across many dimensions of American life, including earnings, wealth, educational and occupational attainment, health and longevity, and access to political power and influence. Despite claims of a "post-racial" America, the events in Ferguson, Missouri and the recent movement that they have sparked, serve to remind us that racial inequality and its impact on race relations continue to play a central role in American politics. Today, African Americans and Latinos comprise approximately a quarter of the U.S. population. In many cities and some states, white Anglo citizens actually comprise a minority of the population, and demographic projections over the next two decades suggest that the white share of the population will continue to decline. Thus, it seems clear that race relations will remain central to understanding American politics at all levels of government in the years to come. In this course we will examine theories and related research on the role of race relations and racial stratification in American politics. The course is divided into four major sections. The first section of the course examines theories of racial prejudice. In this section we will examine some of the most important debates in the literature, including the possible existence and precise definition of a "new racism," innovations regarding the measurement of prejudice to overcome social desirability bias, and the effects of increasing diversity on racial attitudes and race relations. In part two of the course we will examine the effects of racial attitudes on political behavior. We will examine the effects of race and prejudice on vote choice, the role of racial attitudes in the growth and success of the Republican Party in the South in recent decades, racial framing effects and the effects of the use of racial "code words" in campaigns and the mass media, and the role that racial attitudes have played in evaluations of and support for Barack Obama. In part three of the course, we turn our attention to the causes and consequences of the election of minority elected officials. What factors contribute to the success of black and Latino candidates in elections? And what difference does it make? In this section we will examine the debate over the importance of minority descriptive representation in advancing minority interests, as well as the effects of the increasing diversification of elected officials on other aspects of American politics. In the final section of the course, we will examine the importance of race in the policy process. We begin by examining theories and evidence of the influence of race relations in policy design and policy adoption. We then turn our attention to the importance of race in policy implementation and policy outcomes.

PSC616 Topics In American Politics

Hours 3

An examination of selected problems in American politics. Content varies.

PSC621 Quant Meth In PSC II

Hours 3

Data analysis and statistical applications in political research, including data processing, inferential statistics, correlation and regression, multivariate analysis, and other multidimensional techniques.

PSC631 Sem Comparative Politic

Hours 3

A survey of the theoretical literature in the field of comparative politics.

PSC632 Spec Topics Comparative Pol

Hours 3

An examination of selected problems in comparative politics.

PSC641 Issues Internatl Rel

Hours 3

An examination of major problem areas in the international system and their effects. Content varies.

PSC642 Core Seminar in International Relations

Hours 3

A survey of contemporary theoretical approaches to the study of international relations, providing an overview of traditional and behavioral orientations.

PSC643 International Relations Theory (I): Realism

Hours 3

This is the first of a series of two seminars on the core 'traditions' of international theory. 'Traditions' means a series of loosely connected ontological, epistemological and normative propositions: claims as to what the world is made of, how it can be understood, and what the work of scholarship could or should be. These propositions are interwoven in a variety of ways that make them hard to unravel. They are made even more so by the fact that they are intercut with a variety of different methodologies to form highly disparate research programs. Core concepts and testable propositions meld with background beliefs and lived experiences to structure our thinking in ways that can be hard to see.

PSC645 International Relations Theory (II): IR-Liberalism

Hours 3

This is the second of a series of seminars on the core 'traditions' of international theory. 'Traditions' means a series of loosely connected ontological, epistemological and normative propositions: claims as to what the world is made of, how it can be understood, and what the work of scholarship should be. These propositions are interwoven in a variety of ways that make them hard to unravel. They are made even more so by the fact that they are intercut with a variety of different methodologies to form highly disparate research programs. As a result, what we think of as 'IR-liberalism' cannot be studied as a series of simple and testable propositions, nor as simply the extension of a consensus body of philosophical or political principles into the field of world politics.

PSC646 Civil Wars

Hours 3

This course is an introduction to the advanced study of civil wars. We will explore: the impact, causes, duration, and outcome of civil war; the duration of peace after civil war; peacekeeping. Seminars will consist of Power Point lectures, student presentations, and discussion. Students are expected to write quality research papers that are theoretical, analytical and bring to bear empirical evidence.

PSC647 Foreign Policy Decision Making

Hours 3

This class is an overview of the key components of Foreign Policy Decision Making (FPDM). Learning goals include understanding theories and models pertaining to FPDM as evidenced by student presentations, an exam, and a term paper. Students are expected to participate in class discussions.

PSC651 Political Theory Sem

Hours 3

An examination of key political theorists from the 16th to the 19th centuries. Assigned works may vary but typically include those by Machiavelli, Hobbes, Locke, Rousseau, J. S. Mill, Marx, and Nietzsche.

PSC653 Special Topics

Hours 3

An examination of selected political theorists. Content varies.

PSC662 Organization Theory

Hours 3

An analysis of the theories of organization and management that examines models, reviews current administrative philosophy, and presents contemporary trends in organization and management.

PSC663 Sel Prob Public Admin

Hours 3

May be repeated up to a maximum of 6 hours of credit. In-depth analysis of a policy issue or administrative problem. Specific topics vary.

PSC664 Public Policy Analysis

Hours 3

Focuses on the analysis of public policy through techniques based on economics, systems theory, and political reasoning. Explores the role of policy analysis in democratic society and addresses applications of public policy analysis to contemporary policy issues.

PSC665 Local Government Administration

Hours 3

This course examines major local government issues and the administrative approaches to solving these problems. The focus will be on government managers and public-sector employees in localities. Topics will include the difficulties of providing human services through street level bureaucracies, local government policymaking, and how to achieve innovation. These topics will be examined in both an historical and contemporary context, with special emphasis on the impact of the political climate on the management of local government agencies. Using a case-study approach, students will learn what public managers actually do and will evaluate the effectiveness of their leadership and management strategies.

PSC667 Public Budgeting

Hours 3

Problems of financial management in governmental units: revenue sources, budgeting, financial management, and control.

PSC668 Program Evaluation

Hours 3

This course introduces students to the framework of evaluation, the development of plans to perform various types of evaluations, and the data collection tools for implementing evaluation. It focuses on various disciplines, including performance measurement, management, and data analysis. Additionally, we will explore the role of evaluators, program staff, and stakeholders in planning, implementing, and responding to program evaluation.

PSC679 Internship & Research

Hours 3-6

Field work and research opportunities to be supervised by departmental faculty.

PSC699 Dissertation Research

Hours 1-12

*No description available***Faculty****Chair**

Smith, Joseph

Professors

Borrelli, Stephen

Cassel, Carol

DeRouen, Karl

Fording, Richard

Katsinas, Steven

McKnight, Utz

Associate professors

Caillier, James

Levine, Daniel

Miller, Ted

Patton, Dana

Royed, Terry

Smith, Joseph

Assistant professors

Bishara, Dina

Hale, Chris

Hawley, George

Ji, Hyunjung

Kerr, Nicholas

Linken, Allen

Political Science, MA

The Master of Arts (MA) degree primarily serves students who seek a career in public service, or who intend to pursue a PhD degree at a later date, either at the University of Alabama or at another institution. Students in the MA program will take many of the same courses that PhD students take. MA students typically complete the degree in two years. The Department of Political Science offers two paths to the MA degree in Political Science, which are detailed in the Requirements tab. All students in the MA program are subject to the rules and conditions specified in this handbook and in the University's Graduate Catalog.

Admission Requirements

Applicants for admission to the MA program must submit scores from the Graduate Record Examination general test. Additional information is in the Admission Criteria section of this catalog.

See the Admission Criteria section of this catalog for more information.

Degree Requirements**Plans I and II**

MA students may follow either Plan I, requiring 30 semester hours of coursework, 6 hours of PSC 599 Thesis Research, a written comprehensive examination, a thesis, and an oral examination in defense of the thesis; or Plan II, requiring 36 hours of coursework and a written comprehensive examination.

Course requirements

Under either plan, students must take courses in three of five fields, including a core seminar in each. The available fields are American politics, comparative politics, international relations, public policy and administration, and political theory. Students select one major field and two minor fields. Plan I students take 9 hours in the major field and 6 in each of two minor fields;

Plan I - Thesis		Hours
Required Courses		
PSC 521	Research Design	3
PSC 522	Quant Methods PSC I	3
Major and Minor fields		
There are five fields and students choose a major field and two minors fields.		
American Politics		
PSC 515	US Institutions	
PSC 610	American Core (Core Seminar)	
PSC 611	Amer Polit Behavior	
PSC 612	Judicial Politics	
Comparative Politics		
PSC 543	Comparative Pub Pol	
PSC 631	Sem Comparative Politic (Core Seminar)	
PSC 632	Spec Topics Comparative Pol	
International Relations		
PSC 542	Internatl Conflict (Core Seminar)	
PSC 643	IR Theory (I): Realism	
PSC 645	IR Theory (II): IR-Liberalism	
PSC 646	Civil Wars	
Public Policy & Administration		
PSC 565	Foundations of Public Administration (Core Seminar)	
PSC 662	Public Management	
PSC 664	Public Policy Analysis	
PSC 665	Local Government Administration	
Political Theory		
PSC 552	American Political Thought	
PSC 651	Political Theory Sem (Core Seminar)	
Major Field - must include the Core Seminar		9
Minor Field One - must include the Core Seminar		6
Minor Field Two - must include the Core Seminar		6
Thesis Course		6
PSC 599	Thesis Research	
Total Hours		33

Plan II students take 12 hours in the major field and 6 in each of two minor fields. The core seminars are:

Plan II - Non Thesis		Hours
Required Courses		
PSC 521	Research Design	3
PSC 522	Quant Methods PSC I	3
Major and Minor fields		
There are five fields and students choose a major field and two minor fields.		
American Politics		
PSC 515	US Institutions	
PSC 610	American Core (Core Seminar)	
PSC 611	Amer Polit Behavior	
PSC 612	Judicial Politics	
Comparative Politics		
PSC 543	Comparative Pub Pol	
PSC 631	Sem Comparatve Politic (Core Seminar)	
PSC 632	Spec Topics Comparative Pol	
International Relations		
PSC 542	Internatl Conflict (Core Seminar)	
PSC 643	IR Theory (I): Realism	
PSC 645	IR Theory (II): IR-Liberalism	
PSC 646	Civil Wars	
Public Policy & Administration		
PSC 565	Foundations of Public Administration (Core Seminar)	
PSC 662	Public Management	
PSC 664	Public Policy Analysis	
PSC 665	Local Government Administration	
Political Theory		
PSC 552	American Political Thought	
PSC 651	Political Theory Sem (Core Seminar)	
Major Field - must include the Core Seminar		12
Minor Field One - must include the Core Seminar		6
Minor Field Two - must include the Core Seminar		6
Total Hours		30

Comprehensive examination

The written comprehensive examination will cover the student's major field and will require integration of material across courses.

After passing the written examination, a student following Plan I should prepare a thesis prospectus, which should describe the substance and methods of the thesis research, outline the thesis itself, and provide a preliminary bibliography. Once the prospectus has been approved, the chairperson will formally appoint a committee of three faculty members to supervise the thesis. The student must take a final oral examination to defend the thesis and show competence in the field in which it lies. Except in unusual circumstances, the final oral examination must be taken during the fall or spring semester and before final course examinations begin. After the examination, the student must submit the thesis electronically in accordance with procedures laid out in this Catalog.

Detailed information on requirements is in the Degree Requirements section of this catalog.

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject. With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in

which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate

member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire

examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee

members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and

summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Political Science, Ph.D.

Admission Requirements

Admission to the PhD program requires either a bachelor's or a master's degree. Applicants must submit scores from the Graduate Record Examination general test.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

Major and minor fields. PhD students must choose and develop competence in one major field, a secondary field, and a third field (see fields listed above under MA Course Requirements). In exceptional cases, a student may choose their third field outside the department, with special permission from the graduate studies committee.

The PhD Plan of Study is available at the Graduate School website. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit for the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

Course requirements

The student's plan of study for the PhD degree must be approved by the department and the Graduate School by the time the student completes 30 graduate semester hours of UA and/or transfer course work. PhD students must complete at least 51 hours of graduate coursework. At least 18 hours must be taken within the student's major field, at least 12 hours must be taken within the secondary field, and at least 9 hours must be taken in the third field. Up to 24 hours may be transferred from other institutions, with the permission of the graduate studies committee and with some limits on the number of courses per field that can be transferred. Students must take the core seminars in their fields (see the list under 'MA Course Requirements' above). In addition, all students must complete 9 hours of methods courses, including:

Code and Title	Hours
PSC 521 Research Design	3
PSC 522 Quant Methods PSC I	3
PSC 621 Quant Meth In PSC II	3
Total Hours	9

Students interested in pursuing a topic in greater depth than the standard course offerings allow may take up to 12 hours of PSC 595 Dir Reading & Research and PSC 598 Dir Reading & Research, with up to 6 hours in the major field and three hours in each of the secondary and third fields.

Language requirement

A foreign language is required of PhD students if appropriate to the student's research interests. The appropriateness of the foreign language requirement shall be determined by the relevant faculty in the student's primary field of interest prior to the student's completion of 18 hours in residence in the PhD program. Students may, with approval of the Graduate Studies Committee, substitute foreign language for the PSC 621 requirement.

Comprehensive examination

Before writing a dissertation, but only after completing at least two full years of graduate study and completing all course requirements, PhD students must take and pass written comprehensive examinations in their major and secondary fields. Students whose written results are weak but fall short of failing will be required to pass an oral exam. Exams will be given during fall and spring semesters only.

Candidacy

Students who have fulfilled the course requirements and passed the comprehensive examination become PhD candidates after the Graduate School approves the student's formal application to candidacy for the doctoral degree.

Dissertation

Students must complete no less than 24 hours of dissertation credit (699). As soon as possible after satisfying the requirements for candidacy, each student should submit three copies of a dissertation prospectus to the department chairperson, who will establish a dissertation committee of five faculty members, with at least three from the Department of Political Science and at least one from another department. The prospectus should contain the same information as an MA thesis prospectus (see above).

The department chairperson will decide whether to approve the prospectus, on the recommendation of the dissertation committee. Once the prospectus has been approved, the student may begin work on the dissertation itself, under the supervision of his or her dissertation committee. When finished, the student must take a final oral examination to defend the dissertation and demonstrate competence in the field in which it lies. The examination, conducted by the dissertation committee, must ordinarily be held during the fall or spring semester. Following a successful defense, the student must submit the thesis electronically in accordance with procedures laid out in this Catalog.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and

effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See Interdisciplinary Studies (IDS) (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential

evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.*
 - b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
 - c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
 - d. The Field-Related Employment Since Earning Mater's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing

one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format

with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation.

Departments and programs may enforce stricter guidelines than those outlined, including an on#campus#only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability;

participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
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By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
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After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)

After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)

"Completed" means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

- International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.
- The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering

- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in

real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Public Administration, MPA

The mission of the Master of Public Administration (MPA) program at The University of Alabama is to prepare students to lead and manage public service organizations. We strive to develop critical thinking skills enabling our graduates to formulate policies and approaches to management while ensuring the integrity of the public service. Our program emphasizes public service values while facilitating intellectual and professional development through learning experiences that integrates theory with practice. We provide an institutional culture that promotes diversity and advances governance while preparing students to reach standards of excellence in the public service.

The Master of Public Administration (MPA) program is designed to prepare students for leadership and administrative roles in federal, state, and local government. It is directed at pre-career students seeking to enhance their employability and level of entry into public service, as well as students already working in public service who desire to upgrade their

skills, enhance promotion opportunities, or deepen their appreciation for the science and art of public administration. Through exposure to a rich body of theoretical and applied knowledge, students develop talents for managing employees, formulating budgets, structuring organizations, analyzing policies, and evaluating programs.

Admission Requirements

The MPA is a professional degree program designed primarily for those who plan a career in federal, state, or local government. Applicants for admission to the MPA program must submit scores from the Graduate Record Examination general test. Scores from the Miller Analogies Test may be submitted as supplementary information, but not as a substitute for the GRE. Additional information is in the Academic Policies (p. 6) section of this catalog.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

Students are required to complete 39 semester hours of coursework.

The 39 hours are subdivided as follows: 21 hours of public policy and administration core courses, 6 hours of public policy and administration electives, and 9 hours of general electives if a 3 hour internship is completed and 12 hours of general electives if an internship is not completed. An internship is required for all pre-service students. In addition to the 39 hours of coursework, students must pass a written comprehensive exam.

Course requirements

MPA students must complete at least three of the following four courses:

Code and Title	Hours
Required Courses	
Select at least three of the following:	9
PSC 565 Foundations of Public Administration	
PSC 662 Public Management	
PSC 667 Public Budgeting	
PSC 562 Public Personnel Admin	
Public Policy and Administration	
Select at least 18 hours	18
PSC 522 Quant Methods PSC I	3
Total Hours	30

· Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone

experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and

summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected

to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee

examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in

conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Department of Psychology

Areas of current faculty research interest include aging, child and adolescent behavior and peer relationships, youth violence, forensic psychology, behavioral intervention, memory, chronic pain, depression, public health psychology, cultural diversity, health disparities, sleep, neuropsychology, visual-spatial cognition, emotion, autism, persuasion, unconscious cognition, risk assessment, personality, reading processes, social cognition, health attitudes, dehumanization, perception, cognitive aging, cognitive neuroscience, intellectual abilities, media psychology, and creativity.

The department operates a fully staffed psychology clinic offering psychological assessment and intervention services to University students, children, and adults. These facilities are also used in the training of clinical graduate students as professional psychologists. Each candidate for the PhD degree in clinical psychology takes practicum

courses in the psychological clinic and must also complete a one-year internship in an accredited facility. The internship is taken after completion of coursework and passing of the doctoral preliminary exam and is a degree requirement.

- Major
 - Psychology, MA (p. 307)
 - Psychology, PhD (p. 307)

NOTE: The MA is earned en route to the PhD.

Chair

- Fran Connors

Director of Graduate Studies

- Kristina McDonald

Professors

- Rebecca Allen
- Fran Connors
- Rajesh Kana
- Ed Merrill
- Patricia Parmelee
- Randall Salekin
- A. Lynn Snow
- Laura Stoppelbein
- Susan White

Associate professors

- Sheila Black
- Jennifer Cox
- Crystal Dillard
- Ansley Gilpin
- James Hamilton
- William Hart
- Matthew Jarrett
- Kristina McDonald
- Jeffrey Parker
- Beverly Roskos
- Karen Salekin
- Alexa Tullett
- Bradley White

Assistant professors

- Matthew Cribbet
- Craig Cummings
- Heather Gunn
- Caitlin Hudac
- Lauren Kois
- Ian McDonough
- Sara Stromeyer
- Theodore Tomeny
- Mengya Xia

General prerequisites: Graduate standing and permission of both the director of graduate studies and the instructor. Graduate students enrolled in 500-level courses that are also offered at the 400 level are expected to perform extra work of an appropriate nature.

PY581 Readings In Py Grad

Hours 1-3

Selected supervised readings.

PY591 Seminar In Py Grad

Hours 3

In-depth examination of a selected contemporary psychological area. Different sections offered each semester. Section descriptions are available at registration.

PY599 Thesis Research

Hours 1-12

This independent research course partially fulfills required master's-level research thesis hours toward the master's degree [in your field]. The course is conducted under the guidance of the thesis advisor. Material covered will be of an advanced nature aimed at providing master's students with an understanding of the latest research and current developments within the field. Discussion and advisor guidance will be directed towards readings of research articles and development of research methodology, with the aim of producing an original research contribution that represents a novel development in the field, or a novel perspective on a pre-existing topic in the field.

PY602 Advanced Statistics I

Hours 3

An applied course explaining how to use categorical predictor variables to explain continuous response variables. Covers t-tests, ANOVA, and nonparametric alternatives in between-, within-, and mixed-model designs.

PY603 Advanced Statistics II

Hours 3

An applied course explaining how to use continuous predictor variables to explain continuous response variables. Covers correlation, regression, and general linear models including both categorical and continuous predictor variables.

PY604 Multivariate Methods Analysis

Hours 3

Multivariate analysis, with emphasis on MANOVA, discriminant analysis, canonical correlation, and the multivariate approach to repeated measures analyses.

PY607 Research Methods Psych

Hours 3

Study and analysis of psychological methodology.

PY608 Introduction To Ethics

Hours 3

Introduction to ethical issues as they affect the practice of psychology.

PY609 Psycholog Assessment I

Hours 4

Principles of psychological evaluation; introduction to the clinical use of assessment techniques, with particular emphasis on intellectual assessment.

PY610 Psycholog Assessment II

Hours 3

The theory and application of projective techniques and personality inventories for adults.

PY612 Psych Assessment III

Hours 3

Principles of psychological evaluation, with particular emphasis on the assessment of children.

PY614 Categorical Data Analysis

Hours 3

Advanced graduate statistic course meant to educate about the statistical analysis tools for analyzing binary and categorical data.

Prerequisite(s): PY 602 and PY 603 and PY 607

PY615 Structural Equation Modeling

Hours 3

This course will provide you with an introduction to the theory and application of structural equation models. Structural equation models are a class of statistical techniques that incorporate regression analysis, path analysis, confirmatory factor analysis, and full scale models incorporating both measurement and structural components. These techniques are useful for both experimental and non-experimental data; for cross-sectional datasets; for multiple-group comparisons; and for longitudinal datasets, including the modeling of growth curves.

Prerequisite(s): PY 602 and PY 603 or any equivalent course Some knowledge on ANOVA, Multiple Regression, and Multivariate Data Analysis

PY616 Multilevel Modeling

Hours 3

Given the nature of the nesting data structure in social science including psychology (e.g., patients are nested within the clinicians), it is crucial to know how to handle the data dependency when analyzing this kind of nesting structured data. This course is designed to teach students the concept of MLM and the statistical technique to analyze the data appropriately.

Prerequisite(s): Students are expected to have taken: PY602 and PY603 or any equivalent courses. Students are expected to have some knowledge in ANOVA and Multiple Regression. Students who have not taken the required courses have to meet with me before they register for this course.

PY617 Supervision, Consultation and Interprofessional Skills

Hours 3

This course is designed to expose students to the current body of research on clinical supervision and professional consultation in clinical Psychology in order to prepare them for the role of supervisor.

Prerequisite(s): 2nd year clinical psychology graduate student.

PY618 Statistical Consulting

Hours 3

Students in this course will be introduced to statistical consulting techniques useful for work with researchers and policy makers in university and/or industry. This course is especially designed to improve student's real-world problem solving skills through experiential learning opportunities. Students are expected to have some knowledge in ANOVA, Multiple Regression, Multilevel Modeling, and Structural Equation Modeling.

Prerequisite(s): PY602 and PY603

PY619 Prin Of Psychotherapy

Hours 3

The study of psychotherapeutic processes, outcomes, and systems, with particular attention given to the operations common to all approaches.

PY621 Psychotherapy Laboratory

Hours 1

A skills-building seminar emphasizing interview and communications techniques. Introduction to practicum.

PY625 Contemp Issues Research

Hours 1

Current issues relating to research in cognitive and individual differences are presented and discussed.

PY629 Biological Bases of Behavior

Hours 3

The study of brain mechanisms of perception and thought through a variety of methodological approaches (e.g., lesions, brain imaging, and normal subject experiments).

PY630 Affective Neurophysiology

Hours 3

This course will provide an overview of the principles, theory, and applications of human affective neurophysiology. The course will provide an introduction to theory and research in major areas of affective neuroscience, including cross-level integration of anatomical, affect, and physiology data. The course will provide an introduction to laboratory techniques and methodological principles in human affective neurophysiological methods. Readings will come from the texts as well as relevant selections from the current literature. The course will involve a combination of lecture, discussion, demonstrations, and laboratory exercises.

Prerequisite(s): PY 629

PY631 Practicum In Psych I

Hours 1-3

Supervised experience in psychotherapeutic procedures in an approved clinical facility; seminars and case conferences.

PY633 Pract In Psych III

Hours 3

Supervised experience in psychotherapy in groups.

PY639 Practicum In Psych IX

Hours 1-3

Intensive experience with a variety of child and family disorders and therapy techniques. Exposure to interdisciplinary treatment settings and personnel.

PY641 Adv Clinical Placement

Hours 1-3

Supervised experience in an approved setting. Primary clinical supervision by faculty or licensed psychologist at a placement facility.

PY642 Practicum Psychology XI

Hours 1-3

Supervised experience in clinical geropsychology.

PY647 Social and Emotional Development

Hours 3

The field of children's social development is rich in its theoretical foundations, history, methodology, and connections to applied and policy issues. The purpose of this graduate course is to provide an overview of current theory and research on social and emotional development. The emphasis will be on issues and questions that have dominated the field over time and that continue to provide impetus for research. The goal is to provide a foundation for your later coursework and research by introducing you to a broad range of topics, theories, and studies rather than to give in-depth coverage of any area.

PY648 Cognitive Development

Hours 3

The goal of this course is to facilitate intelligent discussion of the most influential and current research in the field of cognitive development. Students will read peer-reviewed empirical articles, intelligently discuss the implications of the science in informing the public's knowledge of cognitive development, and conduct their own study into one specific area of cognitive development. Students will advance their writing and critical thinking skills by writing a research proposal to further explore an area of cognitive development.

PY650 Cognition And Learning

Hours 3

Contemporary approaches to cognition and learning. A broad survey, with in-depth looks at selected topics including attention and memory.

PY652 Affect and Lifespan Development Psychology

Hours 3

This course will provide an overview of theories and empirical research on a range of different topics in life-span developmental psychology. In the first part of the course, we will discuss various theories of developmental psychology. Theories of Developmental Psychology (6th Edition) along with additional readings made available via Blackboard will be the text for this first section of the course. In the second part of the course, we will explore empirical findings related to cognitive, affective, and social bases of behavior across the lifespan.

PY654 Seminar in Developmental Psychology

Hours 3

Course will provide an overview of current theory and research on social and emotional development.

Prerequisite(s): Graduate student in Psychology doctoral program.

Permission of department.

PY655 Seminar in Cognitive Psychology

Hours 3

Course provides in-depth coverage of current research in the area of cognitive Psychology.

Prerequisite(s): Graduate student in Psychology doctoral program.

Permission of department.

PY656 Seminar in Social Psychology

Hours 3

Course will provide an overview of issues in the scientific study of emotions, with a focus on neuroscience, social, and cognitive approaches.

Prerequisite(s): Graduate student in Psychology doctoral program.

Permission of department.

PY658 Psychopathology

Hours 3

A survey of manifestations of abnormal behavior, and the diagnosis of abnormal behavior and mental disorders.

PY664 Seminar in Psychometrics

Hours 1

Overview of Psychometric principles used to evaluate psychological test instruments.

PY666 Child Psychopathlg Treat

Hours 3

Examines diagnosis and treatment of childhood disorders from empirical, theoretical, and practical standpoints.

PY669 Sem Clinic Child Psych

Hours 1

Issues in research and practice of clinical child psychology.

PY670 Perception And Action

Hours 3

An introduction to issues and concepts in the study of perception. Fundamental theoretical and empirical controversies are analyzed.

PY671 History/Systems In Psych

Hours 3

Systematic points of view placed in historical perspective.

PY672 Adv Social Psychology

Hours 3

Major aspects of social psychology including attitude change, attribution theory, aggression, altruism, prejudice, interpersonal relations, and group dynamics.

PY676 Criminal Forensic Assessment

Hours 3

Familiarizes students with relevant issues in criminal forensic assessment and introduces them to current forensic assessment instruments.

PY678 Forensic Psychology

Hours 3

The application of clinical psychology to forensic and legal issues. Competency to stand trial, criminal responsibility, testamentary capacity, jury decision making and dynamics, jury selection, and expert witness testimony.

PY679 Sem In Psychology-Law

Hours 1

Issues in research and practice of psychology as related to the law.

PY687 Clinical Psychology Of Aging

Hours 3

A survey of clinical geropsychology including review of major disorders experienced by older adults, assessment issues, and treatments used in work with older adults.

PY688 Sem Adult Clinic Psych

Hours 1

Issues in research and practice related to adult clinical psychology.

PY690 Cultural Competency

Hours 3

This seminar emphasizes the role of ethnicity, class, culture, gender, sexual orientation, and disability in mental health, and the impact of these factors on assessment, diagnosis, and treatment.

PY691 Seminar Clinical Psych

Hours 1-3

Selected topics related to clinical psychology.

PY693 Seminar:Adv General Py

Hours 1-3

Seminar:Advanced General Psychology.

PY695 Teaching Of Psychology

Hours 3

Principles of teaching and supervised experience.

PY698 Graduate Research

Hours 1-6

Independent research by the advanced graduate student.

PY699 Dissertation Research

Hours 1-12

This independent research course partially fulfills required doctoral-level research dissertation hours toward the doctoral degree [or Ph.D. degree in your field]. The course is conducted under the guidance of the dissertation advisor. Material covered will be of an advanced nature aimed at providing doctoral students with an understanding of the latest research and current developments within the field. Discussion and advisor guidance will be directed towards readings of research articles and development of research methodology, with the aim of producing an original research contribution that represents a novel development in the field, or a novel perspective on a pre-existing topic in the field.

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 Sara Stromeyer
 Theodore Tomeny
 Mengya Xia

Psychology, MA

The department requires that students entering the PhD program without a Master's degree earn their MA while enrolled in the PhD program.

Admission Requirements

Students applying for graduate work in psychology must present at a minimum undergraduate courses in general psychology, statistics, and experimental psychology (or research methods). In addition, it is desirable for students to have prior coursework in a laboratory science (particularly biology), college mathematics, and in the area of their intended concentration.

Applications for admission to graduate study must be accompanied by Graduate Record Examination (GRE) general test scores (the advanced section is recommended for clinical applicants). Admission is competitive and is influenced by the overall quality of the applicant's record, including grades, GRE scores, letters of recommendation, past experience, and match between the students and faculty interests. The application deadline is December 1 for the clinical psychology program and December 15 for the experimental psychology program. Complete applications must be received by these deadlines to ensure full consideration for admission for the following term.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

Students earn the MA degree en route to the PhD (p. 307). The MA degree is awarded after 24 credit hours of coursework, 6 credit hours of thesis, and an approved completed thesis. The 24 hours of coursework may vary by focus area, but must include the following:

Code and Title		Hours
Required Courses		
PY 602	Advanced Statistics I	3
PY 607	Research Methods Psych	3
Required Major Course Options		12
PY 600-699		
Thesis Course		
PY 599	Thesis Research	6
Total Hours		24

Psychology, Ph.D.

Admission Requirements

Students applying for graduate work in psychology must present at a minimum undergraduate courses in general psychology, statistics, and experimental psychology (or research methods). In addition, it is desirable for students to have prior coursework in a laboratory science (particularly biology), college mathematics, and in the area of their intended concentration.

Applications for admission to graduate study must be accompanied by Graduate Record Examination (GRE) general test scores (the advanced section is recommended for clinical applicants). Admission is competitive and is influenced by the overall quality of the applicant's record, including grades, GRE scores, letters of recommendation, past experience, and match between the students and faculty interests. The application deadline is November 15 for both the clinical psychology program and the experimental psychology program. Complete applications must be received by these deadlines to ensure full consideration for admission for the following term. Deadlines for letters of recommendation are 2 weeks after the application deadlines.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

Students earn the MA degree (p. 307) en route to the PhD, and they are required to follow Plan I.

The student's PhD Plan of Study must be approved by the department and the Graduate School by the time the student completes 30 graduate semester hours of UA and/or transfer course work; otherwise, a 'hold' may be placed on future registration. The minimum number of credit hours required for the PhD in psychology varies by concentration. All graduate students complete the General Psychology Core, the Research Skills Core, a master's thesis and a doctoral dissertation. In addition, clinical students complete the Clinical Core and a year-long clinical internship. Students in each of the clinical and experimental focused areas of study also complete advanced coursework in their area of study. More detailed information is available at the Department of Psychology website.

Psychology PhD Requirements

Code and Title		Hours
General Psychology Core		
PY 650	Cognition And Learning	3
PY 629	Biological Bases of Behavior	3
Select two of the following: ¹		6
PY 670	Perception And Action	
PY 652	Affect & Lifespan Dev. Psych	

PY 672	Adv Social Psychology	
PY 671	History/Systems In Psych	
Research Skills Core		
PY 607	Research Methods Psych	3
PY 602	Advanced Statistics I	3
PY 603	Advanced Statistics II	3
Select one of the following:		
PY 604	Multivariate Methods Analysis	
PY 659/BER 558	Psychometrics	
BER 646	Structural Equation Modl	
approved alternative		
PY 614	Categorical Data Analysis	3
PY 616	Multilevel Modeling	3
Advanced Coursework as applicable ²		
Clinical Core (required for clinical only)		
PY 695	Teaching Of Psychology	3
Advanced Coursework in Student's Focused Area of Study		
Thesis and Dissertation Hours		
PY 599	Thesis Research	6
PY 699	Dissertation Research	24
Total Hours		60

Footnotes

¹ some focused areas of study require a specific course from this set

² see details at the Psychology website

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a

higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See Interdisciplinary Studies (IDS) (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social

work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.*
 - b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
 - c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
 - d. The Field-Related Employment Since Earning Mater's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for

the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.

- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate

in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
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By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
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After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)

After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)

"Completed" means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

- International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.
- The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering

- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in

real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Department of Religious Studies

- Major
 - Religion in Culture, MA (p. 315)

Chair

- Russell T. McCutcheon

Graduate Director

- Steven Ramey

Administrative Secretary

- LeCretia Crumpton

Professors

- Steven L. Jacobs
- Russell T. McCutcheon

- Steven Ramey
- K. Merinda Simmons
- Theodore L. Trost

Associate Professors

- Michael Altman
- Daniel Levine
- Nathan Loewen

Assistant Professors

- Richard Newton
- Edith Szanto
- Vaia Touna
- Jeri Wieringa

General prerequisites: Graduate standing and permission of both the director of graduate studies and the instructor. Graduate students enrolled in 500-level courses that are also offered at the 400 level are expected to perform extra work of an appropriate nature.

REL501 Social Theory and Religious Studies

Hours 3

This three credit hour graduate seminar introduces students to terms and ideas from social theory and their relevance to the academic study of religion. Throughout the course, students will apply theories to analyze examples relevant in Religious Studies, both ancient and modern. Each student will also select an important work in their chosen field of study in consultation with their advisor and analyze that work in depth in relation to the various issues discussed in the course.

Prerequisite(s): None, except admission to degree program

REL502 Public Humanities and Religious Studies

Hours 3

This graduate seminar introduces students to public humanities and digital humanities approaches to the study of religion. Students learn methods and tools for conducting digital research and explore ways to communicate theoretical and religious studies research to public audiences through digital media. Students are introduced to a number of digital tools for research, scholarly communication, and public engagement and will work to apply those tools to their individual research interests and goals.

Prerequisite(s): None, except admission to degree program

REL504 Special Topics in Religion in Culture

Hours 3

To illustrate the gains of applying social theory to the study of religion, this course will draw upon current examples to study in light of the skills gained in the social theory foundations course. Specific content will be determined by faculty responsible for the course each semester. This course may be repeated for a maximum of 9 hours for differing topics.

Prerequisite(s): None, except admission to degree program

REL511 History of Religious Studies

Hours 3

This graduate seminar surveys the origins, objects of study, and pivotal thinkers that scholars often highlight when outlining the historical development/current shape of Religious Studies. By course end, each student will narrate the study of religion in light of their own research interests.

REL512 Debates in Method and Theory

Hours 3

This graduate seminar will acquaint students with contemporary debates and authors, emphasizing the work of a newer generation of scholars, in order to consider more closely the tools that scholars use to study religion, the various contexts in which they carry out their work, and some of their wider implications.

REL521 Self & Society

Hours 3

This graduate seminar introduces students to terms and ideas related to constructions of the self and society and their relevance to the academic study of religion. Towards the end of the semester, a specific case study will serve as a site where students will apply theories discussed to analyze examples relevant in Religious Studies. Each student will also select an important work or issue in their chosen field of study in consultation with their advisor and analyze that work in depth in relation to the various issues discussed in the course.

REL522 Power & Persuasion

Hours 3

This graduate seminar introduces students to terms and ideas related to expressions of power and persuasion and their relevance to the academic study of religion. Throughout the course, a specific case study will serve as a site where students will apply theories discussed to analyze examples relevant in Religious Studies. Each student will also select an important work or issue in their chosen field of study in consultation with their advisor and analyze that work in depth in relation to the various issues discussed in the course.

REL523 Discourse & Practice

Hours 3

This graduate seminar introduces students to terms and ideas related to discourse and practice and their relevance to the academic study of religion. Throughout the course, students will apply theories to analyze examples relevant in Religious Studies, both ancient and modern. Each student will also select an important work in their chosen field of study in consultation with their advisor and analyze that work in depth in relation to the various issues discussed in the course.

REL524 Past & Present

Hours 3

This graduate seminar introduces students to terms and ideas related to the construction of the past and its relation to the present and their relevance to the academic study of religion. Throughout the course, students will apply theories to analyze examples relevant in Religious Studies, both ancient and modern. Each student will also select an important work in their chosen field of study in consultation with their advisor and analyze that work in depth in relation to the various issues discussed in the course.

REL525 Identity & Place

Hours 3

This graduate seminar introduces students to terms and ideas related to issues of identification and place and their relevance to the academic study of religion. Throughout the course, a specific case study will serve as a site where students will apply theories discussed to analyze examples relevant in Religious Studies. Each student will also select an important work or issue in their chosen field of study in consultation with their advisor and analyze that work in depth in relation to the various issues discussed in the course.

REL560 Independent Study in Social Theory in Religious Studies

Hours 1-9

This variable credit hour graduate course provides students with the opportunity to pursue a topic of their choosing in relation to social theory and its relevance to the academic study of religion. Throughout the course, students will meet with the professor to select and discuss readings and writing assignments.

Prerequisite(s): None, except admission to degree program

REL561 Independent Study in Social Theory in Religious Studies

Hours 1-9

This variable credit hour graduate course provides students with the opportunity to pursue a topic of their choosing in relation to social theory and its relevance to the academic study of religion. Throughout the course, students will meet with the professor to select and discuss readings and writing assignments.

Prerequisite(s): None, except for admission to degree program

REL565 Religion in Culture Applied

Hours 1-9

This course reflects the Department's aim to help prepare students with a wide variety of research and professional interests for futures beyond their M.A. To that end, the Department has established relationships with a variety of offices on- and off-campus whose workplaces rely on the kinds of skills students learn in the M.A. degree program. When students sign up for this course, they will be assigned to a supervisor working in one of these professional settings. This assignment will consist of participating in at least five hours per week of hands-on training, while also applying the analytical and digital skills gained in their M.A. coursework. Various projects will be determined by the supervisor overseeing the graduate student's work, in conversation with the Graduate Director. By the end of the semester, the student will have not only completed a number of site-specific tasks but also written at least one blog post for the Department's website synthesizing their takeaways from the experience.

REL580 Academic Writing in the Study of Religion

Hours 3

The purpose of this seminar is to shape a piece of each student's critical writing into publishable form. To this end the class will be run as a workshop, with the students' own writing as the primary material. On days when there is focus on a single student's essay, another class member will be assigned to present that essay to the class, by identifying its thesis, describing its situation in a larger critical field of religious studies, and outlining its argument. At other times students will be asked to bring in pieces of their essays for more intense focus. At the end of the class each student will submit their essay to a refereed journal in the academic study of religion.

REL590 Capstone Seminar in Social Theory in Religious Studies

Hours 3

In this culmination class experience, normally enrolled in final Spring semester, students will present their ongoing original thesis research for the purposes of soliciting feedback from the instructor and classmates. In light of the feedback, students will respond and revise their work. Having begun the degree with two common foundations courses (one on social theory and one on public humanities digital skills), students in this course will integrate and apply the skills learned throughout the degree.

Prerequisite(s): None, except admission to degree program

REL599 Religious Studies Masters Thesis

Hours 1-9

This independent research course which partially fulfills required master's-level thesis hours for students completing a formal thesis project as part of their degree program. The course is conducted under the guidance of the student's thesis advisor. Material covered will be of an advanced nature aimed at providing master's students with an understanding of the latest research and current developments within the field. Discussion and advisor guidance will be directed towards readings of research articles and development of research methodology, with the aim of producing an original research contribution that represents a novel development in the field, or a novel perspective on a pre-existing topic in the field. Research projects will result in the production of an article length essay or equivalent digital project (as approved by the thesis advisor), as well as an oral presentation of the research. Students will meet regularly with the thesis advisor throughout the semester during which the course is undertaken.

Faculty**Chair**

Russell T. McCutcheon

Graduate Director

Steven Ramey

Administrative Secretary

LeCretia Crumpton

Professors

Steven L. Jacobs

Russell T. McCutcheon

Steven Ramey

K. Merinda Simmons

Theodore L. Trost

Associate Professors

Michael Altman

Daniel Levine

Nathan Loewen

Assistant Professors

Richard Newton

Edith Szanto

Vaia Touna

Jeri Wieringa

Religion in Culture, MA**Description**

Taking the Department's motto seriously – studying religion *in* culture – this MA degree explores cross-disciplinary social theory and applies it to the study of religion, seeing each site studied as a test case in identity formation. Unlike other graduate programs in the study of religion, the MA in Religion in Culture at The University of Alabama presses beyond mere description and cross-cultural comparison, instead using social theory to understand the effects that narratives, practices, classification systems, and institutional structures have on social groups and their members. The degree program maintains this approach with a combination of analytic tools and digital skills, training students to use innovative

technologies so as to communicate their findings effectively to wide audiences.

Two Key Foundations

The premise of the degree is that the work taking place in our field has wide relevance. **Critical analysis** and **innovative communication skills in the public humanities** are therefore both cornerstones of this MA. While all students will carry out their own independent research and gain co-writing experience with their supervisor, courses will require them to produce original article-length research papers and to create substantive digital presentations. These emphases begin in the first semester of the program, with two Foundations courses: one in social theory and the other in public humanities. In consultation with their supervisor, their culminating thesis project will emphasize one or the other of these two modes of scholarly communication – allowing students to tailor the thesis to suit their own interests and career plans.

Supervision

Supervisors are assigned by the graduate committee when a student is accepted into the program, making the **statement of purpose** a crucial element of the application process, inasmuch as it is the primary means by which the graduate committee determines whether there is sufficient overlap of faculty expertise with incoming students' interests and needs. (This assignment is open to revision, at the discretion of the graduate director, should student interests change.) Faculty supervisors assist students in navigating the degree program, advising courses based on student interests, and mentoring the completion of a culminating thesis project.

Degree Structure

The **36 credit hour** graduate degree (2 years of course work, including the final thesis) focuses on providing students with two critical foundations: (i) becoming conversant in contemporary social theory and applying it to their area of interest in the study of religion and (ii) developing competencies in the tools of the public, digital humanities. In their first semester students will be not only reading widely in social theory (and applying it to an historical, regional, or ethnographic example of their choice) but also gaining familiarity with a wide variety of digital tools (from video and audio recording and editing, to making web pages and working with 'big data') that will assist them in sharing their research. Students are also encouraged in their second semester to take a course examining the history of the study of religion in order to think critically about the application and relevance of those foundational elements in the field of religious studies.

Relevance of the Degree

The program is designed not only for students hoping to pursue doctoral work but also for those aiming to use these skills in any number of other professions – places where the analytic skills gained from working in social theory are enhanced by their communication skills and digital expertise. Rigorous coursework and original research with the mentorship of faculty prepares students for prestigious PhD programs; meanwhile, experience applying digital platforms to those research interests equips students with sought-after skills that can be applied to a number of careers.

Non-credit Colloquium

A required, non-credit **Graduate Colloquium** meets twice each semester and exposes students to a range of professional issues relevant to higher education today. The kinds of topics covered include, but are not limited to: teaching, C.V. preparation, applying for future graduate study, and career opportunities outside academia.

Journal Group

Attended by REL graduate students and faculty, an academic reading group meets twice each semester. Each session is led by a second-year MA student and features discussion of a current peer-reviewed journal article relevant to that student's research interests.

Funding

There are a limited number of **graduate teaching assistantships** (GTA) – full or partial – that are awarded annually on a competitive basis. Full GTA positions (i.e., 0.5 FTE) come with a full stipend and full tuition waiver (whether in- or out-of-state); partial GTA positions (e.g., 0.25 FTE) come with a half stipend and half tuition waiver.

Contact

For more information, contact Prof. Merinda Simmons (merinda.simmons@ua.edu), REL's graduate director.

Admission Requirements

More information on the requirements/elements of an application can be found here. Note: students who have graduated from UA's REL program –if overlapping with current faculty – do not need to submit three letters of reference. Only one letter of recommendation is required of those students who have not majored in REL but who have taken courses with current faculty. For full consideration of possible funding, applications to begin the program in the Fall semester must be completed no later than **December 1**. Applications to begin in the Spring semester are possible as well, and must be submitted no later than **October 15**.

Degree Requirements

It is expected that, in their first Fall semester, all graduate students will enroll in both REL 501 and REL 502 while also doing an independent study course with their supervisor – which could also take the form of attending a 400-level seminar related to their interests (but completing additional requirements for graduate independent study credit). The aim of this first semester is to acquire skills (social theory + public humanities skills) while also beginning to explore the specific historical, regional, or ethnographic e.g. on which each student will focus during their culminating research project.

In all subsequent semesters (i.e., Fall and Spring), students will normally enroll in three courses (for 9 credit hours), so as to complete the degree in 2 academic years.

With permission of their supervisor and in consultation with the Graduate Director, some of these hours may be taken outside the Department, so that students can benefit from campus-wide resources (e.g., language training necessary for carrying out their research).

In their final Spring semester, students pursuing the formal thesis option will usually enroll in 6 hours of Thesis and 3 hours of the Capstone Seminar (a collaborative course dedicated to supporting their research by inviting feedback from a faculty member other than their supervisor as well as from all other students in their cohort). Students pursuing the non-thesis option will take the 3-hour Capstone Seminar, as well as six hours of electives relevant to their research.

Thesis Option		Hours
Required Courses		
1. Six hours of Foundation courses will be taken in the Fall semester of the 1st year:		
REL 501	Social Theory Foundations	3
REL 502	Public Humanities Foundations	3

2. Nine hours of required courses will be taken in the Spring of the second year.

REL 590	Capstone Seminar	3
REL 599	Thesis Hours	6
Elective Courses ¹		21
REL 504	Special Topics	
REL 511	History of Religious Studies	
REL 512	Debates in Method and Theory	
REL 521	Self & Society	
REL 522	Power & Persuasion	
REL 523	Discourse & Practice	
REL 524	Past & Present	
REL 525	Identity & Place	
REL 560	Independent Study	
REL 561	Independent Study	
REL 565	Religion in Culture Applied	
REL 580	Academic Writing in REL	
Total Hours		36

Non-Thesis Option

Hours

Required Courses

1. Six hours of Foundation courses will be taken in the Fall semester of the 1st year.

REL 501	Social Theory Foundations	3
REL 502	Public Humanities Foundations	3

2. Nine hours of required courses will be taken in the Spring of the second year.

REL 590	Capstone Seminar	3
Elective Courses ¹		27
REL 504	Special Topics	
REL 511	History of Religious Studies	
REL 560	Independent Study	
REL 565	Religion in Culture Applied	
REL 525	Identity & Place	
REL 522	Power & Persuasion	
REL 521	Self & Society	
REL 561	Independent Study	
REL 580	Academic Writing in REL	
REL 524	Past & Present	
REL 512	Debates in Method and Theory	
REL 523	Discourse & Practice	
Total Hours		36

Footnotes

¹ In consultation with your supervisor, students will complete an additional twenty-one hours of graduate course work, including independent study courses and seminars in REL, plus graduate courses from other departments (in consultation with your supervisor and the Grad Director). For e.g., depending on the student's program of study, courses in foreign languages, taught through Modern Languages and Classics, and may be recommended. In addition, a required, non-credit Graduate Colloquium, led by the Graduate Director, meets monthly, to discuss a variety of professional issues in the study of religion in particular, or higher ed in general. REL faculty are invited as well.

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject. With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in

which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate

member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation.

Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire

examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee

members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and

summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Department of Theatre and Dance

- Major
 - Dance, MFA (p. 327)
 - Theatre, MFA (p. 328)

Chair

- Sarah M. Barry

Professors

- Sarah M. Barry
- Steve Burch
- Donna Meester
- Seth Panitch
- Rita Snyder

Associate professors

- Stacy Alley
- Jacki Armit
- Randy deCelle
- Ping Guo
- Allison Hetzel
- Lawrence Jackson
- Bill Martin
- Rebecca Salzer
- Dominic Yeager

Assistant professors

- Luvada Harrison
- Fenella Kennedy
- Lyndell McDonald
- Alvon Reed
- Matt Reynolds
- Kelley Schoger

Instructors

- Henry Lewers
- Aidan Nettles
- Jamorris Rivers
- Tiffany Yeager

Prerequisites for 500- and 600-level courses: Graduate standing and permission of the instructor

DN500 Performance Practicum I-A

Hours 1-3

This course will prepare students for practical application of technique and the creative process required for dance performance at the graduate level.

Prerequisite(s): Graduate standing in Dance (MFA) or Instructor consent.

DN501 Performance Practicum I-B

Hours 1-3

This course will continue to prepare students for the practical application of technique and the creative process required for dance performance at the graduate level.

Prerequisite(s): Graduate standing in Dance (MFA) or Instructor consent.

DN505 Graduate Teaching Practicum

Hours 1

This course is designed to help graduate students expand and develop their teaching practice through faculty and peer supervision, feedback, and review.

Prerequisite(s): DNCA 503 or DNCA 565, Dance MFA student, or permission of the instructor

DN511 Graduate Contemporary Technique I-A

Hours 1-3

Exploration and development of contemporary dance technique at the graduate level.

Prerequisite(s): Dance MFA student or permission of the instructor

DN512 Graduate Contemporary Technique I-B

Hours 1-3

Continued exploration and development of contemporary dance technique at the graduate level.

Prerequisite(s): Dance MFA student or permission of the instructor

DN521 Graduate Ballet Technique I-A

Hours 1-3

Study of ballet technique at the graduate level.

DN522 Graduate Ballet Technique I-B

Hours 1-3

Continued study of ballet technique at the graduate level.

DN531 Graduate Movement Practice I

Hours 1-3

Exploration of movement styles beyond traditional Western dance forms. May include world dance forms, social dance forms, theatrical movement, or somatic practices.

Prerequisite(s): Dance MFA student or permission of the instructor

DN535 Rhythm, Music and Dance

Hours 3

This course will examine various aspects of music and sound as it relates to dance performance and choreography.

Prerequisite(s): MFA Dance student or permission of instructor

DN540 Graduate Improvisation and Composition I

Hours 3

This course is designed to enhance graduate students' explorations into creative process with particular attention to improvisational and choreographic abilities.

Prerequisite(s): Dance MFA student or permission of the instructor

DN541 Graduate Improvisation and Composition II

Hours 3

This course is designed to continue to enhance graduate students' explorations into creative process with particular attention to improvisational and choreographic abilities leading into the thesis proposal.

Prerequisite(s): DN 540, Dance MFA student or permission of the instructor

DN551 Graduate Jazz Technique I-A

Hours 1-3

Study of Jazz dance technique at the graduate level.

DN552 Graduate Jazz Technique I-B

Hours 1-3

Continued study of Jazz dance technique at the graduate level.

Prerequisite(s): Graduate Standing, MFA in Dance

DN599 Final Project Research

Hours 1-3

This course engages students in their research design and creative process leading to the MFA Final Project.

Prerequisite(s): DN 541

DN600 Performance Practicum II-A

Hours 1-3

This course serves as preparation for the practical application of technique, the creative process and the development of artistry required for dance performance at the professional level.

Prerequisite(s): DN 500 or DN 501, or permission of instructor

DN601 Performance Practicum II-B

Hours 1-3

This course serves as continued preparation for the practical application of technique, the creative process and the development of artistry required for dance performance at the professional level.

Prerequisite(s): DN 500 or DN 501, or permission of instructor

DN602 Staging Repertoire

Hours 1-3

This course will examine the process required for restaging and reconstructing dance repertoire.

Prerequisite(s): DN 535, or permission of instructor

DN611 Graduate Contemporary Technique II-A

Hours 1-3

Advanced exploration and development of contemporary dance technique at the graduate level.

Prerequisite(s): DN 511 or DN 512, Dance MFA student or permission of the instructor

DN612 Graduate Contemporary Technique II-B

Hours 1-3

Continued advanced exploration and development of contemporary dance technique at the graduate level.

Prerequisite(s): DN 511 or DN 512, Dance MFA student or permission of the instructor

DN621 Graduate Ballet Technique II-A

Hours 1-3

Advanced study of ballet technique at the graduate level.

Prerequisite(s): DN 521 or DN 522

DN622 Graduate Ballet Technique II-B

Hours 1-3

Continued advanced study of ballet technique at the graduate level.

Prerequisite(s): DN 521 or DN 522

DN631 Graduate Movement Practice II

Hours 1-3

Continued exploration of movement styles beyond traditional Western dance forms. May include world dance forms, social dance forms, theatrical movement, or somatic practices.

Prerequisite(s): DN 531, Dance MFA student or permission of the instructor

DN640 Collaborative Practice

Hours 3

This class will be a laboratory for graduate choreographers, directors, designers, and composers to create collaboratively.

Prerequisite(s): DN 540, Dance MFA student or permission of the instructor

DN650 Creative Process in Dance I

Hours 1-3

This course explores creative processes in various dance styles. Students will research the chosen subject matter with a public presentation as the culmination of the class.

Prerequisite(s): DN 541, or permission of the instructor

DN651 Graduate Jazz Technique II-A

Hours 1-3

Advanced study of Jazz dance technique at the graduate level.

Prerequisite(s): DN 551 or DN 552

DN652 Graduate Jazz Technique II-B

Hours 1-3

Continued advanced study of Jazz dance technique at the graduate level.

Prerequisite(s): DN 551 or DN 552

DN655 Creative Process in Dance II

Hours 1-3

This course continues to explore creative process in relation to concert performance and promotion.

Prerequisite(s): DN 650, or permission of the instructor

DN670 Dance in the Digital Age

Hours 3

This course will hone a core set of practical and theoretical skills to help dance-artists navigate the ever-changing digital landscape.

Prerequisite(s): Dance MFA student or permission of the instructor

DN680 Laban/Bartenieff Studies

Hours 3

An introduction to Laban/Bartenieff Studies through movement integration, observation, notation, analysis, and application.

TH515 Properties Construction

Hours 3

A studio course which allows exploration into woodworking, metal working/welding, foam sculpting, casting, upholstery, Photoshop and any other process required to create stage props. Lab fee, \$25.00.

TH516 Rigging Fundamentals for Theatre

Hours 3

This course covers the theories and analysis of rigging systems, their design and engineering as well as practical implementation and operation. This course is intended for the student that already has been exposed to standard theatrical production concepts and methodologies. Furthermore, a large portion of the subject matter of the class deals in scientific theory and computations so competency in basic mathematics, algebra, and basic physics are essential.

TH519 Electricity and Electronics for the Stage

Hours 3

This course provides study and studio work in aspects of electricity and electronics with reference to understanding, usage, and design of systems for theatrical production. This course will cover the essential concepts of electrical theory for both AC and DC systems. The student will not only be exposed to theory, but will also have hands-on experience. As a large portion of the subject matter of the class deals in scientific theory and computations, competency in basic mathematics and algebra is essential.

TH520 Technical Direction

Hours 3

This course will provide students with an overview of the technical design, construction techniques, and the administrative and management functions that are a part of the field of technical direction.

TH521 Period Decor

Hours 3

A survey of period architecture, ornament, and furniture as applied in the stage designer's research.

TH523 Drafting For Theatre

Hours 3

A studio course concentrating on traditional technical drafting techniques as applied to the theatre. Skills learned will include orthographic and isometric projections, ground plans, sections, perspective drawing, and layout.

TH525 Scene Painting

Hours 3

A studio art course in the materials and techniques of painting and carving surfaces for stage scenery. Lab fee: \$25.

TH526 Sound Prod Tech Th Dn

Hours 3

A course providing a working knowledge of sound production, with an emphasis on the creation of sound files for theatre and dance and the setup and maintenance of sound reproduction and modification equipment. Lab fee, \$25.00.

TH527 Computer Drafting For Theatre

Hours 3

A studio course exploring the creation of technical drawings through Computer Aided Drafting. Skills learned will include commands for drawing, layout of information, and other CAD techniques.

TH528 Drawing and Rendering for Stage design

Hours 3

A studio course in drawing and painting architectural and natural environments appropriate for a variety of stage settings. Exploration of media to render light, color, and texture.

TH530 Hy Costume For Stage

Hours 3

A historical study of civil costume in relation to costuming for the stage.

TH531 Costume Construction I

Hours 3

A studio course in patterning, cutting, and constructing costumes for the stage. Additional hours in related theatre activities are required. This course has a \$20 lab fee to cover materials ordered by the professor for use in the classroom as well as to help cover maintenance fees for equipment used.

TH533 Basic Problems in Costume Design

Hours 3

A studio course in costume design principles and presentation for stage costumes.

TH535 Presentation for Designers

Hours 3

The study and development of professional presentations for theatre artists. This includes, but is not limited to, 'hard' portfolios, digital portfolios, exhibits and personal presentations.

TH536 Fabric Modification

Hours 3

This course explores and introduces a variety of techniques in which to modify the original appearance and/or intent of fibres and fabrics. This is done through the use of various dyes/techniques, surface treatment, use of non-traditional materials and restructuring of fabrics.

TH537 Drawing for Stage Designs

Hours 3

A studio course for drawing the human figure in a variety of stage settings and period garments. Exploration of a variety of media to render light, shadow, and textures for all types of fabrics and hard surfaces.

TH540 Stage Movemnt Phys Actng

Hours 3

An advanced course in Alexander Technique, body awareness, alignment, breathing techniques, physicalization, and physical characterization.

TH541 Advanced Scene Study

Hours 3

Advanced course in specific methodologies for character conception and projection.

TH542 Careers In Prof Theatre

Hours 3

A course focusing on audition and interview techniques, unions, résumé writing, and other skills required to apply for positions in the academic and professional theatre.

TH543 Script Analysis Interptn

Hours 3

Theory and methodology of the textual analysis of playscripts for production. Offered every three years.

TH544 Period Acting Styles I

Hours 3

Study and practice of period acting styles.

TH545 Period Acting Styles II

Hours 3

A continuation of TH 544, usually focusing on verse drama, especially Shakespeare.

TH546 Adv Voice Speech Perform

Hours 3

This course will examine vocal anatomy and physiology, and vocal health and care for the performer's voice. Various methods and approaches to voice work using breath, text, speech work and study of the International Phonetic Alphabet. Students will explore their vocal development through exercises, drills, performance and use of heightened text language.

TH547 Stage Dialects

Hours 3

An advanced voice and speech course studying the phonetics of various dialects and accents used by actors needed to create certain roles. Students will apply the dialect/accents work to exercises, drills, and acting/performance projects.

TH548 Rehearsal Process

Hours 3

Acting course in which students analyze and participate in the rehearsal process with both unpublished and published scripts.

TH551 Hist Of The Theatre I

Hours 3

Beginnings to the Restoration. Offered every fall semester.

TH552 Hist Of The Theatre II

Hours 3

Restoration to the present. Offered every spring semester.

TH554 Seminar Contemp Theatr

Hours 3

An examination of trends and developments in the theatre and drama since the Vietnam Era. Offered every three years.

TH555 Seminar Th Hy: Classic

Hours 3

The theatre and drama of ancient Greece and Rome.

TH557 Sem Th Hy: American

Hours 3

Theatre and drama in the United States from its beginnings. Special focus on 19th-century developments and current post-modern adaptations of earlier plays and forms. Offered every three years.

TH558 American Feminist Theatre

Hours 3

A seminar/survey of 20th century american feminist texts, critical essays and videos tracking the shifting focus of feminists theory, concerns and performance.

Prerequisite(s): TH 120

TH561 Advanced Directing

Hours 3

Through research, class discussions and presentations of various styles, theories and approaches to the craft and art of directing, students will apply new ideas and concepts in a practical, hands-on studio setting. This studio work will be augmented with the direction (selecting, proposing, casting and rehearsing) of a 10-minute play with minimal, "bare-bones" production value at the end of the semester.

Prerequisite(s): Graduate students must be in good standing and seek out the permission of both their individual program's director and the course's professor.

TH567 Musical Theatre Repertoire Coac

Hours 1-2

Individual coaching in musical theatre repertoire and the preparation of material for auditions, principal roles, cabaret performances, and recordings.

TH570 Theatre Management

Hours 3

Principles of management applied to the fields of theatre operation and production, with emphasis on marketing, development, budgeting, and organizational structure.

TH575 The Singing Voice

Hours 2

This class is designed to introduce students to basic concepts of vocal technique and musicianship through practical application.

TH576 The Singing Voice - Intermediate

Hours 2

This class is designed to further students' understanding of basic concepts of vocal technique and musicianship through practical application. Students will discuss various topics related to singing and will further explore those topics through performance. Students will give four solo performances over the course of the semester.

Prerequisite(s): TH 575

TH582 Playwriting I

Hours 3

An introduction to writing for the stage, from dramatic conception to finished script. Offered alternating years with TH 583.

TH583 Playwriting II

Hours 3

Advanced course in playwriting; concentration on various play forms, draft revision, and the script development process. Offered alternating years with TH 582.

Prerequisite(s): TH 582

TH600 Advanced Practicum I

Hours 1-3

This course provides for participation in productions by graduate level students within Acting, Arts Management, Costume Design and Production, Design and Technical Production, Directing, Stage Management, or other areas.

TH601 Advanced Practicum II

Hours 1-3

This course provides for participation in productions by graduate level students within Acting, Arts Management, Costume Design and Production, Design and Technical Production, Directing, Stage Management, or other areas.

TH602 Internship

Hours 10

Professional, practical application of various theatre specialities in conjunction with professional/commercial theatre companies.

TH603 Advanced Practicum III

Hours 1-3

This course provides for participation in productions by graduate level students within Acting, Arts Management, Costume Design and Production, Design and Technical Production, Directing, Stage Management, or other areas.

TH606 Stage Management I

Hours 3

Advanced theory and practical application of stage management techniques and responsibilities.

Prerequisite(s): Permission of Instructor.

TH615 Lighting Technology

Hours 3

A thorough study of the technical aspects of stage lighting, including electricity, optics, color, control theory; implementation and maintenance of lighting fixtures, cables, and control equipment; and a thorough understanding of stage lighting science, terminology, technique, and professionalism.

TH616 Lighting Design

Hours 3

An advanced course covering the theory and practice of lighting design for the theatre, with an emphasis on the design process and execution.

TH617 Projection Design

Hours 3

Provide the graduate level design and technical student an in-depth understanding of the design methods of stage projection, including workflow; generation/acquisition of imagery; visual effects; video production; video systems; hardware; surfaces; and control.

TH618 Lighting Design III

Hours 1-3

A seminar involving the presentation of designs for various productions and preparation of problem-related demonstrations. May be repeated.

TH620 Structural Design for Theatre

Hours 3

This course will concentrate on mathematical problem solving, the study of structural design and its application to theatrical structures and an investigation of why we build scenery the way we do.

TH621 History of Stage Design

Hours 3

A survey of the history of stage design and the development of stage technology, suitable for all MFA design and technical students. Includes several historically related design and research projects.

TH622 Scene Design I

Hours 3

A studio course in scenic design for theatre. Students will design three or more plays learning analysis, drafting, drawing, painting, and building models.

TH623 Scene Design II

Hours 3

A studio course in scenic design building on the techniques learned in TH622. Emphasis on complete design drafting and the building of models.

TH628 Prob Th Arts: Design

Hours 1-3

An intensive study of the designer's responsibility involving design for varied forms of staging and design drafting.

TH632 Costume Construction II

Hours 3

A studio course in advanced costume construction and costume crafts. Included topics are tailoring, corsetry, millinery, armor, wigs, masks, and jewelry, both period and modern. May be repeated. Lab fee, \$25.00.

TH633 Costume Draping Techniques

Hours 3

Male and Female torso body blocks will be created and manipulated through draping techniques. Skirts will be draped. Patterns will be created from muslin drapes. Exchange between students of personal costume sketches will be discussed to develop language and communication skills. Examination of professional designer sketches, Movie/theatre costume photos, period research, commercial patterns will be examined and evaluated to learn how to assess and interpret costumes.

Prerequisite(s): TH 531 or consent of instructor

TH634 Costume Design for Music

Hours 3

Course projects include costume designs for theatrical musicals, opera and dance. May be repeated.

Prerequisite(s): Instructor approval.

TH635 Projects in Costume Design

Hours 3

Projects focus on analysis, research and designs for personality and characters.

Prerequisite(s): none

TH636 Costume Design through the Ages

Hours 3

The student will be able to analyze a script and apply the principles of design to character appropriate costumes. Projects will include scripts representing time periods prior to 1900. May be repeated for credit.

Prerequisite(s): TH 635

TH637 Period Costume Construction

Hours 3

A studio course in the patterning, fit, and construction of garments popular prior to the 20th century.

Prerequisite(s): TH 431 or TH 531 or TH 432 or TH 632

TH638 Advanced Tailoring Techniques

Hours 3

A studio course in both hand and machine tailoring techniques needed to produce high quality custom tailored garments for the stage. This includes, but is not limited to hand padding, machine padding, decorative and couture techniques.

TH639 Prob Th Art: Costuming

Hours 1-3

Study and studio work in a specialized area of costume design or technology.

TH640 Prob Stage Move Phys Act

Hours 3

Advanced theory and practice in stage movement topics such as anatomy, clowning, mask, stage combat, mime, etc. May be repeated for credit when the topic differs.

TH641 Alexander Technique Directed Study

Hours 3

Private instruction in graduate level Alexander Technique. This course is designed to provide advanced, specialized work on movement re-education for the performer. Topics include, but are not limited to, alignment, balance, psychophysical coordination, and applied work.

Prerequisite(s): TH 540, or permission of the Instructor.

TH642 Teaching Acting

Hours 3

A course to provide practical experience in teaching and coaching actors, and developing methods and various approaches in teaching acting.

TH643 Teaching Practicum

Hours 1-3

A course covering the practical aspects of teaching, including syllabi preparation, course planning, and classroom experience.

Prerequisite(s): Permission of the Instructor.

TH644 Advanced Teaching Practicum

Hours 1-3

This course provides comprehensive training and experience in aspects of teaching courses in theatre. The subject matter will include course planning, course development, course presentation, and course evaluations.

Prerequisite(s): Permission of the Instructor

TH649 Probs Th Arts: Perform

Hours 3

Advanced theory and practical application of performance techniques.

TH658 Problems in Theatre Arts: Technology

Hours 3

This course provides study and studio work in aspects of theatre technology. The subject matter will include a variety of aspects of theatre technology including electronics and electricity, physics and motion, automation and programming, or other state-of-the-art techniques.

TH663 Graduate Directing Studio I

Hours 3

Advanced theory and practical application of directing techniques.

Prerequisite(s): Permission of Instructor

TH664 Graduate Directing Studio II

Hours 3

Advanced theory and practical application of directing techniques.

Prerequisite(s): Permission of Instructor

TH669 Probs Th Arts: Directg

Hours 1-3

Advanced theory and practical application of directing techniques.

TH670 Fundraising and Development for Arts Managers

Hours 3

Students will learn and subsequently apply the theories and practices to successfully acquire unearned revenue through annual and major gifts, corporate and foundation support, planned giving, capital campaigns and grant writing.

TH671 Leadership in the Arts

Hours 3

Students will develop and understanding of leadership theory and effective management practices and the ability to model and adapt their leadership, management styles and behaviors as situations change in arts organizations. Students will also develop perspective and coaching on how to apply the course materials to their current work situation and future work environment scenarios.

TH672 Venue and Event Management

Hours 3

Public assembly venue management represents one of the fastest growth areas in the sports, entertainment, meeting, and convention industries. With the construction of new arenas, stadiums, theaters, convention centers, and other venues, there are numerous job opportunities for properly trained individuals. This course will review and examine the principles and practices associated with managing a public assembly venue and the nature of the venue business. This is a comprehensive course designed to cover applied versus theoretical knowledge with an emphasis on assisting the student in understanding the concepts related to this professional field. In addition, this course will cover the process undertaken by event managers to plan all types of events from fundraising galas to conventions.

TH673 Financial Management in the Arts

Hours 3

There are two parts to this class. First, a study of the application and principles of microeconomics to the arts. The topics include supply, demand, cost, pricing, margin and the arts organization as a business entity. Second, the class will deal with the principles and practices of financial management applied to the arts enterprise. Analysis of financial statements and financial management function as it is applied to the arts will be examined.

TH674 Public Policy In Arts

Hours 3

A study of the history and manifestation of public arts policy in the United States, with emphasis placed on arts advocacy and public relations tactics and campaigns.

TH675 Business Legal Issues In Arts

Hours 3

An examination of legal requirements of nonprofit arts organizations, specifically addressing tax exemption, reporting of contributions, development considerations, and contemporary legal issues affecting artists.

TH676 Marketing The Arts

Hours 3

A study of contemporary marketing practices and how they are applied to the nonprofit arts organization. Special emphasis on marketing audits, forecasting, analysis, and campaigns.

TH678 Board Relations and Planning in the Arts

Hours 3

This course is an in depth study of the role and impact of a board of directors and the planning process in the operation of an arts organization. Specific topics covered will include board and staff interaction, board duties and responsibilities, fundraising, governance models, the strategic planning process, parliamentary procedures, board committee structures and developing bylaws and articles of incorporation.

Prerequisite(s): TH 570

TH679 Probs Th Arts: Managmt

Hours 1-3

Directed studies in specific arts management techniques and theoretical development of theatre projects. May be repeated for credit when the topic differs.

TH690 Independent Study

Hours 1-6

Independent Study of topic found within theatre.

TH695 Capstone Experience in Theatre

Hours 3-6

This course is designed for an MFA student in Theatre to demonstrate their accumulated training and experience within their particular area of concentration. Areas of concentration are Acting, Arts Management, Costume Design and Production, Design and Technical Production, Directing, and Stage Management.

TH698 Research Not Related to Thesis

Hours 3

Research Not Related to Thesis.

Faculty**Chair**

Sarah M. Barry

Professors

Sarah M. Barry

Steve Burch

Donna Meester

Seth Panitch

Rita Snyder

Associate professors

Stacy Alley

Jacki Armit

Randy deCelle

Ping Guo

Allison Hetzel

Lawrence Jackson

Bill Martin

Rebecca Salzer

Dominic Yeager

Assistant professors

Luvada Harrison

Fenella Kennedy

Lyndell McDonald

Alvon Reed

Matt Reynolds

Kelley Schoger

Instructors

Henry Lewers

Aidan Nettles

Jamorris Rivers

Tiffany Yeager

Dance, MFA

The Masters of Fine Arts (MFA) degree in Dance at the University of Alabama will develop students' creative, performance, and scholarly work and prepare them for multiple professional destinations as dance artists, administrators, scholars, and teachers. The Dance (MFA) degree program will support the development of diverse skills in classical and contemporary dance techniques, dance pedagogy, historical perspectives and critical theory, as well as technical and artistic integration of dance-specific technologies.

Over the course of three years, students will complete a total of 60 credit hours in a range of studio related dance studies courses. Students are expected to complete their coursework on the Tuscaloosa campus where faculty may nurture and support their progress through the curriculum. Students will also complete and present a substantial MFA Final Project demonstrating a synthesis of craft, artistic vision and conceptual rigor, as well as professional competence in their selected research area. The Final Project is based on creative work, a choreographic/creative project usually presented in a concert, followed by a scholarly paper and an oral defense of the project and paper.

Admission and assistantships are awarded based upon audition, interview and acceptance into The University of Alabama Graduate School. For more information, please contact Associate Chair of Dance, Lawrence Jackson at lmjackson7@ua.edu.

Admission Requirements

An audition and interview is required for all M.F.A. applicants. Acceptance into the Department of Theatre and Dance (M.F.A.) program requires admission to the UA Graduate School as well as admission to the department. The audition will include movement classes to demonstrate technical and performance proficiency. Each prospective M.F.A. student will be scheduled for a 20-30 minute individual interview with members of the faculty during the audition process. Applicants will open the interview

with a brief presentation that highlights their interests in graduate work at UA and outlines possible areas of emphasis.

Statement of Purpose: Compose a narrative, relating research and movement practice interests to pursuing a degree within the UA program. The essay should situate candidate within the field at the present time, gathering significant details of candidate's previous experience, clarifying his/her current involvement and interest in dance, and speculating about the candidate's future intentions within the field. Reviewers are interested in getting to know something about the candidate as a dance professional through this writing: what have you done that has led you here, how do you articulate your aesthetic sensibility, what do you hope to accomplish in your studies?

Curriculum Vitae: This document should accurately reflect candidate's completed educational background and all of his/her professional and related experiences to date. Document should be thorough and comprehensive.

Work Sample(s): List Vimeo, YouTube or similar resources as hyperlinks in a Word or PDF attachment. These samples should demonstrate candidate's expertise and interests, such as excerpts of choreography, documentation of performances, samples of lighting plots, dance notation, or dance media projects. All materials must be accompanied by a clearly written legend identifying the contents, including title, order of materials, date and explicit identification of your contribution. Film clips may be edited or unedited and there is no time limit.

Writing Sample: The Dance Faculty will review writing samples to determine applicants' potential research and creative interests and to assess their competency as writers. Candidates will submit a substantive piece of writing, one that demonstrates their thoughtfulness and capacity to handle language with fluency. This writing submission must be at least 4 pages double-spaced but no more than 20 pages; this might take the form of a critical review, process paper, or scholarly essay.

At least three letters of recommendation must be submitted. Letters should speak to candidate's artistic and academic strengths. At least two letters should be from someone at an academic institution (past or present) who can speak to these strengths, even if previous academic work was not in Dance.

GRE scores are not required.

Course Requirements

Code and Title	Hours
STUDIO/CREATIVE/PERFORMANCE (39 credits) Students will choose from the following options, up to 39 credit hours, 6 of which will include DN540 and DN541 during the first year, and 3 of which will include DN599 toward the final project.	39
DN 511 Contemporary Tech I-A	
DN 512 Contemporary Tech I-B	
DN 521 Graduate Ballet Technique I-A	
DN 522 Graduate Ballet Technique I-B	
DN 551 Graduate Jazz Technique I-A	
DN 552 Graduate Jazz Technique I-B	
DN 611 Contemporary Tech II-A	
DN 612 Contemporary Tech II-B	
DN 621 Graduate Ballet Technique II-A	
DN 622 Graduate Ballet Technique II-B	
DN 651 Graduate Jazz Technique II-A	
DN 652 Graduate Jazz Technique II-B	

DN 631	Graduate Movement Practice II	
DN 540	Improv and Comp I	
DN 541	Improv and Comp II	
DN 505	Graduate Teaching Practicum	
DN 531	Graduate Movement Practice I	1 to 3
DN 535	Rhythm, Music and Dance	
DN 640	Collaborative Practice	
DN 650	Creative Process in Dance I	
DN 670	Dance in the Digital Age	
DN 500	Performance Practicum I-A	
DN 501	Performance Practicum I-B	
DN 600	Performance Practicum II-A	
DN 601	Performance Practicum II-B	
DN 602	Staging Repertoire	
DN 655	Creative Process in Dance II	1 to 3
DN 599	Final Project Research	1 to 3
ACADEMIC (15 credits) Students will choose from the following options, up to 15 credit hours, 3 of which will include either DNCA503 OR DNCA565 during the first year, 3 of which will include DNCA570, and 3 of which will include DNCA599 toward the final project.		15
DNCA 503	Graduate Teaching Methods	
DNCA 565	Science of Dance Training	
DNCA 660	Body Politics in Dance	
DNCA 570	Research Methods in Dance	
DNCA 599	Final Project Research	1 to 3
ELECTIVES (6 credits) Students will choose 6 credits of electives based on their research focus. Courses may be within the dance degree or without.		6
Total Hours		64-72

Students must complete and present a substantial M.F.A. project demonstrating a synthesis of craft, artistic vision and conceptual rigor, as well as professional competence in the selected research area.

The culmination of graduate study is the M.F.A. Project. The Graduate Project is based on creative work: a choreographic/creative project usually presented in a concert, followed by a paper and an oral defense of the project and paper. Creative work can take any number of forms from proscenium performance, to site specific or interdisciplinary work, etc. In the second year of the degree program, a written proposal for the creative project must be presented and approved. Students will receive considered advice from faculty, however, the responsibility of articulating an idea and completing the proposed work in a fashion acceptable to the faculty rests with the student. In addition, all students will complete the following:

- One copy of the project with disc and written documentation should be presented to the Department of Theatre and Dance for the Archival Library.
- Successful oral examination including a discussion and defense of the synthesis of craft, artistic vision, and conceptual rigor as demonstrated in the project.

Theatre, MFA

The Master of Fine Arts degree in theatre has six areas of study:

- Acting
 - The acting concentration is a rigorously structured sequence of study that provides the actor a solid base of technique and proficiency in an array of acting styles and methods.
- Arts Management
 - The Arts Management Concentration offers a well-rounded education through coursework from the Department of Theatre and Dance, the Manderson Graduate School of Business, and the College of Communications and Information Sciences
- Costume Design and Production
 - The Costume Design and Production Concentration includes general and advanced courses in costume design, history, construction, and crafts.
- Design and Technical Production
 - Students in this concentration meet regularly with their area of study director for instruction, discussion of theory, design techniques and analysis/criticism of projects on the mainstage and studio theatres.
- Directing
 - The directing concentration is an intense three-year program with a dual focus on production and preparation for academia. It is geared towards nascent directors who have already mastered the basics of theatre directing and helmed a few productions (of any size or budget, including very small).
- Stage Management
 - The stage management concentration is a production-oriented, three-year intensive that focuses on providing a diversity of management experience to candidates as well as ongoing mentorship and extensive teaching opportunities in an academic environment.

Admission Requirements

While the MFA degree has several areas of specialization, admission is granted in only one area. Admission to the MFA degree program in theatre requires satisfaction of all admission requirements as described in the Admission Criteria section of this catalog. (Note that no test scores are required). Also required is an interview, including audition and/or portfolio review. Certain areas have specific admission requirements as noted below.

The MFA degree program requires specialization in one area of production. Students in the program must be admitted to one of the following areas of study: acting pedagogy, directing, costume design/production, scene design, theatre management, lighting design, and technical production.

Subject to approval by the department chairperson and the dean of the Graduate School, in specified programs, a maximum of 20 semester hours of graduate work may be transferred from another institution. These hours must be in theatre or in a closely allied subject, and they must contribute to the student's educational objective. Should deficiencies in the student's undergraduate program be perceived, appropriate undergraduate courses will be required. While these undergraduate courses may not be counted toward the graduate degree, they may be taken in addition to the maximum allowable number of graduate hours.

The MFA program is normally a three-year program. Students who hold the MA degree in theatre upon admission to the program may expect a shortened course of study, dependent upon faculty evaluation of the previous work. Students seeking such a shortened program must apply to

have previous work evaluated. Normally, a two-year minimum residency is required for students with shortened programs.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

All students must follow Plan II (non-thesis) and complete 60 semester hours of graduate coursework for the degree. Continuation in the MFA degree program is contingent upon recommendation by the theatre faculty, following an annual review of the student's academic and production work. Students may be placed on probation following the review; students placed on probation have one semester in which to reestablish good academic standing. Under no circumstances will a student be permitted to continue in the program on probation for more than one semester.

The Department of Theatre and Dance uses 'contract advising, that requires each student in the department to develop a plan of study within six weeks of beginning the program, in conjunction with an assigned advisor from the student's area of specialization. The plan of study must meet the minimum requirements of the Graduate School and the Department of Theatre and Dance, and have the approval of the assigned advisor. While each plan is developed individually, examples of typical curricula are available on request from the department. A student with a .5 FTE departmental assistantship cannot take more than 12 hours and no less than 6 hours of graduate work during a semester or more than 6 hours in each term of the summer session.

Program Core		Hours
TH 551	Hist Of The Theatre I	3
TH 552	Hist Of The Theatre II	3
TH 600	Advanced Practicum I	2
TH 601	Advanced Practicum II	2
TH 603	Advanced Practicum III	2
TH 695	Capstone Experience in Theatre	3
Credit Hours Subtotal:		15

Concentrations

Acting Concentration		Hours
Select 45 hours from the following		
TH 540	Stage Movemnt Phys Acting	6
TH 541	Advanced Scene Study	3
TH 542	Careers In Prof Theatre	3
TH 543	Script Analysis Interptn	3
TH 544	Period Acting Styles I	3
TH 545	Period Acting Styles II	3
TH 546	Adv Voice Speech Perform	3
TH 547	Stage Dialects	3
TH 548	Rehearsal Process	3
TH 554	Seminar Contemp Theatr	3
TH 555	Seminar Th Hy: Classic	3
TH 557	Sem Th Hy: American	3
TH 558	American Feminist Theatre	3
TH 567	Musicl Theatre Repertoire Coac	1-2
TH 570	Theatre Management	3
TH 575	The Singing Voice	2
TH 576	Intermediate Group Voice	2

TH 582	Playwriting I	3
TH 602	Internship	1-3
TH 640	Prob Stage Move Phys Act	3
TH 641	Alexander Technique	3
TH 642	Teaching Acting	3
TH 649	Probs Th Arts: Perform	3
TH 690	Independent Study	3

Admission and assistantships are awarded based upon audition, interview and acceptance into The University of Alabama Graduate School. For more information about the program and admission requirements, please contact Head of Acting, Seth Panitch at spanitch@ua.edu (aglevy1@ua.edu).

Arts Management		Hours
Concentration in Arts Management (Select 45 hours from the following)		
TH 570	Theatre Management	3
TH 602	Internship	6
TH 643	Teaching Practicum	3
TH 670	Fundraising and Development	3
TH 671	Leadership in the Arts	3
TH 672	Venue and Event Management	3
TH 673	Financial Management	3
TH 674	Public Policy In Arts	3
TH 675	Business Legal Issues In Arts	3
TH 676	Marketing The Arts	3
TH 678	Board Relations and Planning	3
TH 679	Probs Th Arts: Managmt	3
TH 690	Independent Study	3
APR 572	Persuasive Communication	3
APR 582	APR Management	3
MGT 517	Leadership & Ethics	3
MGT 582	New Venture Development	3
MGT 586	Small Business Consulting	3
MKT 510	Prod Design Marketing Strategy	3
MKT 518	Mkting Mgmt & Decision Making	3

Arts Management concentration enrollment is capped at six per year due to limited faculty resources. However, assistantship awards are limited to a maximum of two per year. Admission to the program and assistantships are awarded based on a portfolio review, interview and acceptance into The University of Alabama Graduate School. Portfolios may be uploaded as part of the University application process or sent directly to the program director. The Application deadline is February 15 of each year. For more information, please contact Dominic M. Yeager, Director of Arts Management, at dmyeager@ua.edu.

Costume Design and Production		Hours
Concentration in Costume Design and Production (Select 45 hours from the following)		
CTD 546	Cult Dynam Apparel Text	3
CTD 548	History Of Costumes	3
TH 515	Properties Construction	3
TH 521	Period Decor	3
TH 525	Scene Painting	3
TH 528	Drawing and Rendering	3

TH 531	Costume Construction I	3
TH 533	Basics of Costume Design	3
TH 535	Presentation for Designers	3
TH 536	Fabric Modification	3
TH 537	Drawing for Stage Designs	3
TH 548	Rehearsal Process	3
TH 554	Seminar Contemp Theatr	3
TH 555	Seminar Th Hy: Classic	3
TH 557	Sem Th Hy: American	3
TH 558	American Feminist Theatre	3
TH 570	Theatre Management	3
TH 582	Playwriting I	3
TH 621	History of Stage Design	3
TH 628	Prob Th Arts: Design	1-3
TH 632	Costume Construction II	3
TH 634	Costume Design for Music	3
TH 635	Projects in Costume Design	3
TH 636	Costume Design through the Age	3
TH 637	Period Costume Construction	3
TH 638	Advanced Tailoring Techniques	3
TH 639	Prob Th Art: Costuming	1-3
TH 643	Teaching Practicum	1-3
TH 673	Financial Management	3
TH 674	Public Policy In Arts	3
TH 675	Business Legal Issues In Arts	3
TH 676	Marketing The Arts	3
TH 679	Probs Th Arts: Managmt	3
TH 690	Independent Study	3
TH 698	Research Not Related to Thesis	3

Admission and assistantships are awarded based upon a portfolio review, interview and acceptance into The University of Alabama Graduate School. For more information, please contact Donna Meester, Director of Costume Design and Production at dmeester@ua.edu (dmeester@as.ua.edu).

Design and Technical Production		Hours
Concentration in Design and Technical Production (Select 45 hours from the following)		
TH 515	Properties Construction	3
TH 516	Rigging Fundamentals	3
TH 519	Electricity and Electronics	3
TH 520	Technical Direction	3
TH 521	Period Decor	3
TH 523	Drafting For Theatre	3
TH 525	Scene Painting	3
TH 526	Sound Prod Tech Th Dn	3
TH 527	Computer Drafting For Theatre	3
TH 528	Drawing and Rendering	3
TH 531	Costume Construction I	3
TH 533	Basics of Costume Design	3
TH 535	Presentation for Designers	3
TH 536	Fabric Modification	3
TH 537	Drawing for Stage Designs	3

TH 543	Script Analysis Interptn	3
TH 570	Theatre Management	3
TH 602	Internship	3
TH 606	Stage Management I	3
TH 615	Lighting Technology	3
TH 616	Lighting Design	3
TH 618	Lighting Automation	1-3
TH 620	Structural Design for Theatre	3
TH 621	History of Stage Design	3
TH 622	Scene Design I	3
TH 623	Scene Design II	3
TH 628	Prob Th Arts: Design	3
TH 643	Teaching Practicum	3
TH 658	Probs Th Arts: Technology	3
TH 672	Venue and Event Management	3
TH 690	Independent Study	3
TH 698	Research Not Related to Thesis	3

Admission and assistantships are awarded based upon a portfolio review, interview and acceptance into The University of Alabama Graduate School. For more information, please contact F. Randy deCelle, Director of Technical Production at rdecelle@ua.edu (rdecelle@as.ua.edu).

Directing Concentration		Hours
Select 45 hours from the following		
TH 515	Properties Construction	3
TH 521	Period Decor	3
TH 523	Drafting For Theatre	3
TH 525	Scene Painting	3
TH 526	Sound Prod Tech Th Dn	3
TH 528	Drawing and Rendering	3
TH 530	Hy Costume For Stage	3
TH 531	Costume Construction I	3
TH 533	Basics of Costume Design	3
TH 535	Presentation for Designers	3
TH 537	Drawing for Stage Designs	3
TH 548	Rehearsal Process	3
TH 554	Seminar Contemp Theatr	3
TH 555	Seminar Th Hy: Classic	3
TH 557	Sem Th Hy: American	3
TH 558	American Feminist Theatre	3
TH 561	Advanced Directing	3
TH 570	Theatre Management	3
TH 582	Playwriting I	3
TH 583	Playwriting II	3
TH 602	Internship	1-10
TH 615	Lighting Technology	3
TH 616	Lighting Design	3
TH 621	History of Stage Design	3
TH 622	Scene Design I	3
TH 632	Costume Construction II	3
TH 634	Costume Design for Music	3
TH 636	Costume Design through the Age	3
TH 637	Period Costume Construction	3

TH 642	Teaching Acting	3	TH 643	Teaching Practicum	1-3
TH 643	Teaching Practicum	1-3	TH 673	Financial Management	3
TH 649	Probs Th Arts: Perform	3	TH 674	Public Policy In Arts	3
TH 663	Graduate Directing Studio I	3	TH 675	Business Legal Issues In Arts	3
TH 669	Probs Th Arts: Directg	3	TH 676	Marketing The Arts	3
TH 673	Financial Management	3	TH 690	Independent Study	3
TH 674	Public Policy In Arts	3	TH 698	Research Not Related to Thesis	3
TH 675	Business Legal Issues In Arts	3			
TH 676	Marketing The Arts	3			
TH 690	Independent Study	3			
TH 698	Research Not Related to Thesis	3			

Admission and assistantships are awarded based upon a portfolio review, interview and acceptance into The University of Alabama Graduate School. The program typically accepts one new MFA candidate a year.

For more information about the program and admission requirements, please contact Annie G. Levy, Director of MFA Directing, at aglevy1@ua.edu.

Stage Management Concentration		Hours
Select 45 hours from the following		
TH 523	Drafting For Theatre	3
TH 526	Sound Prod Tech Th Dn	3
TH 515	Properties Construction	3
TH 520	Technical Direction	3
TH 521	Period Decor	3
TH 525	Scene Painting	3
TH 527	Computer Drafting For Theatre	3
TH 528	Drawing and Rendering	3
TH 531	Costume Construction I	3
TH 533	Basics of Costume Design	3
TH 535	Presentation for Designers	3
TH 536	Fabric Modification	3
TH 537	Drawing for Stage Designs	3
TH 546	Adv Voice Speech Perform	3
TH 547	Stage Dialects	3
TH 548	Rehearsal Process	3
TH 554	Seminar Contemp Theatr	3
TH 555	Seminar Th Hy: Classic	3
TH 557	Sem Th Hy: American	3
TH 558	American Feminist Theatre	3
TH 561	Advanced Directing	3
TH 570	Theatre Management	3
TH 582	Playwriting I	3
TH 583	Playwriting II	3
TH 602	Internship	1-10
TH 606	Stage Management I	3
TH 615	Lighting Technology	3
TH 620	Structural Design for Theatre	3
TH 621	History of Stage Design	3
TH 622	Scene Design I	3
TH 632	Costume Construction II	3
TH 634	Costume Design for Music	3
TH 642	Teaching Acting	3

Admission and assistantships are awarded based upon a portfolio review, interview and acceptance into The University of Alabama Graduate School. The program typically accepts one new MFA candidate in stage management a year.

For more information about the program and admission requirements, please contact Director of Stage Management, Annie G. Levy at aglevy1@ua.edu.

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence

study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for

the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.

- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate

in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review

and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations

are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Manderson Graduate School of Business

The Manderson Graduate School of Business is the graduate division of the Culverhouse College of Business. The mission of the College is to excel in the creation, dissemination, and application of business knowledge. The faculty of the Manderson Graduate School of Business offer six graduate degrees: the Master of Business Administration (MBA), Master of Accountancy (MMA), Master of Tax Accounting (MTA), Master of Arts (MA), Master of Science (MS), and Doctor of Philosophy (PhD). There are ten specialized master's degrees from which to choose.

The masters' degrees may serve as terminal professional degrees; that is, they are designed primarily for people who plan professional careers in business, government, or nonprofit organizations. They may also function as preparatory programs for doctoral-level work.

The doctor of philosophy program prepares graduates for careers as college or university professors or as professional researchers. The PhD requires an extensive, in-depth knowledge of the major field of study, a supporting minor field of study, and a specialized knowledge of statistical and quantitative techniques necessary for the advancement of knowledge in business and economics. A doctoral dissertation is required.

Graduate students in business are expected to exhibit a high level of integrity and professionalism in all aspects of their programs, including relationships with other students and faculty. Students who are deemed by their program director or faculty not to exhibit these characteristics or who are deemed not to be making satisfactory progress toward completion of degree requirements may be terminated from their degree programs.

Programs offered through the Manderson Graduate School of Business are accredited by the AACSB International—The Association to Advance Collegiate Schools of Business.

Business Administration, MBA (p. 343)

Executive Masters of Business Administration, EMBA (p. 342)

Culverhouse School of Accountancy (p. 345)

Department of Economics, Finance, and Legal Studies (p. 361)

Department of Information Systems, Statistics and Management Science (p. 385)

Department of Management (p. 413)

Department of Marketing (p. 426)

Master's Degrees in Business

Degree Requirements

Graduate students must meet all the degree requirements (p. 17) of The University of Alabama Graduate School pertaining to the master's degree. Exceptions to the requirements for the master's degree may be made only with the approval of the faculty coordinator of the specific degree program, or the director of graduate studies, and the dean of the Graduate School.

Second Degree Requirements

A student may concurrently pursue two master's degree programs when such a combination is consistent with the student's career and educational objectives. A maximum of six semester hours of eligible credits earned toward one master's degree may be applied to the requirements for a second master's degree. Accordingly, a student who is interested in combined programs is advised to meet with the faculty coordinator of each degree program before enrolling, since careful planning is required to achieve a successful combination of two degrees.

Master of Arts (MA) and Master of Science (MS) Degree Programs

The MA and MS degrees are specialized master's degrees designed to prepare students for professional positions in business, management, and related fields, and to serve as preparation for study toward a doctoral degree. The MA degree is offered in economics and management and the MS degree is offered in finance, marketing, operations management and applied statistics. Program missions and prerequisites vary by field and are described in the following sections pertaining to each curriculum.

Admission Requirements

Additional information is in the Admission Criteria section of this catalog and may be outlined in the individual program descriptions in this catalog.

See the Admission Criteria section of this catalog for more information.

MA and MS Degree Requirements

The master of arts and the master of science degree with a major field of specialization is granted upon the completion of at least 30 semester hours of graduate work in accordance with the requirements of the University of Alabama Graduate School under Plan II.

A maximum of 6 hours of 400-level (p. 7) coursework may be accepted for an MA or MS degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken. The remaining courses must be selected from those numbered 500 or above.

· Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases,

master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential

evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting

approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on#campus#only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is

resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what

needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form](https://graduate.ua.edu/current-students/forms-students/) (this link needs to be changed to <https://graduate.ua.edu/current-students/forms-students/>) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Doctoral Programs in Business

The doctor of philosophy degree is awarded for scholarly attainment and represents the highest degree in business administration that the University may bestow upon a student. Doctoral programs in business are designed principally for those who wish to prepare for careers in university teaching or for research positions in business and government.

The faculty of the Manderson Graduate School of Business offer the PhD degree in seven business fields: accounting, applied statistics, economics, finance, management, operations management, and marketing. The doctoral program in operations management offers an interdisciplinary concentration in management information systems.

Dual degree programs in Law and Economics

The University of Alabama School of Law and the Department of Economics, Finance, and Legal Studies offer the opportunity to obtain the dual juris doctor (JD)/doctor in philosophy (PhD) degree in the field of economics. In order to be accepted in the JD/PhD program, a student must apply for admission to, and be accepted into, the PhD program in economics and the JD. For additional information about these doctoral programs and access to specific program policies and guidelines visit Culverhouse College of Business web site.

Doctoral programs in business are built upon the premise that a student should possess an extensive, in-depth knowledge of one major field of study and one supporting or minor field of study, as well as knowledge of statistical and quantitative methods of analysis necessary to conduct research and contribute to the advancement of knowledge in business. Special emphasis is placed on the fact that the degree is not granted as a result of the student's having taken a given number of courses or having earned a given number of credit hours.

These factors, while obviously important, will vary for different students: consequently, there is no total number of courses or hours that satisfies degree requirements uniformly for all students. Instead, the requirements should be thought of primarily from the standpoint of the student's ability to satisfy the graduate faculty that he or she has a thorough grasp of the fields selected. In all cases, however, students must meet the minimum requirements stipulated by the Graduate School and by the Manderson Graduate School of Business.

In addition to the course requirements, each student must show evidence of research competence by writing a dissertation and must satisfy the language/research tool requirement of his or her major field. The dissertation, as the culmination of each student's scholarly efforts, should be a significant contribution to the field of knowledge in business.

Admission to PhD Degree Programs

Admission to doctoral programs in business is open to qualified individuals who hold undergraduate and/or graduate degrees from accredited colleges and universities. Individuals seeking admission to a doctoral program should follow the application procedure established by the Graduate School of The University of Alabama. Applications for admission are carefully evaluated by selected members of the graduate faculty of the specific field to which the student is seeking admission.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

Student program committee

For registration for the first semester or summer session in residence, each student will be advised by the graduate coordinator or department

head of the major field. The graduate coordinator guides the student in course selection and counsels the student regarding other aspects of the program.

Plan of Study

The PhD Plan of Study is available at the Graduate School website. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations. An amended Plan of Study (if needed) must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Scholastic requirements

If a student's cumulative grade average falls below 'B' or if the student earns a 'D' or 'F' in a graduate course, the student may be dismissed from the program.

Residency requirements

The minimum period (following the bachelor's degree) for earning the PhD will vary dependent on the discipline. The program is full-time and a student is expected to maintain continuous residence at The University of Alabama. Additional information on doctoral residency is in the Doctoral Degrees (p. 22) section of this catalog.

Major field requirements

The student must choose a major field from one of the following programs: accountancy, applied statistics, economics, finance, management, marketing, or operations management. The major field may include cognate courses offered by divisions of the University outside or within the Manderson Graduate School of Business. The student must take at least seven graduate-level courses in the major field to prepare for the comprehensive examination.

Minor field requirements

One minor field of study must be selected from within the Manderson Graduate School of Business or in a discipline outside the School that is closely related to the student's major field of study. To satisfy the minor-field requirement, the student must meet the standards set by the program area granting the minor. In general, this means that the student must demonstrate a thorough grasp of the philosophy, methodology, and literature dealing with the minor field. The student must take a minimum of four graduate courses to satisfy the minor-field requirement. Some minor fields require a written comprehensive examination. For applied statistics, the minor-field requirement is replaced by the interdisciplinary field courses.

Quantitative methods requirements

Each student is required to complete two courses in statistical methods and two additional courses involving more advanced quantitative and/or statistical methods. These two elective courses are in addition to courses selected to satisfy the major or minor field requirements. A student who selects statistics as the major or minor field may satisfy the quantitative-methods requirement by completing at least four courses involving quantitative methods in addition to those selected to satisfy the minor field requirements in statistics.

Language/research tool requirements

There is no University-wide or College-wide language/research tool requirement for the PhD degree. Each program offering the degree may set its own requirements. In cases where the program has established a language/research tool requirement, candidates must complete the language/research tool requirement before taking the preliminary

examination. Each student should contact the doctoral program coordinator in his or her major field for more information concerning language/research tool requirements.

Comprehensive and preliminary examinations

Each student is required to pass a comprehensive examination in the major field, and, if required, a comprehensive examination in the minor field(s). The examinations primarily aim to determine the student's ability to show relationships among the various segments of knowledge within the major and minor fields of study. The written examination in the major field is scheduled for each student by the department head or program director. Examinations in the minor field (if required) may be taken at any time scheduled by the respective programs.

Some disciplines may also require a preliminary or qualifying examination in which the student must demonstrate competency in the major field in order to continue in the program. Such examinations will normally be administered after the first year in the program and will be scheduled by the department head or program coordinator.

In accordance with University policy, a student may attempt each examination no more than two times. However, each student should consult his or her program's policies for the written comprehensive examination because programs may vary in approach and requirements.

Dissertation committee

The dissertation committee is appointed by the department head or the graduate coordinator in the student's major field, in consultation with the faculty and the student. The dean of the Graduate School must approve the committee upon submission of the form for Appointment/Change of Doctoral Dissertation Committee. The committee consists of a minimum of five members of the graduate faculty; no fewer than two members must be from outside the student's major field and at least one member must be from outside the student's academic department. Each member of the committee must possess a terminal degree. Exceptions must be approved by the dean of the Culverhouse College of Business and by the dean of the Graduate School. The director of the dissertation is the chairperson of the committee.

Program areas may impose additional procedures for approval of dissertation proposals. The dissertation committee is responsible for admission of the student to candidacy, supervision of the dissertation, and administration of the final oral examination.

Admission to candidacy

Students are certified by the dean of the Graduate School for Admission to Candidacy for the PhD degree after they have met the following requirements:

1. Completed the program of approved coursework
2. Demonstrated in comprehensive examinations their competence in
 - a. the major field and
 - b. each minor field requiring an examination
3. Satisfactorily fulfilled the language/research tool requirement, if any
4. Passed the preliminary examination, if required
5. Established an approved dissertation committee
6. Received approval of the dissertation proposal from the dissertation committee

Dissertation requirements

A dissertation showing power of independent research and literary skill must be prepared on a topic in the major field. The subject of the dissertation must be approved by the student's dissertation committee. A student who completes the coursework but fails to complete the

dissertation within five years after being admitted to candidacy will be required to retake the written examinations and the preliminary oral examination. All candidates are expected to register for dissertation supervision each semester and summer session until the dissertation is completed.

Final oral examination

When the dissertation has been completed the candidate will be given a final oral examination by the committee. This examination is primarily concerned with the research work of the candidate as embodied in the dissertation and the field in which the dissertation lies, but it may extend over the whole primary field of study. The final oral examination is governed by the rules of the Graduate School of The University of Alabama. All faculty members of the Manderson Graduate School of Business are invited to attend final oral examinations. The candidate will present a copy of the final draft of the dissertation to each committee member at least two weeks in advance of the final oral examination.

Time limit for completion of the PhD

A student entering the PhD program must complete all requirements for the PhD degree within seven years of the date of admission in the graduate program. If a student is suspended from the PhD program for exceeding the time limits for completion of the program, the individual may petition the department chair and the Culverhouse College of Business PhD Programs Committee.

Extension of time and/or additional requirements for readmission to the program must be recommended to the Graduate School of The University of Alabama by the student's departmental graduate faculty and the dean of the college. A maximum one-semester extension may be granted in those rare instances in which the student presents documentation of compelling circumstances beyond the student's control that made it impossible to complete the degree within 21 semesters after admission.

See Time Limits Extension Request (Doctoral Only) (p. 22) for the steps in the University's policy and conditions needed for the dean of the UA Graduate School to consider a one-semester extension.

Additional information on the doctoral time limit and all other requirements is in the Degree Requirements (p. 17) section of this catalog.

Admission Requirements

Master's degrees offered through the Manderson Graduate School of Business reflect a diverse range of missions and objectives. Enrollment in all master's programs is limited and competitive. Admissions are supervised by committees of the graduate faculty in each of the academic programs. The minimum admission requirements are:

1. admission to the Graduate School of The University of Alabama,
2. an acceptable score on the Graduate Management Admissions Test (GMAT) or the Graduate Record Exam (GRE) and
3. completion of an appropriate undergraduate degree.

A particular master's program may establish higher standards and/or specific prerequisites for admission. Further information about the requirements for admission to master's programs is included in the section of this catalog pertaining to each specific master's degree and major field or curriculum. Also, students are encouraged to visit the Manderson Graduate School web site and the Graduate Catalog's section on admission criteria (p. 7) for current information about degree programs.

Facilities

The Culverhouse College of Business complex consists of three buildings located in the central University campus. Mary Hewell Alston Hall, which was completed in 1991, houses faculty and administrative offices, seminar rooms, and four technologically innovative classrooms. The Angelo Bruno Business Library and Sloan Y. Bashinsky Sr. Computer Center was occupied in January 1994. This integrated business information center includes the expanded business library, three hands-on computer classrooms, and open computer labs for undergraduate and graduate students. Bidgood Hall, the traditional home of the College, reopened in January 1994 after extensive renovations. This building now houses 28 multimedia classrooms and two classrooms equipped to telecast and receive distance learning classes. The business complex is equipped with a wireless network allowing full Internet access from laptops and other equipped devices. Bidgood Hall also houses the offices of the Manderson Graduate School of Business, office space and group study facilities for graduate students, and the research centers affiliated with the College.

Angelo Bruno Business Library

The Angelo Bruno Business Library serves the business information needs of The University of Alabama and in particular the students and faculty of the Culverhouse College of Business and the Manderson Graduate School of Business. The library serves over 400,000 visitors each year, which represents repeated use by C&BA students, faculty, staff, and others from the University community and beyond. The 64,000 square-foot facility is conveniently located on Stadium Drive within the C&BA complex and also houses the College's Sloan Y. Bashinsky Sr. Computer Center. Combining business library services and business computer laboratory services in the same facility provides seamless access to information services for business students.

The Bruno Library's resources comprise a wide variety of online computer databases and over 190,000 volumes, including hundreds of business periodicals in electronic or print formats. The Library is a fully networked environment offering enhanced access to electronic information sources. A wireless network facilitates students' use of their laptop computers for accessing many business library databases from anywhere in the library and the C&BA complex. Library faculty and staff offer users specialized information assistance and services and individual and class instruction in library research and effective use of library databases. Special features include an electronic library instruction classroom and a variety of seating and study accommodations, including group study rooms for team assignments. The Bruno website provides convenient access to library resources, including specially licensed business databases, the library catalog, and the World Wide Web.

The Bruno Library's databases, books, journals, and special collections offer excellent support of the C&BA teaching and research fields in business, economics, finance, accounting, information systems, and statistics. Full-text access to business-related periodicals and newspapers is available through such databases as ABI/Inform, Business Source Premier, Factiva.com, and LexisNexis. Extensive worldwide data on publicly traded securities of all kinds is available from Bloomberg Financial Markets and News. Other resources provide coverage of important topics such as company financial data, industry profiles, international business, and tax regulations and cases. The Bruno Library's extensive collection of historical corporate annual reports has received national recognition.

The Angelo Bruno Business Library provides convenient access to information resources through technologically advanced as well as traditional means. User service is a major emphasis. Our goals

are to tailor our collections and services to meet the needs of C&BA undergraduate and graduate students and faculty and to deliver the best possible mix of traditional and technologically advanced library services.

Technology Group

The Technology Group was established in 1984 to provide computing facilities for the College of Business Administration students and faculty. The C&BA network connects over 400 lab and desktop computers to the campus network and the Internet. Our network file servers provide access to dozens of powerful applications specific to the various disciplines of the College. There are 7 professional staff and 40 student employees available to provide technical assistance to our faculty, staff, and student users.

The Bashinsky Lab, completed in 1994, offers a 20-seat collaborative multimedia facility, two 40-workstation multimedia classrooms, a 60-workstation open lab and a 20-workstation graduate lab. The E-Commerce Lab in Bidgood Hall was completed in 2001 and provides 16 group workstations. A Special Projects Lab was also completed in 2001. This lab provides students working on class projects with 10 workstations, an LCD projector, and a conference table.

There are 27 multimedia classrooms within the College featuring high-resolution projectors, PA system, wireless microphones, DVD, VHS, and access to all network resources. Training is available to faculty and staff on the usage of these classrooms.

The Technology Group provides support for faculty, staff, and student e-mail accounts, Web accounts, ftp, and personal network storage. They also support color laser network printing, college-wide wireless computing, and remote access for faculty and staff. Faculty can also obtain support for Web and presentation development, imaging, and video services.

Detailed information on the services offered by the Technology Group is available at the website of the Culverhouse College of Business.

Research & Outreach

Alabama Center for Economic Development
Alabama Center for Insurance Information and Research
Alabama Center for Real Estate
Alabama Entrepreneurship Institute
Alabama International Trade Center
Alabama Productivity Center
Alabama Small Business Development Center (SBDC)
Center for Business and Economic Research
Culverhouse LIFT

General Business Administration Courses

GBA515 Effective Negotiations

Hours 3

This course will employ negotiations exercises, expert guest speakers and additional readings to help students master negotiation skills.

GBA525 Business Policy

Hours 3

An integrative study of the manager's role as chief strategy maker and chief strategy implementer, using case analysis and management simulation techniques.

GBA526 Competitive Strategy

Hours 3

Examines conceptual tools for the in-depth analysis of industries and competitors; how to build and defend competitive advantages and how to formulate a successful competitive strategy. Usually offered spring semester.

GBA571 STEM Business Honors VII

UH

Hours 1.5

This course is the seventh in a series of eight STEM Business Honors courses that students take in the STEM Path to the MBA. It is intended to be taken in the fall semester of the students' senior year. It will focus on a year-long (two semester) project.

Prerequisite(s): GBA 371 and GBA 372

University Honors

GBA572 STEM Business Honors VIII

Hours 1.5

This course is the last in a series of eight STEM Business Honors courses that students take in the STEM Path to the MBA. It is intended to be taken in the spring semester of the students' senior year. It will focus on a year-long (two semester) project.

Prerequisite(s): GBA 371, GBA 372, and GBA 571

GBA591 Independent Study

Hours 1-3

Open to all graduate students on an elective basis. This course offers students an opportunity to pursue a course of study that they design according to their own interests. Students may also work on a faculty-directed research project and receive credit.

GBA592 Managerial Internship

Hours 3

Open to all graduate students on an elective basis. Through the cooperation of participating organizations, students are exposed to actual management situations and are given an opportunity to apply classroom knowledge to practical decision problems.

GBA596 Capstone Project

Hours 1-3

The course requires the student to apply his/her knowledge of the field of General Business to recognize operational problems in the field. Further, the student must provide evidence of his/her abilities to communicate understanding of the problem, describe the analysis performed and organize this material effectively for both a written report and corresponding oral presentation.

International Business Administration Courses

Students who are interested in international business may select a concentration in economics or marketing. International courses are offered in marketing, economics, finance, legal studies, and accounting. It is strongly recommended that interested business students develop a working knowledge of a language other than English. Opportunities for dissertation research in international business are available in economics, management, and marketing.

IBA550 Global Business

Hours 1-3

A seminar emphasizing the environmental factors affecting international business operations, and studying different economic, social, cultural, legal, and other environmental conditions and their influence on both the formulation and execution of business policy of firms engaged in multinational business.

IBA555 Global Market Management

Hours 3

The object of this course is to investigate the effects of cultural similarities and differences on marketing practices worldwide. Also examined are the effects of market idiosyncrasies on globally oriented products, promotion, pricing, and distribution strategies.

IBA560 Advanced Import/Export Strategy

Hours 3

This course will provide a detailed overview of marketing, management, and logistics issues relative to setting up and operating an import/export firm or engaging in these activities in an existing firm.

IBA596 Capstone Project

Hours 1-3

This course requires the student to apply his/her knowledge of the field of International Business Administration to recognize operational problems in the field. Further, the student must provide evidence of his/her abilities to communicate understanding of the problem, describe the analysis performed and organize this material effectively for both a written report and corresponding oral presentation.

IBA597 Special Topics: Independent Study

Hours 3

This course offers faculty a chance to present topics of interest to themselves and to students with interests in international business.

Other International Course Offerings

EC530 International Trade

Hours 3

Analysis and policy implications relating to the international movement of goods, resources, and financial assets.

FI531 International Finance

Hours 3

An examination of the foreign exchange market, exchange rate determination, international financial institutions, and the management of the risks associated with international business.

Executive Masters of Business Administration, EMBA

Executive MBA (EMBA) Weekend Program

At The University of Alabama's Culverhouse College of Business, we bring together a group of highly successful managers, professionals, and executives across a broad spectrum of industries and job positions for our Executive MBA Program. Our alumni call their experience in the EMBA Program life-changing, challenging, valuable and transformative. The UA EMBA goal is to provide the tools and opportunities to drive more success for our students, alumni, and their companies. We emphasize

leadership and improving business skills to further professional and personal aspirations.

The Executive MBA program provides working professionals with the tools, skills, and knowledge essential for expanding and/or pursuing new career options in business. Weekend classes allow students to pursue the MBA degree without sacrificing current employment. This program requires 48 semester hours of coursework in a lock-step cohort format. Classes meet on Fridays and Saturdays. The program is offered in two formats. The Tuscaloosa EMBA program meets roughly every other weekend in a face-to-face format over 17 months. The Huntsville EMBA program meets one weekend per month in a blended in-class/face-to-face format over 21 months. Both programs include an international trip/experience in the final term where students visit with the senior management of global companies of a particular country. Technology is used to enhance classroom learning and to facilitate student and faculty interaction when students are away from campus.

See additional information on the EMBA Program.

Admission Requirements

The University of Alabama's Executive MBA (EMBA) program requires a minimum of five years of professional work experience, active support by your current employer, an undergraduate degree from an accredited institution with a solid grade point average (prefer 3.0 GPA or better) and letters of recommendation from your employer and/or clients. Applicants with a GPA below 3.0 may be considered for acceptance by submitting a GMAT (500) or GRE (300) score.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

Our team-intensive EMBA curriculum provides a thorough education in business skills, theories, and practices with focused areas of study in financials, strategy, global initiatives and leadership. Our strategic boardroom approach to learning uses case studies, simulations and encourages open debate, discussion, and in-depth projects and presentations. This teaches our professional students to make decisions in the face of conflicting data, complex policies, and intense time and fiscal pressures. The curriculum is 16 courses at 3 credit hours for a total 48 credit hour program.

Students work in study teams while in the program, and coursework is a mixture of individual and team assignments. Cases, projects, simulations, presentations, and written assignments are typical class assignments. Teams generally choose to meet each week face-to-face or via conference call or online. Blackboard, an online tool integrated into the curriculum, allows students to interact with classmates and instructors and serves as an online data repository for class materials.

In order to provide additional insights on business issues, the faculty may also invite guest speakers into the classroom or set up company visits.

Tuscaloosa Executive MBA**Hours****Term I Courses**

AC 501	Basic Acctg Managrl Finan Cont	3
ST 509	Stat For Business Appl	3
MKT 518	Mkting Mgmt & Decision Making	3
MIS 511	Management Information Systems	3

Term II Courses

AC 502	Acctng Management Decisions	3
OM 506	Business Spreadsheet Analytics	3
OM 516	Operations Management	3

GBA 515	Effective Negotiations	3
Term III		
FI 504	Financial Management	3
EC 500	Managerial Economics	3
MGT 517	Leadership & Ethics	3
MGT 597	Special Topics (Entr., Inn, & Growth)	3
Term IV Courses		
MGT 542	Management Communication	3
GBA 525	Business Policy	3
IBA 550	Global Business	3
OM 517	Supply Chain Modeling & Analys	3
Total Hours		48

Huntsville Executive MBA**Hours****Term I Courses**

AC 501	Basic Acctg Managrl Finan Cont	3
ST 509	Stat For Business Appl	3
MKT 518	Mkting Mgmt & Decision Making	3
MIS 511	Management Information Systems	3

Term II Courses

EC 500	Managerial Economics	3
OM 516	Operations Management	3
OM 506	Business Spreadsheet Analytics	3

Term III Courses

MGT 517	Leadership & Ethics	3
FI 504	Financial Management	3
MIS 541	Business Analytic Support Sys	3

Term IV Courses

MGT 542	Management Communication	3
GBA 525	Business Policy	3
OM 517	Supply Chain Modeling & Analys	3

Term V Courses

MGT 582	New Venture Development	3
IBA 550	Global Business	3
GBA 515	Effective Negotiations	3

Total Hours		48
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majors that requires a specialization. The Executive MBA is a weekend program for mid- to upper-level managers offered in two formats, one in Tuscaloosa and one in Huntsville.

Traditional MBA

Students take a prescribed program of courses and cross-discipline work that blends the analytical tools of management and the functional areas of business into a general management perspective. Topics include accounting, economics, finance, management, marketing, operations, strategy, communications, information systems, and statistics. In addition, each student pursues elective courses leading to a mandatory area of concentration. All course selections for the area of concentration must be made with the advice of a designated graduate faculty member. Teaching methods combine cases, lecture-discussion, and projects. The small size of the program allows faculty members to use a variety of techniques for enhancing learning.

See specific Traditional MBA Admissions Requirements.

STEM Path to the MBA

The STEM Path to the MBA is a five-year program designed for entering University of Alabama freshmen majoring in a STEM area (science, technology, engineering, or mathematics). This program integrates STEM business honors courses with the undergraduate STEM program and culminates in the MBA program.

During each semester of their four years of undergraduate study, students enroll in a 1.5 credit-hour STEM Business Honors course. These honors courses focus on communication and leadership skills. Students work in teams on community projects to develop both an appreciation for and a basic understanding of the importance of management skills in science and technology careers and to create an opportunity to interact with other STEM students, as well as with executives from technology companies and MBA faculty members.

The STEM Business Honors courses are taught by a faculty member who is assigned to the cohort in the freshman year, and works with them through their senior year. This provides continuity of contact and allows the faculty mentor to track the students through the program.

During the sophomore, junior, and senior years, STEM discipline students can expect to be off campus and involved in internships, cooperative-learning experiences, and other online learning activities. The STEM Business Honors courses include extensive use of digital technology: streaming video of presentations from guest speakers, teleconferencing for student presentations and class meetings using Skype and similar technologies, and the use of course-management software that allows off-campus students to remain engaged and participate in coursework.

See additional information on the STEM Path to the MBA Program.

CREATE Path to the MBA

The CREATE Path to the MBA is a five-year program that targets students majoring in one of the various creative disciplines, including, but not limited to: art, music, fine arts, literature, fashion retailing, advertising, apparel and textiles, interior design, modern languages and classics, theater, and dance. This program integrates business honors courses with the undergraduate creative degree program and culminates in the MBA program.

The program is centered around innovative solutions to real-world problems and runs parallel to its sister program, the STEM Path to the MBA. Using nontraditional classroom methods and experiential learning opportunities, students on the CREATE Path to the MBA have the

Business Administration, MBA

Objective

The objective of the Manderson MBA program at The University of Alabama is to prepare high-achieving, high-potential students for successful business careers in a globally competitive environment. The MBA program has a commitment to providing a high value-added experience within a diverse and collaborative learning environment. The curriculum emphasizes fundamental business concepts, knowledge, and skills through an interdisciplinary perspective. Case studies, projects, teamwork, and technology contribute to a dynamic applied learning environment.

MBA Program Formats

The Manderson MBA Program is offered in a variety of formats. The Traditional MBA is a full-time, two-year program that requires a concentration. The STEM Path to the MBA is also a full-time, two-year program integrated with University of Alabama undergraduate STEM

opportunity to grow both academically deep into their chosen major and functionally broad across different areas like communication, leadership, and professionalism. An added benefit from running parallel to the STEM Path to the MBA is that CREATE-MBA students will gain exposure to the technical backgrounds of their peers, further diversifying their frame of reference for problem-solving.

See additional information on the CREATE Path to the MBA Program.

Dual Degrees

JD/MBA Joint Degree Program in Law and Business

The University of Alabama School of Law and the Manderson Graduate School of Business offer students who are interested in combined business and legal career opportunities a law and MBA curriculum culminating in the awarding of the juris doctor (JD) and MBA degrees within four years. Admission is required into both programs. Further information about the joint JD/MBA Program may be obtained by contacting the director of the MBA Program and/or the Law School admissions office as well as by visiting the respective websites.

MBA Dual Degrees in Engineering

The Manderson Graduate School of Business and the College of Engineering offer students from an engineering background an opportunity to receive both their MBA and Master of Science in engineering (Civil or Mechanical) within two calendar years. Prospective students must be admitted to both programs before being allowed to pursue the dual curriculum. Further information about the dual MBA/ENG programs may be obtained by contacting the director of the MBA Program and/or the Engineering admissions office as well as by visiting the respective websites.

MBA/MFA Dual Degree

The Manderson Graduate School of Business and the College of Arts and Sciences offer students an opportunity to receive both their MBA and their Master of Fine Arts (Theater Management) within four years. Prospective students must be admitted to both programs before being allowed to pursue the dual curriculum. Further information about the dual MBA/MFA program may be obtained by contacting the director of the MBA Program and/or the Theater Management office as well as by visiting the respective websites.

See the Admissions Requirements (p. 7) section of the catalog for more information.

Admission Requirements

Admission to the MBA program requires a bachelor's degree from a regionally accredited college or university. Applicants also must show evidence of career interest in management. Relevant employment experience may be considered in the admissions decision but is not a prerequisite. GMAT or GRE scores are required. Candidates who have already completed a post-baccalaureate degree or who have seven years or more of appropriate full-time post-baccalaureate work experience may request a GMAT/GRE waiver. Strong quantitative and verbal skills are required. Students are encouraged to provide evidence of those skills, especially if they are not evident in other application materials. Students whose native language is not English are required to complete the Test of English as a Foreign Language (TOEFL).

Following an initial review of completed application materials, qualified applicants are asked to arrange campus interviews. When campus interviews are not feasible, video interviews may be substituted. Admission recommendations are made by a faculty admissions

committee after reviewing a candidate's application materials and are based on an assessment of the candidate's suitability for the Manderson MBA program; the Graduate School makes the final determination on each applicant's recommendation by the faculty admissions committee. A strong academic record is a necessary but not a sufficient criterion for admission. Applications should be submitted by April 15 prior to the fall of the year of intended enrollment. Applications received prior to February 15 will receive priority for financial assistance. Students must begin the program in the fall semester and must be enrolled for four consecutive semesters plus the summer of the intervening year. During the summer, students are expected to be involved in meaningful internships to further enhance their professional experiences.

A student entering the MBA program is expected to have a good working knowledge of word-processing and spreadsheet software.

See specific Traditional MBA Admissions Requirements.

See our STEM Path to the MBA Program website.

See our EMBA Program website.

Degree Requirements

The MBA program has 36 hours of Core Requirements and seven Focus Areas of Study: Business Analytics, Real Estate, Finance, Management Information Systems, Finance-Risk, Supply Chain & Operations Management, and Strategic Management & Marketing.

The Core Courses are listed first followed by the seven Focus Areas of Study. Each program has a total of 57 hours.

MBA Core Requirements		Hours
AC 506	Concepts Financial Managrl Acc	3
EC 500	Managerial Economics	3
GBA 525	Business Policy	3
IBA 550	Global Business	3
FI 504	Financial Management	3
MGT 517	Leadership & Ethics	3
MGT 542	Management Communication	3
MIS 511	Management Information Systems	3
MKT 518	Mkting Mgmt & Decision Making	3
OM 506	Business Spreadsheet Analytics	3
OM 516	Operations Management	3
ST 509	Stat For Business Appl	3
Total Hours		36

Business Analytics		Hours
ST 521	Statistical Data Management	3
ST 522	Adv Statistical Data Mgt	3
ST 531	Data Mining I	3
ST 532	Advanced Data Mining	3

Students completing ST 521, ST 522, ST 531, and ST 532 will receive the UA SAS Data Mining Certificate Courses

Business Analytics Electives		Hours
		6

Approved electives for the Business Analytics focused area of study include any graduate-level course with an analytics component approved by the Director of MBA Student Services and by the BA advisor. Suggested courses include those in Economics, Finance, and Operations Management.

MBA Elective	3
Total Hours	21

Real Estate	Hours
FI 534 Seminar In Real Estate	3
FI 535 Real Estate Invest & Developmnt	3
Select 3 Real Estate Electives	9
FI 522 Bank Administration	
FI 531 International Finance	
FI 597 Special Topics: Finance (RE Financing, RE Appraisal, or RE Property Management)	
LGS 407 Real & Personal Property	
LAW 694 Land Use Planning	
MBA Electives	6
Total Hours	21

Finance	Hours
Finance Course Options	15
FI 505 Corporate Valuation	
FI 506 Mergers & Acquisitions	
FI 510 Financial Management	
FI 512 Money And Capital Mkts	
FI 514 Investments	
FI 515 Quantitative Investment Analys	
FI 522 Bank Administration	
FI 534 Seminar In Real Estate	
FI 535 Real Estate Invest & Developmnt	
FI 597 Special Topics: Finance	
MBA Electives	6
Total Hours	21

Management Information Systems	Hours
MIS 563 Behavioral Cyber Security	3
MIS 540 Dbase Design/Construction/Oper	3
MIS 561 Applied Cyber Security	3
MIS 564 Org. Security Management	3
MIS 520 Systems Analysis And Design	3
MIS 541 Business Analytic Support Sys	3
MIS 525 Informatn Systems Project Mgt	3
Total Hours	21

Finance-Risk	Hours
FI 419 Financial Derivatives	3
FI 515 Quantitative Investment Analys	3
FI 519 Financial Engineering	3
FI 520 Financial Risk Management	3
Finance-Risk Electives	3
FI 505 Corporate Valuation	
FI 506 Mergers & Acquisitions	
FI 512 Money And Capital Mkts	
FI 522 Bank Administration	
FI 531 International Finance	
FI 534 Seminar In Real Estate	

MBA Electives	6
Total Hours	21

Supply Chain & Operations Management	Hours
OM 517 Supply Chain Modeling & Analys	3
OM 523 Inventory Management	3
OM 527 Purchasing and Sourcing	3
MKT 530 Advanced Marketing Analysis	3
Supply Chain & Operations Management Electives	9
MKT 510 Prod Design Marketing Strategy	
OM 522 Production Scheduling Problems	
OM 525 Effective Quality Management	
OM 540 Systems Simulation	
ST 532 Advanced Data Mining	
ST 561 Applied Design Expermnts	
Total Hours	21

Strategic Management & Marketing	Hours
Strategic Management & Marketing Electives	15
MGT 520 Change Management	
MGT 531 Employee Recruitment, Selection, and Placement	
MGT 537 Strategic Human Resources Management	
MGT 552 Project Mgmt Communication	
MGT 582 New Venture Development	
MKT 510 Prod Design Marketing Strategy	
MKT 511 Supply Chain Management	
MKT 522 Advanced Supply Chain Strategy	
MKT 530 Advanced Marketing Analysis	
MKT 531 Services Marketing	
MKT 537 Personal Selling	
MKT 540 Intro to Digital/Social Media	
MKT 542 Digital/Social Media Analytics	
MKT 543 Adv Digital and Social Media	
IBA 560 Adv. Import/Export Strategy	
MBA Electives	6
Total Hours	21

Culverhouse School of Accountancy

- Majors
 - Accounting, MMA (p. 347)
 - Tax Accounting, MTA (p. 357)
 - Accounting, PhD (p. 351)

Department Chair

- Richard Houston

Director of MAcc Program

- Troy Pollard

Director of MTA Program

- Ed Schnee

Director of Ph.D. Program

- Gary Taylor

The courses below are offered by the Manderson Graduate School of Business. Courses offered by other divisions of the University that

business students are either required to take or permitted to elect are listed under the appropriate department in this catalog or in the undergraduate catalog. Prerequisites for any course may be waived if the student has equivalent knowledge or if the student passes an examination on the required prerequisites.

AC501 Basic Acctg Managrl Finan Cont

Hours 3

Study of the fundamentals of financial accounting. Attention is given to the interpretation and uses of information contained in financial statements.

AC502 Acctng Management Decisions

Hours 3

Study of the fundamentals of managerial accounting. Attention is given to the use of accounting by business managers.

Prerequisite(s): AC 501

AC506 Concepts Financial Managrl Acc

Hours 3

Basic accounting concepts and procedures with an emphasis on the use of accounting information by business managers.

AC512 Adv Financial Reporting/Analys

Hours 3

Advanced topics in financial accounting and reporting considered from a practical and theoretical perspective.

AC515 Current Issues in the Accounting Profession

Hours 3

This course is for accounting students who are returning from a spring internship.

AC523 Business Valuatn Perform Measm

Hours 3

The analysis of accounting information for purposes of valuing businesses for investment, credit, and related decisions.

AC532 Corp Governance Risk Assessmt

Hours 3

Advanced study of standards, concepts, procedures, and professional ethics underlying governance and the provision of assurance services.

AC534 Fraud & Ethics Risk Management

Hours 3

Advanced study of the forensic accounting profession, fraud prevention, detection, and investigation, and the character needed to manage ethical challenges.

AC544 Financial Statement Analysis

Hours 3

Discussion of a common framework for the analysis of general purpose financial statement information. Includes discussions of the accounting process and availability of financial information, selected intermediate and advanced accounting concepts, required disclosures, modeling & valuation implications, and various analytical techniques available to the investment professional.

AC548 Financial Statement Analysis

Hours 3

Discussion and application of a common framework for the analysis of general purpose financial statement information for a variety of contexts. Includes discussions of the accounting process, availability and relevance of financial information, analytical implications of selected intermediate and advanced accounting concepts, required disclosures, and various analytical techniques available to the accounting or finance professional.

Prerequisite(s): Admission to Master of Accountancy (MAcc) program or permission of the instructor.

AC556 Governmental Nonprofit Account

Hours 3

Special features of budgetary and fund accounting as applied to municipalities, other governmental units, and institutions such as schools and hospitals.

AC561 Accounting Business Management

Hours 3

Concepts and procedures employed in developing and using accounting information for management decisions.

AC575 Taxn Corp Shareholders

Hours 3

A study of federal income tax problems of corporations and the relationships of these problems to the tax problems of the corporate shareholder.

AC576 Adv Corporate Taxation

Hours 3

A study of the tax accounting problems relating to corporate organizations, commonly controlled corporations, and consolidated tax returns.

Prerequisite(s): AC 471

AC578 Partnership Taxation

Hours 3

Designed to explore, in depth, the taxation of the formation, operation, and disposition of partnerships and LLCs. In addition, a brief review of the taxation of S corporations is presented.

AC582 State And Local Taxation

Hours 1-3

Introduction to state and local taxation of businesses.

AC589 Systems Analysis & Control

Hours 3

Examination of information systems development and control issues from the perspective of ensuring relevance, reliability, and security of business systems and information.

AC592 Accounting Internship

Hours 3

No description available

AC593 Res & Communicatn Taxation

Hours 3

A study of tax research procedures, documentation of research, and presentation of research findings.

AC597 Special Topics In Accounting

Hours 1-6

No description available

AC610 Intro Accounting Res I

Hours 3

Study of the production of accounting research, with specific focus on the scientific method. Intensive focus on problem identification and communication, and theory and hypothesis development.

AC620 Acctg Research Sem I

Hours 3

Study of advanced research methods with intensive focus on design and method development, data analysis, and interpretation of results.

AC630 Archival Acctg Research

Hours 3

Study of the archival accounting research literature.

AC640 Experimental Acctg Research

Hours 3

Study of the experimental accounting research literature.

AC650 Directed Research

Hours 3

Examination of the literature and methodology associated with a specific research topic. Directed focus on development of second-year paper.

AC691 Research Practicum I

Hours 3

Development of a first year project under the supervision of a faculty member. Resulting papers are presented at a departmental research workshop.

AC692 Research Practicum II

Hours 3

Development of a second-year research project under the supervision of a faculty member. Resulting papers are presented at a departmental research workshop.

AC698 Research Colloquim Series

Hours 1

Participation in a research colloquium series involving scholars from top academic institutions.

AC699 Dissertation Research

Hours 1-15

This independent research course partially fulfills required doctoral-level research dissertation hours toward the doctoral degree. Under the guidance of their dissertation advisor, students conduct research toward the completion of their doctoral dissertation. Employing various research techniques and methodologies, students work on theoretical and/or applied research topics with the aim of making a novel contribution to the field.

Faculty**Department Chair**

Richard Houston

Director of MAcc Program

Troy Pollard

Director of MTA Program

Ed Schnee

Director of Ph.D. Program

Gary Taylor

Accounting, MMA

The Master of Accountancy degree program is designed for students whose primary career interests are accounting and assurance services. The program prepares students for professional careers in these fields by focusing on the development of research, cognitive thinking, interpersonal and communication skills.

The Master of Accountancy degree program is a fifth-year professional program. The objective of the program is to provide students with greater breadth and depth of understanding in accounting and business than is possible in an undergraduate program. The program prepares students for careers as professional accountants in public accounting, financial institutions, government, industry, and nonprofit organizations. Graduates are prepared to research various databases related to troublesome accounting problems, and to exercise judgment in making accounting-related decisions by drawing on their integrated, comprehensive body of accounting and business knowledge.

In conjunction with the prerequisite undergraduate accounting coursework, the Master of Accountancy program provides graduates with the accounting courses required to sit for the CPA exam. The program provides graduates with the necessary development of key skills and attributes to facilitate their growth as accounting professionals.

Admission Requirements

Before admission to the program, students should have completed the following accounting courses or their equivalents:

Code and Title	Hours
AC 310 Fin Rptg & Anyls of Bus Actv I	3
AC 311 Fin Rptg & Anyls Bus Actvts II	3
AC 361 Cost Analysis Planning/Control	3
AC 371 Introduction To Taxation	3
AC 389 Accounting Information Systems - Development, Operation, and Control	3
AC 432 Intro to Corporate Governance	3
AC 456 Government & Nonprofit Accounting	3
AC 471 Taxation of Business Transactions & Organizations	3

Students who have not taken AC 456 Government & Nonprofit Accounting and/or AC 471 Taxation of Business Transactions & Organizations or their equivalents must take AC 556 Governmental Nonprofit Account and/or AC 471 Taxation of Business Transactions & Organizations (for graduate credit) as graduate electives.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

The master of accountancy degree program is a fifth-year professional program. The objective of the program is to provide students with greater

breadth and depth of understanding in accounting and business than is possible in an undergraduate program. The program prepares students for careers as professional accountants in public accounting, financial institutions, government, industry, and nonprofit organizations. Graduates are prepared to research various databases related to troublesome accounting problems, and to exercise judgment in making accounting-related decisions by drawing on their integrated, comprehensive body of accounting and business knowledge. Students are required to complete a minimum of 30 hours of approved coursework beyond the undergraduate degree. A minimum of 24 hours must be taken in courses open only to graduate students.

The following courses are required for the MMA degree. A minimum of 21 hours of accounting courses (required and elective) must be completed. Electives in areas other than accounting are chosen in consultation with the student's advisor and vary based on students' backgrounds and interests. The School of Accountancy will not accept more than six hours of transfer graduate credit from master students.

Course Requirements for MMA program

Students must take a minimum of 30 hours of graduate courses, including a minimum of 21 hours of accounting courses. Electives must be approved by the coordinator of the MMA program.

Code and Title	Hours
Required Accounting Courses	
AC 512 Adv Financial Reporting/Analys	3
AC 523 Business Valuatn Perform Measm	3
AC 532 Corp Governance Risk Assessmt	3
AC 534 Fraud & Ethics Risk Management	3
AC 561 Accounting Business Management	3
AC 589 Systems Analysis & Control	3
AC 597 Special Topics In Accounting (Data Analytics)	3
Elective Courses (with advisor approval)	9
AC 597 Special Topics In Accounting (Specific Topics consult Advisor)	
COM 561 Human Communication Theory	
CSM 525 Conflict Resolution Workplace	
CSM 527 Emotional Intelligence	
CSM 528 Processes of Negotiation	
CSM 549 Professional Social Networking	
CSM 575 Entrepreneurship In Hes	
EC 500 Managerial Economics	
EC 597 Special Topics In Economics	
FI 504 Financial Management	
FI 505 Corporate Valuation	
FI 534 Seminar In Real Estate	
FI 535 Real Estate Invest & Develpmnt	
FI 597 Special Topics: Finance	
GBA 515 Effective Negotiations	
IBA 550 Global Business	
IBA 555 Global Market Management	
IBA 560 Adv. Import/Export Strategy	
MGT 517 Leadership & Ethics	
MGT 520 Change Management	
MGT 522 Leadership Communication	

MGT 537	Strategic Human Resources Management
MGT 582	New Venture Development
MIS 597	Spec Top Mgt Info Systems
MKT 510	Prod Design Marketing Strategy
MKT 540	Intro to Digital/Social Media
MKT 543	Adv Digital and Social Media
OM 500	MGT Science & Spreadsheet Mod
ST 521	Statistical Data Management
ST 522	Adv Statistical Data Mgt
AHE 603	College & University Teaching
RHM 551	Sport Properties and Venue Mgt
RHM 561	Sports Marketing, Sales, & PR
KIN 555	Sport Finance
Another Elective Courses with Advisor Approval	
Total Hours	30

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability;

participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection

of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form](#) (this link needs to be changed to <https://graduate.ua.edu/current-students/forms-students/>) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Accounting, Ph.D.

The PhD Program in Accounting is a research-intensive program that provides excellent preparation for a career in academics. The four-year program is designed to provide the tools needed for long-term success as an accounting scholar in all areas, including research, teaching, and service. An applicant who is accepted for admission to the Culverhouse School of Accountancy PhD Program will be admitted as a regular full-time in-residence PhD student. The Culverhouse School of Accountancy PhD Program has no other category of admissions.

The Culverhouse School of Accountancy's faculty supports students interested in archival/empirical and behavioral/experimental research in auditing, financial accounting, and tax. We seek to admit, train, and graduate students who have initiative, enthusiasm, and a desire to become scholars at major academic institutions.

Admission decisions are made by the PhD program committee after considering applicant background, GMAT scores (660 minimum) or GRE scores (1200 minimum), grade point averages (GPAs), letters of reference, fulfillment of prerequisites, and an on-campus interview. The GMAT is preferred, but students may choose to take either the GMAT or the GRE. All international students are required to submit a Test of English as a Foreign Language (TOEFL) score (600 minimum) and a Test of Spoken English (TSE) score (230 minimum).

Early application increases the probability of admission. The following provides an approximate timetable of Graduate School application dates:

The PhD committee begins reviewing applications on the 1st of September in the year prior to admission. The admissions process will be completed when the class is full.

Required Courses:		Hours
AC 610	Intro Accounting Res I	3
AC 620	Acctg Research Sem I	3
AC 630	Archival Acctg Research	3
AC 640	Experimental Acctg Research	3
AC 650	Directed Research	3

AC 691	Research Practicum I	3
AC 692	Research Practicum II	3
AC 698	Research Colloquim Series (1 credit hour-taken 3 times)	3
EC 570	Mathematical Economics	3
EC 610	Seminar In Microeconomic Theor	3
ST 554	Math Statistics I	3
Elective Courses (with advisor approval)		15
Dissertation Research Hours (AC 699 - with advisor approval, distributed appropriately throughout the program)		24
Total Hours		72

The Ph.D. Program in Accounting involves two years of rigorous coursework. In addition to Accounting seminars, students take courses in Statistics and Economics. Depending on their research focus, students often will take additional electives in other departments such as Psychology or Finance.

The program has two significant research milestones that students must meet before progressing to the dissertation phase. The first year paper, typically a scholarly review of existing accounting literature that addresses a specific research area, is completed by students in their first year and presented by June 30 following their first year of coursework. The second year paper is a complete, original, empirical study undertaken under the direction of the student's faculty advisor. Students must present the second year paper by June 30 following their second year of coursework. Students must successfully present and defend the second year paper before progressing to the dissertation phase.

Writing a dissertation is the final test of research skill. Students must demonstrate an understanding of relevant literature and methodology, and the ability to think independently. Ph.D. candidates must identify an original topic, plan a test of hypotheses, gather data, complete a written version of the dissertation, and defend it at a final oral examination, after which they finalize a document acceptable to the dissertation committee and to the Graduate School.

See the UA Graduate School webpage for additional guidance.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See Interdisciplinary Studies (IDS) (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will

not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.*
 - b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
 - c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
 - d. The Field-Related Employment Since Earning Mater's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be

submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part

of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.

- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3

*Completed" means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

- ¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.
- ² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance

- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human

Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Tax Accounting, MTA

The Master's of Tax Accounting (MTA) degree program is a multidimensional approach to the education of the modern tax specialist. The program develops an understanding of the taxation system and the interrelationships that exist between that system and accounting theory; a basic knowledge of the legal system as it relates to taxation; and the basic tools necessary for research and communication in taxation.

Graduates are prepared to research tax, legal and accounting databases related to tax problems and to make tax-related decisions.

Admission Requirements

Before final admission to the program, students should have completed the following courses or their equivalents:

Code and Title	Hours
AC 310 Fin Rptg & Anyls of Bus Actv I	3
AC 311 Fin Rptg & Anyls Bus Actvts II	3
AC 361 Cost Analysis Planning/Control	3
AC 371 Introduction To Taxation	3
AC 389 Accounting Information Systems - Development, Operation, and Control	3
AC 432 Intro to Corporate Governance	3
AC 471 Taxation of Business Transactions & Organizations	3

Students must complete AC 471 Taxation of Business Transactions & Organizations or its equivalent prior to starting the program. Students who have not taken AC 456 Government & Nonprofit Accounting or its equivalent must take AC 556 Governmental Nonprofit Account in addition to other required coursework.

Degree Requirements

Students are required to complete a minimum of 30 hours of approved coursework beyond the undergraduate degree. At least 18 of these hours must be in coursework in the major field. A minimum of 24 hours must be taken in courses open only to graduate students, and 15 of these must be in courses in accounting and taxation at The University of Alabama. To receive the master of tax accounting degree, the student must complete the required core courses with an average grade of 'B' or better, and must maintain an average grade of 'B' or better in all required accounting courses. The following core courses are required for the MTA degree:

Code and Title	Hours
Required courses	
AC 512 Adv Financial Reporting/Analys	3
AC 534 Fraud & Ethics Risk Management	3
AC 575 Taxn Corp Shareholders	3
AC 576 Adv Corporate Taxation	3
AC 578 Partnership Taxation	3
AC 593 Res & Communicatn Taxation	3
Electives	
AC 582 State And Local Taxation	3
AC 597 Special Topics In Accounting	1
LAW 641 Tax Procedures	3
LAW 647 Federal Estate And Gift Tax	2
LAW 761 International Taxation	3

Students are not required to take AC 512 or AC 534 as part of the program if the advisor deems that they have completed an equivalent course. Discuss elective options with Program Director.

The section of AC 597 available for MTA students is Special Topics in Accounting-Income Tax, for which students earn 1 credit hour.

Total Hours	30
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Note: Two undergraduate tax courses (which may be a part of the undergraduate degree requirements) are required as prerequisites to each of the graduate tax courses. LAW & C&BA courses have additional fees.

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory

committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is

made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on#campus#only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations.

A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second

master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Department of Economics, Finance, and Legal Studies

- Majors
 - Economics, MA (p. 365)
 - Economics, PhD (p. 369)
 -
 - Finance, MS (p. 375)
 - Finance, PhD (p. 378)

Department Head

- Laura Razzolini

Economics

Intermediate macro- and microeconomic theory (EC 309 Intermediate Macroeconomics and EC 308 Intermediate Microeconomics or their equivalents) are considered prerequisites for all graduate coursework in economics, except for MBA-designated courses.

EC500 Managerial Economics

Hours 3

An introduction to the foundations of both micro- and macroeconomic analysis, including consumer demand, production and cost analysis, price determination, and macroeconomic theory and policy. Emphasis is on the theory of the firm.

EC508 Microeconomic Theory

Hours 3

An examination of the theory of resource allocation. Topics include demand theory, production and cost functions, theory of markets, general equilibrium analysis, and welfare theory.

EC509 Macroeconomic Theory/Policy

Hours 3

This overview of modern macroeconomic theory and its implications for the conduct of stabilization policies is intended to provide a solid background in macroeconomics for master's students. The course also considers the microeconomic foundations of aggregate economic analysis.

EC510 Law and Economics

W

Hours 3

This course is for master's students in Economics or Finance. It provides students with tools of economic analysis and analytical methods to analyze legal issues and explore some of the intersections between the law and economics. Writing proficiency within this discipline is required for a student to receive a passing grade in this course. A student who does not write with the skill normally required of an upper division student in the discipline will not be given a passing grade, no matter how well the student performs other course requirements.

Writing

EC512 Indust Org Public Policy

Hours 3

The theoretical and empirical study of large industrial firms in a market economy. The focus is on corporate and governmental policies affecting markets.

Prerequisite(s): EC 508

EC513 Economic Forecastg Analysis

C

Hours 3

A survey of the analytical techniques used by economists to forecast the macro- and micro-levels of economic activity and the effects of public policy on the economy. Computing proficiency is required for a passing grade in this course.

Computer Science

EC516 Monetary Theory & Policy

Hours 3

Theoretical and empirical analysis of the money supply process, the demand for money, the impact of money on the economy, and the implementation of monetary policy.

Prerequisite(s): EC 508 or EC 509

EC523 Public Finance

Hours 3

Study of the principles of taxation, government expenditures, borrowing, and fiscal administration.

Prerequisite(s): EC 508 and EC 470

EC530 International Trade

Hours 3

Analysis and policy implications relating to the international movement of goods, resources, and financial assets.

EC531 International Finance

Hours 3

An examination of the foreign exchange market, exchange rate determination, international financial institutions, and the management of the risks associated with international business.

EC570 Mathematical Economics

Hours 3

An introduction to mathematical tools commonly used in advanced economic theory and econometrics.

EC571 Econometrics

Hours 3

A quantitative analysis of actual economic phenomena based on the current development of theory and observation, related by appropriate methods of inference.

EC572 Financial Econometrics

Hours 3

This course is for master's students in Economics or Finance. It provides students with analytical methods and programming skills for solving issues in financial economics, asset pricing, and risk management.

EC573 Games and Decisions

Hours 3

An introduction to game theory with emphasis on application. Game theory is a toolbox for analyzing situations where decision makers influence one another.

EC591 Independent Study

Hours 1-6

*No description available***EC592 Internship**

Hours 3

*No description available***EC596 Capstone Project**

Hours 1-3

This course requires the student to apply his/her knowledge of the field of Economics to recognize operational problems in the field. Further, the student must provide evidence of his/her abilities to communicate understanding of the problem, describe the analysis performed and organize this material effectively for both a written report and corresponding oral presentation.

EC597 Special Topics In Economics

Hours 1-6

None.

EC598 Intro To Econ Research

Hours 1-3

Economics Research.

EC599 Thesis Research

Hours 1-15

Thesis Research.

EC600 Advanced Mathematical Economics

Hours 3

This is a course for incoming Ph.D. students in Economics, Finance, and Accounting. It aims to provide students with advanced mathematical tools needed to understand other Ph.D. courses in Economics and Econometrics. Topics include linear algebra, single/multivariable calculus, unconstrained/constrained optimization, and basic differential/difference equations.

EC610 Seminar In Microeconomic Theor

Hours 3

An advanced study of the modern theory of value and price. The seminar includes demand and supply analysis, marginal analysis, and the monopolistic and competitive structure of markets.

EC611 Seminar in Macroeconomic Theory

Hours 3

Selected topics in contemporary macroeconomic theory, with emphasis on dynamic analysis of cyclical fluctuations, stabilization policies, and growth.

EC612 Sem Industrial Organizat

Hours 3

A survey of selected topics in industrial organization. Both theoretical and applied topics are examined, with special emphasis on recent developments.

EC616 Sem Monetary Economics

Hours 3

Selected topics in contemporary monetary theory, with emphasis on determination of the value of money and the effectiveness of monetary policies.

EC623 Public Expend Policy Analysis

Hours 3

A survey of the public-economics literature, with emphasis on the theory of public goods, public choice, and income distribution policies.

EC624 Political Economy

Hours 3

A survey of selected topics in the field of political economy with an emphasis on voting theory, collective action and rent seeking.

Prerequisite(s): EC 610

EC631 Sem Internationl Finance

Hours 3

A survey of the most important professional literature dealing with international financial management.

EC660 Game Theory

Hours 3

An introduction to non-cooperative game theory. Emphasis on applications in microeconomics and macroeconomics.

Prerequisite(s): EC 610

EC670 Econometrics

Hours 3

Introduction to methods of analyzing economic data. Topics include linear and non-linear least squares, maximum likelihood estimation, statistical inference, and methods for handling data problems.

EC671 Seminar : Econometrics

Hours 3

A study of selected topics and problems in econometrics emphasizing methodology for economic research measurements.

EC672 Financial Econometric Modeling

Hours 3

The application of econometric time-series methods to financial data. GARCH, nonlinear and cointegration models will be emphasized.

Prerequisite(s): EC 571 or ST 570 or EC 670

EC673 Nonparametric Econometrics

Hours 3

This course will discuss the principles of nonparametric methods. It will provide intuitive explanations of theoretical concepts and empirical examples of nonparametric techniques.

EC674 Experimental Economics

Hours 3

This course introduces PhD students to the field of experimental economics. The course covers methodological issues with designing and conducting experiments and interpreting the results.

EC676 Advanced Monetary Policy

Hours 3

This course is geared towards developing skills to conduct research in the areas of monetary theory and policy analysis. It builds on advanced topics that were introduced in Economics 616: Graduate Seminar on Monetary Economics. By the end of the semester, each student should have completed the initial stages of developing a potential dissertation chapter.

Prerequisite(s): EC 611 and EC 616

EC698 Research In Economics

Hours 3

Consists of supervised study and investigation of specific problems in economics and academics. Only open to graduate students beyond first year.

EC699 Dissertation Research

Hours 1-15

This independent research course partially fulfills required doctoral-level research dissertation hours toward the doctoral degree. Under the guidance of their dissertation advisor, students conduct research toward the completion of their doctoral dissertation. Employing various research techniques and methodologies, students work on theoretical and/or applied research topics with the aim of making a novel contribution to the field.

Finance

EC 110 Principles of Microeconomics and EC 111 Principles of Macroeconomics or their equivalents are prerequisites for all graduate coursework in finance, except for MBA-designated courses.

FI504 Financial Management

Hours 1-4

Corporate financial planning and decision making; working capital management, capital budgeting, financing, risk-return analysis, valuation, and dividend policy.

FI505 Corporate Valuation

Hours 3

A case study course that focuses on the valuation of publicly held firms.

FI506 Mergers & Acquisitions

Hours 3

An examination of corporate acquisitions, including firm valuation, bidding contests, and defense managers, as well as the corporate tax and legal environment.

FI510 Financial Management

Hours 3

A course concerned with the management of corporate capital. Emphasis is on analysis of problems.

FI512 Money And Capital Mkts

Hours 3

A detailed analysis of the role of money and capital markets in the financial process and of the influence outside forces have on these markets.

FI514 Investments

Hours 3

An overview of the investment decision process. Areas covered are financial statement analysis, risk measures, stock-price valuation models, and portfolio management.

FI515 Quantitative Investment Analy

Hours 3

Acquaints the student with the quantitative approaches used in modern portfolio theory and investment analysis.

FI516 Monetary Theory & Policy

Hours 3

Theoretical and empirical analysis of the money supply process, the demand for money, the impact of money on the economy, and the implementation of monetary policy.

FI519 Financial Engineering

Hours 3

Advanced quantitative analysis designed to improve managing financial risks such as adverse stock price movements, adverse interest rate changes and adverse commodity price changes, with specific attention given to employing futures, options and swap contracts.

FI520 Financial Risk Management

Hours 3

Advanced methodologies of valuing and managing financial derivative contracts are introduced, including numerical integration, lattice approaches and simulation. A particular emphasis is given to implementing these methodologies as computer programs.

FI522 Bank Administration

Hours 3

A case course examining various aspects of managing a commercial bank in a dynamic environment.

FI531 International Finance

Hours 3

An examination of the foreign exchange market, exchange rate determination, international financial institutions, and the management of the risks associated with international business.

FI534 Seminar In Real Estate

Hours 3

A survey of the major topics and issues in real estate, including real estate investment, alternative financing arrangements, law and agency theory, appraisal, market analysis, taxation, and brokerage.

FI535 Real Estate Invest & Developmnt

Hours 3

A study of the concepts and principles of real property valuation and the analysis of real estate investments.

FI572 Financial Econometrics

Hours 3

This course is for master's students in Economics and Finance. It provides students with analytical methods and programming skills for solving issues in financial economics, asset pricing, and risk management.

FI591 Independent Study

Hours 1-6

No description available

FI592 Internship

Hours 3

No description available

FI596 Capstone Project

Hours 1-3

This course requires the student to apply his/her knowledge of the field of Finance to recognize operational problems in the field. Further, the student must provide evidence of his/her abilities to communicate understanding of the problem, describe the analysis performed and organize this material effectively for both a written report and corresponding oral presentation.

FI597 Special Topics: Finance

Hours 1-6

No description available

FI601 Finance Theory I

Hours 3

Advanced practices of financial management and their application to decision making in the business firm.

FI602 Finance Theory II

Hours 3

An extension of the content of previous courses to summarize modern developments in financial theory.

FI610 Seminar In Finan Mgt

Hours 3

Advanced management theory and techniques in the finance area. Emphasis is on current publications in the academic finance literature.

FI614 Seminar In Investments

Hours 3

Provides an understanding of theoretical and functional aspects of professional investment management theory.

FI624 Financial Markets

Hours 3

This seminar provides for a deep understanding of the monetary and financial system, required of finance specialists in corporate finance, banking, and investments.

FI698 Research In Finance

Hours 3

Consists of supervised study and investigation of specific problems in finance and academics. Only open to graduate students beyond first year.

FI699 Dissertation Research

Hours 1-15

This independent research course partially fulfills required doctoral-level research dissertation hours toward the doctoral degree. Under the guidance of their dissertation advisor, students conduct research toward the completion of their doctoral dissertation. Employing various research techniques and methodologies, students work on theoretical and/or applied research topics with the aim of making a novel contribution to the field.

Faculty**Department Head**

Laura Razzolini

Economics, MA

The MA program in economics is designed to prepare students for careers as professional economists in business, government agencies, colleges, and universities. This degree is designed to equip students with the conceptual knowledge and practical skills needed to do state-of-the-art economic and statistical analysis in business, industry, and government. There are three focused areas of study available for the MA degree in economics: preparation for a doctorate in Economics, economic analysis, and public policy.

Admission Requirements

Entering graduate students are expected to have completed undergraduate coursework in economics, statistics, and mathematics. Students must have completed the following undergraduate courses or their equivalents:

Code and Title	Hours
EC 308 Intermediate Microeconomics	3
EC 309 Intermediate Macroeconomics	3
ST 260 Statistical Data Analysis	3
MATH 121 or Calculus & Applications MATH 125 Calculus I	3

Any deficiencies should be made up by taking courses during the summer before entering the master's program.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

There are three focused areas of study available for the MA degree in Economics:

- Preparation for a Ph.D. in Economics
- Applied Economic Analysis
- Public Policy Economics

Ph.D. Preparation

Hours

Required courses

EC 600 Advanced Mathematical Economic	3
EC 610 Seminar In Microeconomic Theor	3
EC 611 Sem in Macroeconomic Theory	3
EC 660 Game Theory	3
EC 670 Econometrics	3
EC 671 Seminar : Econometrics	3

Electives 12

Select any four graduate-level economics courses at the 500 or 600 level. These can be selected from the following areas: applied microeconomic theory, monetary economics, or public economics.¹

EC 510	Law and Economics
EC 512	Indust Org Public Policy
EC 516	Monetary Theory & Policy
EC 530	International Trade
EC 531	International Finance
EC 572	Financial Econometrics
EC 573	Games and Decisions
ST 521	Statistical Data Management
ST 522	Adv Statistical Data Mgt
ST 531	Data Mining I
ST 532	Advanced Data Mining
Other elective courses with advisor approval.	

Total Hours 30

Footnotes

¹ Students who wish to avoid taking a comprehensive exam should choose EC 596 Capstone Project as one of their electives. The purpose of this class is to provide students an opportunity to complete projects using economic analysis. This would provide a capstone experience for students in the program. EC 596 will generally be offered in the spring, and as needed in the summer, to allow students to complete their program within one calendar year.

Applied Economics

Hours

Required courses

EC 508	Microeconomic Theory	3
EC 509	Macroeconomic Theory/Policy	3
EC 513	Economic Forecastg Analysis	3
EC 570	Mathematical Economics	3
EC 571	Econometrics	3
ST 521	Statistical Data Management	3
ST 522	Adv Statistical Data Mgt	3
ST 531	Data Mining I	3
ST 532	Advanced Data Mining	3

Elective courses

Select one graduate level economics courses at the 500 or 600 level (with advisor approval).¹

Total Hours 30

Footnotes

¹ Students who wish to avoid taking a comprehensive exam should choose EC 596 Capstone Project as one of their electives. The purpose of this class is to provide students an opportunity to complete projects using economic analysis. This would provide a capstone experience for students in the program. EC 596 will generally be offered in the spring, and as needed in the summer, to allow students to complete their program within one calendar year.

Public Policy Economics

Hours

Required courses

EC 508	Microeconomic Theory	3
EC 509	Macroeconomic Theory/Policy	3
EC 513	Economic Forecastg Analysis	3

EC 570	Mathematical Economics ¹	3
EC 571	Econometrics	3
Electives		
Select any five graduate-level economics courses at the 500 or 600 level (with advisor approval). ²		15
Total Hours		30

Footnotes

¹ Students who have taken EC 470 Intro Mathematical Economics or its equivalent (with a grade of 'B' or above) will be allowed to waive this requirement. All students who have not taken this course are very strongly urged to take it in the summer prior to entry into the program in the fall semester.

² Students who wish to avoid taking a comprehensive exam should choose EC 596 Capstone Project as one of their electives. The purpose of this class is to provide students an opportunity to complete projects using economic analysis. This would provide a capstone experience for students in the program. EC 596 will generally be offered in the spring, and as needed in the summer, to allow students to complete their program within one calendar year.

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for

graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on#campus#only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability;

participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection

of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the Master's/EdS Examination Form (this link needs to be changed to <https://>

graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Economics, Ph.D.

The Economics PhD program provides students with the advanced training and knowledge necessary to pursue positions leading to careers in research and teaching at other institutions of higher learning, careers in economic analysis and forecasting, and careers in public policy analysis within local, state, or federal government. The PhD is awarded to students who excel in the comprehensive examination and who write a dissertation that demonstrates their ability to do independent research. The coursework for the PhD is an initial exposure to major contributions in the literature and applications of the methodology. Students acquire competence through study of the literature and development of research skills. The program develops this competence.

See the Admission Criteria section of this catalog for more information.

Required Courses:	Hours
EC 597 Special Topics In Economics	3
EC 600 Advanced Mathematical Economic	3
EC 610 Seminar In Microeconomic Theor	3
EC 611 Sem in Macroeconomic Theory	3
EC 660 Game Theory	3
EC 670 Econometrics	3
EC 671 Seminar : Econometrics	3
Elective Courses (with advisor approval)	27
Dissertation Research Hours (EC 699 - with advisor approval, distributed appropriately throughout the program)	24
Total Hours	72

Qualifying Exams

As a part of the regular sequence in the Economics Ph.D. program, students are required to pass a qualifying examination, which is administered at the end of their first year of study.

The exam is comprised of two parts: microeconomics and macroeconomics. To be eligible to continue in the Ph.D. program, a student must pass both parts of the exam. If a student has successfully

passed both parts of the exam by the end of August, the student will be allowed to continue in the Ph.D. program.

The Dissertation

During the third year, students are expected to commence work on the dissertation. Students are expected to have identified a primary advisor by the start of the fall semester of their third year and formally begin work on their dissertation.

Writing a dissertation is the final test of research skills. It requires an understanding of relevant literature and methodology, as well as the ability to think independently. Ph.D. candidates must find an original topic, plan a test of hypotheses, propose this topic to their committee, and write and defend at a final oral examination a document acceptable to the dissertation committee and to the Graduate School.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students;

each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See Interdisciplinary Studies (IDS) (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented

unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.

2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
- When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.*
 - The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
 - The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
 - The Field-Related Employment Since Earning Master's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program

may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for

dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must

be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation.

Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the

student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3

'Completed' means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.

² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee member are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Finance, MS

The Master's of Science in Finance offers a specialized curriculum with focused training in finance. The degree is designed to offer advanced, applied and theoretical experience in investment banking, corporate finance and/or financial derivatives. The University of Alabama is recognized through the CFA Institute.

The course of study is designed to provide insight into the following topics:

- The important role of financial intermediaries
- The management of financial intermediaries and an understanding of the markets in which they participate
- The valuation of financial assets such as stocks, bonds, derivatives, and other specialized assets and how they are managed in a portfolio
- The determination and behavior of interest rates and rates of return on assets
- The incentives and determinants of corporate behavior.

Admission Requirements

Students accepted into the program are not required to have obtained an undergraduate degree in business. Before commencing the program, however, the student is advised to have completed the equivalent of undergraduate courses in accounting, statistics, calculus, economics, and finance. Any deficiencies should be made up by taking courses during the summer before entering the master's program.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

The following courses are required for the master's degree in finance:

Required Courses		Hours
FI 510	Financial Management	3
FI 512	Money And Capital Mkts	3
FI 515	Quantitative Investment Analys	3
FI 522	Bank Administration	3
FI 596	Capstone Project	3
EC 571	Econometrics	3
AC 597	Special Topics In Accounting	3
Elective Courses (with advisor approval)		9
FI 505	Corporate Valuation	
FI 506	Mergers & Acquisitions	
FI 519	Financial Engineering	
FI 520	Financial Risk Management	
FI 534	Seminar In Real Estate	
FI 535	Real Estate Invest & Developmnt	
FI 572	Financial Econometrics	
Other elective courses with advisor approval.		
Total Hours		30

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject. With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus.

However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on#campus#only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered

if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate

facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form](https://graduate.ua.edu/current-students/forms-students/) (this link needs to be changed to <https://graduate.ua.edu/current-students/forms-students/>) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Finance, Ph.D.

The PhD program in finance prepares students to pursue research and teaching careers at institutions of higher learning or research careers in government and business. In order to properly train students, the PhD. \ program consists of courses in three areas: Finance, Economics, and Quantitative Methods (statistics and econometrics).

The program instills in students the capability to: understand research in the major areas of finance, identify opportunities for research in finance, effectively conduct financial research, and communicate financial principles to audiences consisting of students, faculty, and business professionals.

Students are required to demonstrate an advanced knowledge of finance, a minor area, and research methods. In addition, the student must demonstrate research competence by completing a dissertation.

Required Courses:		Hours
FI 601	Finance Theory I	3
FI 602	Finance Theory II	3
FI 610	Seminar In Finan Mgt	3
FI 614	Seminar In Investments	3
FI 624	Financial Markets	3
FI 698	Research In Finance	3
EC 600	Advanced Mathematical Economic	3
EC 610	Seminar In Microeconomic Theor	3
EC 660	Game Theory	3
EC 670	Econometrics	3

EC 671	Seminar : Econometrics	3
Elective Courses (with advisor approval)		15
Dissertation Research Hours (FI 699 - with advisor approval, distributed appropriately through the program)		24
Total Hours		72

Qualifying Exam

For the Ph.D. Finance curriculum, the Preliminary Qualifying Exam (PQE) is administered during August following completion of one full year in the program. The PQE asks specific problem-oriented questions that draw upon a knowledge-base that Ph.D. candidates are expected to have mastered. Students satisfying the scholastic requirements described in the Guide to Graduate Programs in Finance will be eligible to sit for the exam once they have successfully completed FI 512 Money And Capital Mkts, FI 515 Quantitative Investment Analys and FI 601 Finance Theory I.

Comprehensive Exam

During the summer following the completion of the second year of coursework, the student will be required to prepare an original research paper (third-year paper) on a topic of interest to the student. The student will secure the participation of a faculty member to serve as the primary adviser in the preparation of the research paper. An adviser should be selected no later than May 31 following the student's second year in the program.

A first draft of the research paper must be submitted to the primary adviser no later than October 1 of the student's third year. A draft which attempts to address any concerns of the primary adviser, which are to be specified in writing, should be submitted to the primary adviser and the academic coordinator of the Finance Ph.D. program no later than February 1 of the student's third year in the program.

To satisfy the comprehensive examination requirement, the student must then orally defend the research paper before a committee of the Graduate Finance faculty, which may be a committee of the whole but not less than four Graduate Finance faculty members, prior to May 1 of the student's third year in the program. The paper itself, the primary adviser's initial concerns and the student's response to the primary adviser's concerns will be available to the committee a reasonable period of time before the presentation.

A student passing the comprehensive examination is eligible to defend a dissertation proposal. All dates specified herein are the latest dates at which the requirements can be met. Students are encouraged to complete and orally defend the research paper at the earliest possible date.

The Dissertation

After defense of the third-year paper, students will need to form a dissertation committee and formally begin work on their dissertation. Writing a dissertation is the final test of research skills. It requires an understanding of relevant literature and methodology, as well as the ability to think independently. Ph.D. candidates must find an original topic, plan a test of hypotheses, and write and defend at a final oral examination a document acceptable to the dissertation committee and to the Graduate School.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants

(GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See Interdisciplinary Studies (IDS) (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the

EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.*
 - b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
 - c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field

master's degree and continuous related work since earning the degree).

- d. The Field-Related Employment Since Earning Master's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3

*Completed" means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.

² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate

Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in *A Student Guide to Preparing Electronic Theses and Dissertations*, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in *A Student Guide to Preparing Electronic Theses and Dissertations*.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which

requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Department of Information Systems, Statistics and Management Science

- Majors
 - Applied Statistics, MS (p. 391)
 - Applied Statistics, PhD (p. 395)
 - Business Analytics, MS (p. 402)
- Management Information Systems, MS (p. 402)
- Operations Management, MS (p. 403)
- Operations Management, PhD (p. 406)

Head

- Dr. John Mittenthal

Professors

- Chakraborti, Subha
- Cochran, James
- Dula, Jose
- Gray, Brian
- Hale, David
- Hale, Joanne
- Keskin, Burcu
- Lodree, Emmett
- McManus, Denise
- Melnykov, Volodymyr
- Melouk, Sharif
- Mittenthal, John
- Perry, Marcus
- Raja, Uzma
- Thatcher, Jason

Associate professors

- Barrett, Bruce
- Carter, Michelle
- Johnston, Allen
- Wang, Qin
- Yavuz, Mesut

Assistant professors

- Bott, Gregory
- Chen, Yuanyuan
- Dayarian, Iman
- Freeman, Nick
- Hudnall, Matthew
- Jena, Rishi
- Kim, Youngsoo
- Lee, Danhyang

- Melnykov, Yana
- Parton, Jason
- Saifee, Danish
- Sengul Orgut, Irem
- Spurrier, Gary
- Zhu, Xuwen

Instructors

- Casselman, Brad
- McMillan, Jennifer

Management Information Systems

MIS501 Application Development for the Data-Driven Organization

Hours 3

This course will highlight one or more core programming languages (e.g., Java, Python) used within modern, data-driven organizations for the purpose of data collection, manipulation, and analysis. The first portion of the course will focus on essential programming knowledge and practices. The second portion of the course will emphasize the development of programmatic solutions, which will acquire data (e.g., web content, social media data, geospatial data, sensor-based data) through the integration of APIs and/or web services as well as ethical scraping techniques and then store the data in a modern backend database.

Prerequisite(s): MIS 502 co-requisite

MIS502 Database Design and Management in the Data-Driven Organization

Hours 3

This course will cover the essentials of database design and management in modern, data-driven organizations. The first portion of the course will focus on relational database design as well as SQL for the storage and access of structured data. The focus of the second portion of the course will highlight modern database structures/systems (e.g., Apache Hadoop, graph databases) as well as their query languages for storing, accessing, and analyzing more unstructured data or data having relationships not easily queried by traditional databases. Additional topics may include data cleansing, query optimization, and extract-transform-load (ETL) processes.

Prerequisite(s): MIS 501 co-requisite

MIS505 Enterprise Networking and Security

Hours 3

Data communications and networks; impact on business enterprises and issues pertaining to design and implementation. Security and operational requirements evaluated in multiple network architectural configurations.

MIS511 Management Information Systems

Hours 1-3

Motivation for, construction of, and application of MIS. Topics include IS strategic alignment, information intensive business processes, and decision making. Business analysis techniques are emphasized for systems such as TPS, e-business, management reporting systems, and data warehouses.

MIS514 Information Tech Bootcamp

Hours 3

In-depth treatment of software engineering techniques for information systems business solutions.

MIS515 Intro to Application Development

Hours 3

This bridge course intends to introduce students into the basics of application development using Python programming language. Students will gain a fundamental understanding of contemporary application development using Python as the programming language. Students will gain proficiency in creating functional Python scripts to build variety of applications in the area of system development. Python provides a simple and versatile development environment suitable for projects ranging from simple scripting applications to large-scale enterprise applications. In addition to core programming fundamentals, the course will also incorporate system development best practices such as team collaboration, version management, documentations, unit testing, styles and standards. In the process, students will explore the multitude of standard libraries available in the Python development ecosystem to accomplish various problem-solving tasks.

MIS516 MIS Practicum

Hours 3

Experiential learning in a dual-coached, commercial IS environment reporting to faculty and organizational management. Projects started during the practicum continue through the remainder of the program.

MIS520 Systems Analysis And Design

Hours 3

Techniques and methodologies of systems analysis and design are introduced, including conducting project scoping, requirements elicitation, requirements definition, and operations specifications.

MIS525 Informatn Systems Project Mgt

Hours 3

Techniques and methodologies of project level scoping, staffing, planning, scheduling, monitoring, and controlling the development of value-added information technology business solutions on time and within budget.

MIS527 Emerging Info Technologies Sem

Hours 3

Course covers fundamental purchasing systems applications, supplier relations and evaluation, strategic planning in purchasing, purchasing techniques, value analysis and cost analysis.

MIS530 Sys Development/Implementation

Hours 3

Techniques and methodologies of project-level systems development and delivery are introduced including interface design, platform constraints, application architecture, testing, quality control, security, and performance evaluation.

Prerequisite(s): MIS 520

MIS531 Health IT

Hours 3

The fragmented healthcare environment is going through a profound shift in its approach to delivering better healthcare services through the implementation of healthcare IT (HIT). This course provides an overview of the healthcare environment and the role of HIT in enabling service delivery capabilities. Specifically, this course is designed to provide students with the knowledge and skill to understand the role of HIT in creating and managing the cross-continuum systems of care. Furthermore, the course prepares students with the knowledge and skills essential to managing HIT and its assimilation in the complex domain of healthcare.

MIS535 Information Systems Consulting

Hours 3

Techniques and methodologies in client relationship management, proposal development, scope negotiation, component-based costing, knowledge management, software module and deliverable integration, systems deployment, and change management.

Prerequisite(s): MIS 520 and MIS 525

Prerequisite(s) with concurrency: MIS 530

MIS540 Dbase Design/Construction/Oper

Hours 3

Emphasizes commercial business application of relational DBMS. Topics include semantic data modeling, normalization, process triggers, enterprise integrated, ODBC, n-tier architecture, e-business application, and performance tuning.

MIS541 Business Analytic Support Sys

Hours 3

System level concepts, methods, tools and techniques for model-driven, data-intensive decision making. Topics include: structuring data, information and knowledge in data warehouses and data marts, and analytic procedures.

MIS560 Enterprise Integration Methods

Hours 3

Introduction to techniques and methodologies of enterprise-level governance, architecture, analysis, design, procurement, integration and deployment.

MIS561 Applied Cyber Security

Hours 3

This course examines management issues and practical implications related to securing information systems. This course focuses on the Threat Environment, security Policy and Planning, Cryptography, Secure Networks, Access Control, Firewalls, Host Hardening, Application Security, Data Protection, Incident Response, and Networking and Review of TCP/IP. A clear theoretical understanding supports a large practical component where students learn to use contemporary security software to secure and assess information systems and network infrastructure using a hands-on approach.

MIS562 Enterprise Integratn Developmn

Hours 3

Application of techniques and methodologies to develop and deliver enterprise-level business information systems solutions.

MIS563 Behavioral Cyber Security

Hours 3

This course provides students with a solid foundation of information security management, with an emphasis on its human element. As part of this understanding, we will explore how humans, as employees of an organization and consumers of organizational products and services, perceive threats to themselves, their digital assets, their privacy, and to their organizational affiliations. We also explore how these perceptions are operationalized in their behaviors as organizational insiders, serving to either undermine or facilitate security management practices.

MIS564 Organizational Security Management

Hours 3

The course is intended to teach students how to develop and apply an information security management plan to an organization. Topics include governance and security policy, threat and vulnerability management, incident management, risk management, information leakage, crisis management and business continuity, compliance management, and security awareness and security implementation considerations. Students will also be exposed to the national and international policy and legal considerations related to cybersecurity and cyberspace such as privacy, intellectual property, and cybercrime.

MIS566 Introduction to Cybercrime and Digital Forensics

Hours 3

This course introduces the topics of cybercrime and digital forensics. Students will learn different aspects of cybercrime and methods to uncover, protect and analyze digital evidence. They will be exposed to different types of software and hardware tools and use them to perform rudimentary investigations. Cybercrime and digital forensics are increasingly important areas of study. Students will also gain an understanding of evidentiary law from the perspective of first responders. Tools are becoming more powerful and attacks more sophisticated. Consequently, there is a growing need for graduates with the skills to investigate these crimes.

MIS591 Independent Study Mgt Info Sys

Hours 3

*No description available***MIS592 Internship In Mgt Info Systems**

Hours 3

*No description available***MIS597 Spec Top Mgt Info Systems**

Hours 1-6

*No description available***MIS598 Res In Management Info Systems**

Hours 1-6

Open to students nearing completion of coursework for the master's degree. A supervised study and investigation of specific problems in management and management information systems.

MIS670 MIS Behavioral and Organizational Theory and Design Research Seminar

Hours 3

The exploration of IS development and delivery research issues. Emphasis is placed on exploring the scientific method, theory building research, and methods of inquiry. Provides a framework for undertaking and evaluating MIS research.

MIS680 Research Seminar II

Hours 3

This doctoral research seminar will provide students with a strong foundation in the theoretical and methodological knowledge required to conduct rigorous security and privacy research projects that lead to manuscripts suitable for publication in leading journals. This knowledge is what we term 'procedural knowledge' and, just as you cannot learn how to ride a bike by reading about it, students must engage in actual research activities to learn the requisite knowledge. In this course, students will first critically review security and privacy research publications from the leading MIS journals and then, based on those studies, conceive a full research project, including a relevant set of research questions and a research design appropriate to the questions.

Prerequisite(s): MIS 670 or Instructor Approval

MIS685 MIS Research Design Seminar

Hours 3

This course is an examination of the process of designing and conducting research projects on information systems phenomena. Students will gain an appreciation for the challenges and issues associated with the application of different research methodologies to MIS phenomena.

MIS690 Research Methods Seminar

Hours 3

This seminar is a discussion of the basis and principles of systems modeling and the methods of social science research. The seminar also nurtures the motivation to become a contributor to the organizational sciences and information systems research communities by examining research processes, methodologies, and strategies, the information systems research context, concepts, theories, the application of systems modeling, and the nature of MIS research.

MIS699 Dissertation Research

Hours 1-12

This independent research course partially fulfills required doctoral-level research dissertation hours toward the doctoral degree. Under the guidance of their dissertation advisor, students conduct research toward the completion of their doctoral dissertation. Employing various research techniques and methodologies, students work on theoretical and/or applied research topics with the aim of making a novel contribution to the field.

Operations Management Courses

OM500 MGT Science & Spreadsheet Mod

Hours 3

This course provides Operations Management concepts and applications in data-driven decision making. Emphasis is on data clean-up, data analysis, problem formulation, and interpretation of results using spreadsheet-based modeling and solution procedures including optimization and simulation approaches.

OM506 Business Spreadsheet Analytics

Hours 1-3

This course provides Operations Management concepts and applications in data-driven decision making. Emphasis is on data clean-up, data analysis, problem formulation, and interpretation of results using spreadsheet-based modeling and solution procedures including optimization and simulation approaches.

OM516 Operations Management

Hours 3

This course will address the important concepts and issues related to the design and management of business operations including manufacturing, distribution, logistics, transportation, and service operations. The course will demonstrate how certain quantitative methods can be applied to the analysis and solution of problems that arise in operations management.

OM517 Supply Chain Modeling & Analysis

Hours 3

This course provides a framework and quantitative methods for designing, managing, and analyzing the supply chain operations needed to support a firm's business strategy. Students will study the structure of supply chain operations in terms of six supply chain drivers (facilities, inventory, transportation, information, sourcing, and pricing). Students will develop analytical models and analyze the relationship between supply chain structure and performance through case studies and examples.

Prerequisite(s): OM 500 or OM 506

OM522 Operations Scheduling Problems

Hours 3

A broad investigation of a variety of scheduling activities in production, logistics or service environment are discussed. Typical topics include project scheduling, job-shop scheduling, routing related problems and manpower scheduling.

Prerequisite(s): OM 500 or OM 506

OM523 Inventory Management

Hours 3

Principles, models, and techniques for planning, analyzing, and controlling inventory systems are discussed. Topics include in depth analysis of deterministic and stochastic inventory models and their applications. The limitations and usefulness of these models in practice are addressed.

Prerequisite(s): ST 509 or ST 550 or ST 560

OM524 Mfg Sched & Control Systems

Hours 3

An in-depth, analytical study of the systems used in manufacturing planning and control are covered. Alternative approaches used in practice (such as MRP and JIT) are studied.

Prerequisite(s): OM 500 or OM 506; and ST 509 or ST 550 or ST 560

OM525 Effective Quality Management

Hours 3

Provide participants with a broad understanding of philosophies and methods used to enhance organizational effectiveness in a wide range of organizational settings.

OM527 Purchasing and Sourcing

Hours 3

Course covers fundamental purchasing concepts and quantitative techniques for analyzing procurement practices, selecting suppliers, managing supply risk, and improving operational procurement decisions.

Prerequisite(s): OM 500 or OM 506

OM540 Systems Simulation

Hours 3

A study of the management applications of stochastic and deterministic mathematical and computer models in systems design and analysis.

Prerequisite(s): ST 509 or ST 550 or ST 560

OM550 Process Mgmt & Improvement

Hours 3

*No description available***OM592 Internship**

Hours 3

*No description available***OM596 Capstone Project**

Hours 3

This course requires the student to apply his/her knowledge of the field of Operations Management to recognize and model operational problems and/or processes targeted for improvement. Further, the student must provide evidence of his/her abilities to communicate understanding of the problem or process, describe the analysis performed, and organize this material effectively for both a written report and corresponding oral presentation.

OM597 Special Topics in OM

Hours 1-6

*No description available***OM598 Research**

Hours 1-6

Open to students nearing completion of coursework for the master's degree. A supervised study and investigation of specific problems in management and operations management.

OM600 Linear Program: Theory & Appli

Hours 3

The theory and application of linear programming are rigorously studied. Software tools such as AMPL and OPL Studio for solving linear programs are introduced.

OM601 Stochastic Decision Models

Hours 3

Probabilistic models in the decision-making process are discussed. Attention is given to the assumptions, development, and administrative implications of dynamic programming, queuing analysis, and decision analysis.

Prerequisite(s): MATH 557

OM602 Nonlinear Modeling and Optimization

Hours 3

Theoretical and applied aspects of nonlinear modeling and optimization such as unconstrained and constrained optimization, duality, barrier and interior point methods, and large-scale optimization.

Prerequisite(s): OM 600

OM603 Integer Modeling and Optimization

Hours 3

Theoretical and applied aspects of integer and discrete modeling and optimization such as valid inequalities, transformations, branch and bound, column generation, and branch and cut.

Prerequisite(s): OM 600

OM620 Production Management Models

Hours 3

A quantitative study of models and procedures used in various decision problems addressed by production and operations managers is completed in this course. Mathematical modeling and optimization software packages are used in solving these models.

Prerequisite(s): OM 500

OM623 Inventory Theory

Hours 3

A rigorous, mathematical treatment of stochastic single- and multi-item inventory models is performed. A numerical analysis and software package is used to implement and analyze such models.

Prerequisite(s): OM 523 and ST 560; or ST 550

OM695 Operations Management Seminar

Hours 1

A learning environment designed to expose Ph.D. students to a wide array of issues and topics related to operations management research.

OM697 Special Topics

Hours 1-6

Special Topics.

OM699 Dissertation Research

Hours 1-12

No description available

Statistics Courses

ST509 Stat For Business Appl

Hours 3

A broad introduction to statistical and probabilistic methods useful for managerial decision making. Topics include graphical displays, numerical summaries, basic probability models, confidence intervals, hypothesis testing, and regression analysis.

ST521 Statistical Data Management

Hours 3

Introduction to the management of data using SAS. The collection and management of data from business or scientific research projects are emphasized.

ST522 Adv Statistical Data Mgt

Hours 3

This course provides students with insight and understanding into the advanced aspects of data management. Emphasis will be placed on computer techniques for the preparing and cleaning of data from scientific research projects as well as for business-oriented projects in order to conduct advanced level analyses. Techniques for detecting, quantifying, and correcting data quality will be covered.

Prerequisite(s): ST 521

ST531 Data Mining I

Hours 3

Data mining is the process of selecting, exploring, and modeling large amounts of data to uncover previously unknown patterns of data. Techniques for accomplishing these tasks in a business setting will be discussed.

Prerequisite(s): ST 550 or ST 560 or ST 509

ST532 Advanced Data Mining

Hours 3

A detailed study of data mining techniques including logistic regression, neural networks, decision trees, general classifier theory, and unsupervised learning methods. Mathematical details and computer techniques are examined. The SAS programming language and SAS's Enterprise Miner will be used to accomplish these tasks. Other packages may also be used.

Prerequisite(s): ST 531

ST540 Statistical Programming and Computing with R

Hours 3

This course explores the syntax of the R language and its capabilities for statistical data analysis, computing, and graphics.

Prerequisite(s): ST 260

ST541 Applied Statistical Modeling for Analytics I

Hours 3

Emphasis is on practical methods of statistical data analysis and their interpretation. Topics include simple and multiple linear regression, regression model interpretation, regression diagnostics, transformations on dependent and independent variables, qualitative independent variables, regression inference, strategies for model building, methods for forecasting time series data. Extensive use of statistical software.

Prerequisite(s): ST 560

ST545 Introduction to Statistical Learning and Data Mining

Hours 3

This course offers an introduction to the field of statistical learning, an essential toolkit for making sense of vast and complex data sets.

Prerequisite(s): ST 452 or ST 552 or ST 560

ST550 Stat Methods In Res I

Hours 3

Development of fundamental concepts of organizing, exploring, and summarizing data; probability; common probability distributions; sampling and sampling distributions; estimation and hypothesis testing for means, proportions, and variances using parametric and nonparametric procedures; power analysis; goodness of fit; contingency tables. Statistical software packages are used extensively to facilitate valid analysis and interpretation of results. Emphasis is on methods and on selecting proper statistical techniques for analyzing real situations.

ST552 Applied Regression Analy

Hours 3

Modeling issues for multiple linear regression are discussed in the context of data analysis. These include the use of residual plots, transformations, hypothesis tests, outlier diagnostics, analysis of covariance, variable selection techniques, weighted least squares and colinearity. The uses of multiple logistic regression are similarly discussed for dealing with binary-valued dependent variables.

Prerequisite(s): ST 450 or ST 550 or ST 560 or ST 509

ST553 Appld Multivariate Analy

Hours 3

Methods and business applications of multivariate analysis, discriminant analysis, canonical correlation, factor analysis, cluster analysis, and principal components.

ST554 Math Statistics I

Hours 3

Distributions of random variables, moments of random variables, probability distributions, joint distributions, and change of variable techniques.

ST555 Math Statistics II

Hours 3

Theory of order statistics, point estimation, interval estimation, and hypothesis testing.

Prerequisite(s): ST 554

ST560 Statistical Methods

Hours 3

Statistical methods for summarizing data; probability; common probability distributions; sampling and sampling distributions; estimation and hypothesis testing for means, proportions, and variances using parametric and nonparametric procedures; power analysis; goodness of fit; contingency tables; and simple regression and one-way analysis of variance.

ST561 Applied Design Expermnts

Hours 3

An introduction to the design and analysis of experiments. Topics include factorial, fractional factorial, block, incomplete block, and nested designs. Other methods discussed include Taguchi Methods, response surface methods, and analysis of covariance.

Prerequisite(s): GES 400 or GES 500 or BER 540 or CHS 425 or CHS 525 or ST 509 or ST 550 or ST 560

ST575 Statistl Quality Control

Hours 3

Statistical methods useful in control and improvement of manufactured products, including statistical process control with variables and attribute control charts, and process improvement with designed experiments. Emphasis is placed on design, implementation, and interpretation of the techniques.

Prerequisite(s): ST 550 or ST 560 or ST 509

ST591 Independent Study

Hours 3

No description available

ST592 Internship

Hours 3

No description available

ST597 Special Topics

Hours 1-6

No description available

ST603 Advanced Inference

Hours 3

A continuation of ST 555, with emphasis on the general theory of estimation and hypothesis testing and large sample distribution theory.

Prerequisite(s): ST 555

ST610 Linear Models

Hours 3

Gauss-Markov Theorem, solution of linear systems of less than full rank, generalized inverse of matrices, distributions of quadratic forms, and theory for estimation and inference for the general linear model.

ST615 Theory Of Regression

Hours 3

Theory of the general linear regression models and inference procedures, variable selection procedures, and alternate estimation methods including principal components regression, robust regression methods, ridge regression, and nonlinear regression.

Prerequisite(s): ST 610

ST635 Nonparametric Statistics

Hours 3

Theory and applications of various nonparametric statistical methods are covered for one-sample, two-sample, and multi-sample problems. Goodness of fit techniques such as Chi-square and the kolmogorov-Smirnov test are covered along with graphical analysis based on P-P and Q-Q plots. Computer software such as MINITAB, SAS, and STATXACT are used.

ST640 Statistical Computing

Hours 3

Topics include a survey of current statistical software, numerical methods for statistical computations, nonlinear optimization, statistical simulation, and recent advances in computer-intensive statistical methods.

ST697 Special Topics

Hours 1-6

Special topics in statistics.

ST698 Research In Statistics

Hours 1-6

Open only to graduate students nearing completion of coursework. Independent study and investigation of specific problems for advanced students of statistics.

ST699 Dissertation Research

Hours 1-12

*No description available***Faculty****Head**

Dr. John Mittenenthal

Professors

Chakraborti, Subha

Cochran, James

Dula, Jose

Gray, Brian

Hale, David

Hale, Joanne

Keskin, Burcu

Lodree, Emmett

McManus, Denise

Melnykov, Volodymyr

Melouk, Sharif

Mittenenthal, John

Perry, Marcus

Raja, Uzma

Thatcher, Jason

Associate professors

Barrett, Bruce

Carter, Michelle

Johnston, Allen

Wang, Qin

Yavuz, Mesut

Assistant professors

Bott, Gregory

Chen, Yuanyuan

Dayarian, Iman

Freeman, Nick

Hudnall, Matthew

Jena, Rishi

Kim, Youngsoo

Lee, Danhyang

Melnykov, Yana

Parton, Jason

Saifee, Danish

Sengul Orgut, Irem

Spurrier, Gary

Zhu, Xuwen

Instructors

Casselmann, Brad

McMillan, Jennifer

Applied Statistics, MS

Begun over 25 years ago, the Master's of Science in Applied Statistics is a highly respected program at the Manderson Graduate School of Business.

Students in the Master's of Science in Applied Statistics program can utilize the Marillyn A. Hewson Data Analytics Lab, taking advantage of cutting-edge technology in a collaborative environment. Students do not need a business degree to earn an MS in Applied Statistics. The Master of Science degree in Applied Statistics is a flexible program, allowing students to structure courses in a manner that complements their career objectives.

Admission Requirements

The candidate for admission to applied statistics is normally expected to have completed courses in mathematics equivalent to three semesters of undergraduate calculus and to have a working knowledge of computer programming and linear or matrix algebra. The Graduate Record Examination (GRE) or the Graduate Management Aptitude Test (GMAT) is required of all applicants.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

The M.S. degree in Applied Statistics requires 30 hours, half of which are track specific. There are two different tracks within this degree. These include: Analytics and Statistics. There are five required courses common to both tracks of study.

The electives may be earned in additional coursework with the approval of a faculty advisor. The program of related courses may vary from student to student and depends on the student's interests and academic background. When most of the coursework is completed, the student must pass a written comprehensive examination OR a professional exam such as the Actuarial P Exam, SAS Predictive Modeler Exam, or the ASQ Certified Quality Engineer Exam.

Required Courses		Hours
ST 552	Applied Regression Analy	3
ST 553	Appld Multivariate Analy	3
ST 554	Math Statistics I	3
ST 555	Math Statistics II	3
ST 560	Statistical Methods	3
Required Track (Analytics or Statistics)		15
Total Hours		30

Statistics Track		Hours
Required Course:		
ST 561	Applied Design Expermnts	3
Elective Courses (with advisor approval)		12
ST 521	Statistical Data Management	
ST 522	Adv Statistical Data Mgt	
ST 531	Data Mining I	
ST 532	Advanced Data Mining	
Other Elective Courses with Advisor Approval		
Total Hours		15

Analytics Track		Hours
Required Courses:		
ST 521	Statistical Data Management	3
ST 522	Adv Statistical Data Mgt	3
ST 531	Data Mining I	3
ST 532	Advanced Data Mining	3
Elective Course (with advisor approval)		3
ST 540	Stat Prog & Comp with R	
ST 545	Intro Stat Learn & Data Mining	
ST 561	Applied Design Expermnts	
ST 575	Statistl Quality Control	
ST 597	Special Topics (Data Exploration and Visualization or Stochastic Processes)	
OM 500	MGT Science & Spreadsheet Mod	
Other Elective Courses with Advisor Approval		
Total Hours		15

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject. With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of

research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.

- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;

- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Applied Statistics, Ph.D.

The PhD program in Applied Statistics is a research intensive program designed for students who demand the depth in understanding of statistical methods to solve applied problems with innovation. The techniques and skills that students learn prepare them to become professionals in a broad range of statistics-driven fields, from academia to research-based industrial settings.

The Applied Statistics professors support students interested in a diverse range of statistical topics including linear models, data mining and analytics, statistical process control, spatial statistics, longitudinal analysis, statistical computing, nonparametric and robust methods, change and anomaly detection, Bayesian inference, and statistical network analysis.

Application

All students, both international and domestic, with relevant preparation in calculus, linear algebra, and statistics are welcome to apply. Prospective students without an MS degree in statistics or without proper preparation at a similar level are encouraged to apply to our Master of Science

program. We prefer that students enter the program in the fall semester. A complete application package must be submitted at the Graduate School web-page (<https://graduate.ua.edu/prospective-students/apply-now>) and should include the following items:

- Resume
- Statement of purpose
- Previous transcripts from undergraduate and graduate institutions
- TOEFL/IELTS (for international students only) and GRE/GMAT test scores
- Three letters of recommendation from professional references
- Application fee

GRE Exam Requirement:

Students may choose to take either GRE or GMAT. Students are expected to achieve the overall GRE score of 310, including at least 160 on the quantitative reasoning section.

TOEFL Exam Requirement:

All students whose first language is not English must submit an official TOEFL (Test of English as a Foreign Language) or IELTS score. The minimum required iBT TOEFL score is 90 (575 in paper-based TOEFL). The language requirement may be waived for students with a US degree.

Phone/Skype Interview:

For a small group of selected applicants, short individual phone or Skype interviews will be conducted by Applied Statistics faculty.

See the Admissions Requirements (p. 7) section of the catalog for more information.

Required Courses:		Hours
ST 552	Applied Regression Analy	3
ST 553	Appld Multivariate Analy	3
ST 554	Math Statistics I	3
ST 555	Math Statistics II	3
ST 560	Statistical Methods	3
ST 603	Advanced Inference	3
ST 610	Linear Models	3
ST 640	Statistical Computing	3
ST 697	Special Topics	3
Elective Courses (with advisor approval)		21
Dissertation Research Hours (ST 699 - with advisor approval, distributed appropriately throughout the program)		24
Total Hours		72

Overview

COURSEWORK & EXAMINATION Students are expected to finish the PhD program in four years. They are required to take at least 48 credit hours of approved coursework and at least 24 dissertation hours. During summer months, students are expected to enhance their research skills under the supervision of their academic advisors. Subject to evaluation by the PhD program Director, some coursework (but no more than 24 credit hours) may be transferred from previous graduate programs. Students are required to maintain at least 3.50 GPA.

Entrance and Qualifying Exam

At the end of the first academic year, PhD students are required to take a written qualifying examination. The exam is usually administered in the end of a spring semester and is based on the required MS level courses including ST 552, 553, 554, 555, and 560. The qualifying exam

requirement may be waived for students holding an MS degree in statistics. Students interested in waiving the exam must take an entrance exam in August before the start of the fall semester. The entrance exam represents a light version of the comprehensive exam that is based on major and fundamental concepts covered in the required MS level courses. Students passing the entrance exam are allowed to register for PhD level courses. Students failing the entrance exam are expected to register for MS level courses in which knowledge and skill deficiencies have been identified.

Comprehensive Exam

At the end of the second year or upon the completion of at least four (12 credit hours) PhD level statistics classes, students must take a comprehensive exam. The goal of the comprehensive exam is to assess the potential of a student to conduct independent research. Individual research projects are assigned to students for independent work over a two-week period in April. By the end of the two-week term, students must submit a written report and present their findings at an Applied Statistics PhD seminar. Applied Statistics graduate faculty assess the quality of completed projects based on the following rubrics: - comprehensive literature review; - soundness of the proposed research approach and adequacy of future research plans; - strength of experimental support; - quality of oral presentation and ability to address questions and concerns; - quality of written report. By the time of the comprehensive exam at latest, students are expected to find a dissertation advisor.

Proposal Defense

Within a year after passing the comprehensive exam, students must form a dissertation committee and present and defend their dissertation proposal. The proposal usually focuses on the already obtained findings and plans regarding research yet to be accomplished.

Dissertation Defense

Dissertation defense is the final test that usually occurs at the end of the fourth year. A dissertation must present some original contribution to the statistics literature. A PhD candidate must present a written document acceptable to the dissertation committee and Graduate School and pass the oral dissertation defense.

Annual Interviews

Every year, PhD students meet with Applied Statistics faculty to discuss their academic performance and progress in the program.

Dismissal Policy

Students who fail to meet the program requirements such as maintaining at least 3.50 GPA, passing the qualifying exam, comprehensive exam, proposal and dissertation defenses, or finding a dissertation advisor and forming a dissertation committee will be required to resolve all academic issues during the next semester. The failure to do so over the next semester leads to the immediate dismissal from the PhD program. The disruption of financial support can be recommended if GPA falls below 3.50 but is higher than 3.00. The financial support can be resumed when GPA becomes at least 3.50 again.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer.

Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See Interdisciplinary Studies (IDS) (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for

graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.*
 - b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
 - c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field

master's degree and continuous related work since earning the degree).

- d. The Field-Related Employment Since Earning Master's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3

*Completed" means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.

² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate

Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which

requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Business Analytics, MSBA

The Master of Science Business Analytics (M.S.B.A.) program is an on-campus, full-time program that will prepare students for analytics positions in industry and government to manage data, apply cutting-edge methodologies, use current software, interpret and effectively communicate results, make recommendations, and manage implementations. The M.S.B.A. program will also equip students to continue learning about analytics throughout their careers. It will advance the university by creating an emphasis on the dissemination of knowledge in concentrations in the growing technological world of analytics.

Admission

The Business Analytics (M.S.B.A.) program requires students to have strong quantitative skills, completed an undergraduate introductory statistics course with a letter grade of *B* or higher, and achieved either a total GMAT score of 600 or a total GRE score of 300.

This program is designed for recent college graduates with limited or no full-time, post-graduate work experience; however, relevant work experience may also be considered in the application process. For students who do not meet the minimum GPA or GMAT/GRE standards, the M.S.B.A. admissions committee may grant 'permission to continue.'

The Master of Science in Business Analytics program requires 36 credit hours taken over three semesters, beginning in summer and includes the following courses:

Program Requirements

Required Courses:		Hours
MIS 501	App Dev Data-Driven Org (Application Development for the Data-Driven Organization)	3
MIS 502	DB Des & Mgt Data-Driven Org (Database Design and Management in the Data-Driven Organization)	3
ST 521	Statistical Data Management	3
ST 522	Adv Statistical Data Mgt	3
ST 531	Data Mining I	3
ST 532	Advanced Data Mining (Applied Statistical Modeling for Analytics)	3
ST 541	App Stat Mod Analytics I (Applied Statistical Modeling for Analytics II)	3
ST 542	App Stat Mod Analytics II	3
OM 500	MGT Science & Spreadsheet Mod	3
OM 501	Adv App Model & Analysis (Advanced Applied Modeling and Analysis)	3
GBA 591	Independent Study (Analytics Seminar)	6
Total Hours		36

The M.S.B.A. program includes a mandatory capstone experiential learning component in the last semester of the program which will require students to work on teams that will

- design an analytical study and data collection tools
- manage the collection of data (if necessary)
- use various software to manipulate and analyze data
- interpret and present the results of their analyses
- recommend strategies based on the results of their analyses for a case or a project provided by an industry partner.

The assignment will require the student teams to use the analytics concepts and software they have learned in the program to generate solutions for the assigned case or industry project. The student teams will be evaluated on the basis of i) a comprehensive written report and ii) a formal presentation of their methodology, results, and recommendation(s).

Management Information Systems, MS

The Management Information Systems (MIS) program provides the expanded perspective needed to advance in the MIS field and allows students to tailor their education based on specific career goals by focusing their studies in IT strategy/management core of MIS along with the more focused areas of cyber security and data analytics. The curriculum supplements traditional MIS coursework that many receive in undergraduate programs by focusing on higher-level learning objectives and outcomes relevant in today's rapidly changing business environment. Our emphasis is on the managerial aspects of information systems (IS), and the goals of our program are to help those currently working, or aspiring to work, in IS related fields position themselves for managerial positions, and to prepare individuals from other fields to build the skills needed to succeed in IS careers.

Admission Requirements

Students accepted into the program will have graduated with a baccalaureate degree in information systems, computer science, business analytics, or engineering from a regionally accredited college or university or from a recognized university abroad. If the degree is from a non IT-related field, admission is dependent upon the successful completion of two bridge courses that provide requisite knowledge needed for the Management Information Systems (M.S.) program in the areas of programming and systems analysis and design. Those two courses would be offered in the summer term prior to a fall semester program start.

Students accepted into the program will have achieved a minimum overall undergraduate grade point average (GPA) of 3.0 on a 4.0 scale and will have earned a combined score of 580 or higher on the verbal and quantitative sections of the GMAT, or equivalent on the GRE.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

The program will administer a comprehensive examination to candidates for the Management Information Systems (M.S.) degree. This comprehensive exam will be administered in the final semester of the student's M.S. in MIS degree program and will consist of questions designed to assess the extent to which the student has successfully met the program's learning objectives of a) demonstrating how information technology links and enables the achievement of business goals in functional business units, b) applying critical thinking skills to analyze business problems, c) applying appropriate data analysis tools and methods to develop solutions to complex and unfamiliar business problems, and d) synthesizing the impact of cyber security vulnerabilities

on business information systems development. The learning objective of demonstrating ability to manage others and work in teams will be assessed as a final exam component of MIS 525 Informatn Systems Project Mgt.

Requirements	Hours
MIS 511 Management Information Systems	3
MIS 525 Informatn Systems Project Mgt	3
MIS 527 Emerging Info Technologies Sem	3
MIS 540 Dbase Design/Construction/Oper	3
MIS 541 Business Analytic Support Sys	3
MIS 561 Applied Cyber Security	3
MIS 563 Behavioral Cyber Security	3
MIS 564 Org. Security Management	3
MIS 566 Intro Cybercrime & Digital For	3
MIS 598 Res In Management Info Systems	3
Total Hours	30

Operations Management, MS

Operations management focuses on the analysis, design, and management of the operations that produce and deliver goods and services. It applies structured, quantitative techniques to analyze and design business operations and to support effective business decision making. Operations management helps evaluate and select actions based on information, process analysis, and quantitative modeling. There are tremendous opportunities for the effective application of these tools, techniques, and methods in a wide range of business operations including service operations, manufacturing, distribution, transportation, logistics, supply chain management, revenue management, quality management, finance, human resources, information systems, marketing, and strategic planning. Operations management can be effectively applied to virtually every component of an organization. The OM master's degree program features two focused areas of study (operations management, enterprise integration) and a decision analytics track.

Admission Requirements

See the Admission Criteria section of this catalog for more information.

Degree Requirements

Operations Management

Entering students should have strong quantitative skills and good written and oral communication skills. The program consists of 30 hours of coursework which students can complete in 18 to 24 months starting in the fall semester. All students are expected to complete the program within 24 months. No thesis is required. The focused area of study in operations management (OM) is designed to prepare students for the practice of operations management. The program is structured to provide instruction in materials management, scheduling and control, supply chain management, and quality control as well as topics in applied quantitative methods such as optimization, statistics, and simulation. The elective courses allow students to obtain additional instruction in other subjects such as project management, supply chain strategy, and quality management.

Code and Title	Hours
Required courses	
Prerequisite: At least one semester of calculus equivalent to MATH 121 or higher.	

OM 500	MGT Science & Spreadsheet Mod	3
OM 517	Supply Chain Modeling & Analys	3
OM 522	Production Scheduling Problems	3
OM 523	Inventory Management	3
OM 524	Mfg Sched & Control Systems	3
OM 540	Systems Simulation	3
ST 560	Statistical Methods	3
ST 575 or OM 525	Statistl Quality Control Effective Quality Management	3
Elective Courses (with program coordinator approval)		6
Total Hours		30

More information is available at the Operations Management web site: <https://manderson.culverhouse.ua.edu/programs/specialized-masters/operations-management/>

Decision Analytics Track

The concept for this track is to offer an Operations Management master's degree that combines the prescriptive modeling and analytical skills arising from the OM program with the data management and data mining skills from the SAS-UA Data Mining certification program offered in the Statistics program.

This track will consist of 10 courses: five from Operations Management, four from Statistics, and one from either Statistics or Management Information Systems. These 10 courses are organized as follows:

Required Courses:	Hours
OM 500 MGT Science & Spreadsheet Mod	3
OM 540 Systems Simulation	3
OM 596 Capstone Project	3
ST 521 Statistical Data Management	3
ST 531 Data Mining I	3
ST 532 Advanced Data Mining	3
ST 560 Statistical Methods	3
Two OM Electives (choose two from the following):	6
OM 517 Supply Chain Modeling & Analys	
OM 522 Production Scheduling Problems	
OM 523 Inventory Management	
OM 524 Mfg Sched & Control Systems	
One Restricted Elective (choose one from the following)	3
ST 522 Adv Statistical Data Mgt	
MIS 541 Business Analytic Support Sys	
Total Hours	30

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a

minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must

be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program.

Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation.

Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies,

the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Operations Management, Ph.D.

Operations management focuses on the analysis, design, and management of the operations that produce and deliver goods and services. It applies structured, quantitative techniques to analyze and design business operations and to support effective business decision making. Operations management helps evaluate and select actions based on information, process analysis, and quantitative modeling. There are tremendous opportunities for the effective application of these tools, techniques, and methods in a wide range of business operations including service operations, manufacturing, distribution, transportation,

logistics, supply chain management, revenue management, quality management, finance, human resources, information systems, marketing, and strategic planning. Operations management can be effectively applied to virtually every component of an organization.

See the Admission Criteria section of this catalog for more information.

Admission Requirements

The doctoral program generally admits two to four applicants each year, depending on the availability of financial support and the overall current enrollment. This policy ensures that each doctoral student will have adequate support from the faculty. Applicants are admitted in the fall semester, with occasional exceptions. While applications are accepted and evaluated year-round for program fit and financial support, applicants should submit all of their application materials by January 9 for best consideration for a select number of University-sponsored fellowships.

Doctoral applicants typically have a master's degree and solid quantitative analytical skills. Applicants who do not possess a master's degree, but are interested in the doctoral program, may also apply to the doctoral program to be evaluated for program fit. In some cases, an applicant may first be admitted to the OM master's program as a precursor to doctoral studies.

Applicants should submit either a GMAT (minimum 600) or GRE (minimum 312) test score. In addition, an applicant should have a GPA of at least 3.00 in all previous relevant degree programs. International applicants may be required to submit the results of an English proficiency test. For regular admission this can be a TOEFL of at least 79, an IELTS of at least 6.5, or a PTE or at least 59.

Applicants should apply to the doctoral program through The University of Alabama Graduate School application website (<http://graduate.ua.edu/prospects/application/>). In addition to test scores, applicants should submit their academic transcripts, a statement of purpose, and three letters of recommendation. Be sure the people writing your letters includes the program for which you are applying and your full legal name.

Program Requirements

Students admitted to the program must complete 48 course hours and 24 dissertation hours to fulfill graduation requirements. In addition to curriculum hours, students must pass a two-stage qualifying exam.

Required Courses:		Hours
OM 517	Supply Chain Modeling & Analys	3
OM 522	Production Scheduling Problems	3
OM 523	Inventory Management	3
OM 524	Mfg Sched & Control Systems	3
OM 540	Systems Simulation	3
OM 600	Linear Program: Theory & Appli	3
OM 601	Stochastic Decision Models	3
OM 602	Nonlinear Modeling and Optimization	3
OM 603	Integer Modeling and Optimization	3
OM 620	Production Management Models	3
ST 554	Math Statistics I	3
Elective Courses (with advisor approval)		15
Dissertation Research Hours (OM 699 - with advisor approval, distributed appropriately throughout the program)		24
Total Hours		72

Qualifying Exams

The qualifying exam is comprised of a written portion and a research-based portion. The written exam measures the student's competency to review, analyze and propose solutions to questions typically drawn from the coursework in the first year. The research-based exam measures the student's ability to review, analyze and conduct doctoral-level research and culminates with a research presentation by the student.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further

information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See Interdisciplinary Studies (IDS) (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources

of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'.
If the in-field master's degree was awarded more than six years prior

to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.

- b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
- c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
- d. The Field-Related Employment Since Earning Mater's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is

expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the

Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination

(e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully

adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3

*Completed" means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

- ¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.
- ² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Department of Management

- Majors
 - Management, MA (p. 415)
 - Management, PhD (p. 419)

Department Head

- Lou Marino

Management

MGT512 Management Presentations

Hours 3

Instruction and practice of information presentation in a business environment. Topics include conference room presentations, media briefings, team presentations, television interviews and audiovisual development.

MGT517 Leadership & Ethics

Hours 3

This course is an overview of leadership theory and models including discussions of ethical issues that corporate decision makers face.

MGT520 Change Management

Hours 3

The major objective of the course is to introduce students to the most recent thinking about strategic change, its drivers, and the techniques that are currently used for its management.

MGT522 Leadership Communication

Hours 3

Analysis of the role of communication in effective leadership for all management situations.

MGT531 Employee Recruitment, Selection, and Placement

Hours 3

A course designed to acquaint the student with a scientific approach to the selection, training, and placement of employees. Validation of selection practices and evaluation of training programs are emphasized.

MGT537 Strategic Human Resources Management

Hours 3

An analysis of methods and techniques used in the management of human resources.

MGT538 Workforce Planning

Hours 3

An analysis of the internal and external factors impacting an organization's ability to implement its mission through its workforce.

MGT539 Workforce Analytics

Hours 3

An analysis of the application of advanced data analytic tools to help address human resources concerns.

Prerequisite(s): ST 550 or ST 560, ST 521, ST 531

MGT542 Management Communication

Hours 3

Methodology for understanding both written and oral presentations. Students develop a language to use to manage written and oral verbal skills in specific business environments.

MGT552 Project Management Communication

Hours 3

Demonstrate communication effectiveness in a business context by completing a team project for a client, using written, oral, visual and interpersonal skills.

MGT582 New Venture Development

Hours 3

This course provides an opportunity to develop a business plan for a new venture or for expansion of an existing company. Students are expected to acquire skills in evaluating business ventures; to learn alternative financing sources; to develop ideas for differentiating products; and to develop an understanding of what is required to harvest the profits of a growing business.

MGT586 Small Business Consulting

Hours 3

This course is designed to offer education and training in the art of management consulting as it applies to smaller firms. The overall purpose of the course is the acquisition of knowledge and skills that will enable students to provide management advice to entrepreneurs and businesspersons to improve the performance of smaller organizations.

MGT591 Independent Study

Hours 1-6

Open to all graduate students on an elective basis. This course offers students an opportunity to pursue a course of study that they design according to their own interests. Students may also work on a faculty-directed research project and receive credit.

MGT592 Internship In Human Resources Management

Hours 3

Open to graduate students with the approval of the chairperson of the human resources management program. Graduate students receive on-the-job experience in human resources management in actual organizational settings, under the joint guidance of the cooperating organizational officials and faculty members.

MGT596 Capstone Project

Hours 1-3

This course requires the student to apply his/her knowledge of the field of Management to recognize operational problems in the field. Further, the student must provide evidence of his/her abilities to communicate understanding of the problem, describe the analysis performed and organize this material effectively for both a written report and corresponding oral presentation.

MGT597 Special Topics

Hours 3

This course is devoted to the study of current topics of interest in management.

MGT598 Research In Management

Hours 3

A supervised study of specific issues and problems in management. The course is open to students in their final semester of coursework leading to the completion of a master's degree in management.

MGT599 Thesis Research

Hours 1-6

Thesis Research.

MGT610 Professional Development I

Hours 1

Provides doctoral students with an introduction to the academic community.

MGT611 Professional Development II

Hours 1

Provides doctoral students with an introduction to the academic community.

MGT612 Professional Development III

Hours 1

Provides doctoral students with an introduction to the academic community.

MGT613 Professional Development IV

Hours 1

Provides doctoral students with an introduction to the academic community.

MGT620 Organizational Behavior

Hours 3

A course designed to develop thorough understanding of individual behavior within formal organizations. Consideration is given to a number of important behavioral processes, including learning, perception, attitudinal structuring, conflict, motivation, and social reinforcement. Attention is devoted to the individual's effect on the organization and the way behavior affects the achievement of organizational goals.

MGT621 Organ Behav Group Perf

Hours 3

A study of human interaction and interpersonal behavior within working relationships. Emphasis is given to findings of the behavioral sciences as related to management problems. Theoretical and empirical approaches to issues such as communication, socialization, and role theory are presented.

MGT622 Current Topics in Human Resources Management

Hours 3

A course that gives special attention to the human aspects of problems that arise in technical, social, and organizational arenas faced with the need to change. The course includes detailed analyses of organizations as systems and of organizational leadership, change, and development.

MGT623 Contemporary Issues in Organizational Theory

Hours 3

This course deals with the definition and grouping of work units, the relationships between work units, and the assignment of decision-making authority to units within a contingency framework. Special emphasis is placed on the influence of the external environment on the structure and design of the organization.

MGT625 Foundations of Strategic Management

Hours 3

This seminar provides students with the theoretical foundation necessary to conduct empirical research in strategic management through the study of seminal works and current literature.

MGT690 Research Methods I

Hours 3

The purpose of this class is to build skills in the design, conduct and evaluation of research. Students are introduced to the basics of designing studies to test hypotheses and research.

MGT691 Research Methods II

Hours 3

Research Methods II.

MGT692 Scholarly Communication

Hours 3

Students improve their ability to communicate with peers about research through instruction in the argument structure, organization, style, delivery, and mechanics of scholarly genres.

Prerequisite(s): admission to a doctoral program

MGT698 Research in Management

Hours 3

A supervised study and investigation of specific problems in management. Open to students nearing the completion of coursework for the PhD.

MGT699 Dissertation Research

Hours 1-15

This independent research course partially fulfills required doctoral-level research dissertation hours toward the doctoral degree. Under the guidance of their dissertation advisor, students conduct research toward the completion of their doctoral dissertation. Employing various research techniques and methodologies, students work on theoretical and/or applied research topics with the aim of making a novel contribution to the field.

General Business Admin

GBA515 Effective Negotiations

Hours 3

This course will employ negotiations exercises, expert guest speakers and additional readings to help students master negotiation skills.

GBA525 Business Policy

Hours 3

An integrative study of the manager's role as chief strategy maker and chief strategy implementer, using case analysis and management simulation techniques.

GBA526 Competitive Strategy

Hours 3

Examines conceptual tools for the in-depth analysis of industries and competitors; how to build and defend competitive advantages and how to formulate a successful competitive strategy. Usually offered spring semester.

GBA571 STEM Business Honors VII

UH

Hours 1.5

This course is the seventh in a series of eight STEM Business Honors courses that students take in the STEM Path to the MBA. It is intended to be taken in the fall semester of the students' senior year. It will focus on a year-long (two semester) project.

Prerequisite(s): GBA 371 and GBA 372

University Honors

GBA572 STEM Business Honors VIII

Hours 1.5

This course is the last in a series of eight STEM Business Honors courses that students take in the STEM Path to the MBA. It is intended to be taken in the spring semester of the students' senior year. It will focus on a year-long (two semester) project.

Prerequisite(s): GBA 371, GBA 372, and GBA 571

GBA591 Independent Study

Hours 1-3

Open to all graduate students on an elective basis. This course offers students an opportunity to pursue a course of study that they design according to their own interests. Students may also work on a faculty-directed research project and receive credit.

GBA592 Managerial Internship

Hours 3

Open to all graduate students on an elective basis. Through the cooperation of participating organizations, students are exposed to actual management situations and are given an opportunity to apply classroom knowledge to practical decision problems.

GBA596 Capstone Project

Hours 1-3

The course requires the student to apply his/her knowledge of the field of General Business to recognize operational problems in the field. Further, the student must provide evidence of his/her abilities to communicate understanding of the problem, describe the analysis performed and organize this material effectively for both a written report and corresponding oral presentation.

Faculty

Department Head

Lou Marino

Management, MA

The MA in management is a 30-credit-hour degree program.

See the Admission Criteria section of this catalog for more information.

Each student who completes the master's program is expected to have a basic knowledge of the concepts, processes, and practices associated with the management of organizations. For someone with a non-business undergraduate degree and no work experience, this would include microeconomics, principles of accounting, production, management, and finance; or, having a minor in business.

Master of Arts in Management

The Master of Arts in Management, with focused areas of study including Entrepreneurship, Global Business Management, and HR Analytics offers students the opportunity to develop the skills necessary to successfully achieve organizational goals in existing firms and in new ventures. Students in this program will learn the complexities of managing businesses and leading others in a culturally diverse environment. Graduates will have a broad knowledge of subjects that are key to effective management and, depending on the focused area of study chosen, will build their expertise in strategic human resource management and analytics, new venture formation and innovation, or global leadership and management.

This flexible, online program is designed for supervisors, administrators, coordinators, managers, military personnel, and others who seek to advance their awareness of the impact of evolving opportunities in the workplace or who have developed the need for more advanced management skills in their current positions. All courses in the Global Business Management Focused Area of Study are offered online, while courses in the Entrepreneurship and HR Analytics Focused Areas of Study are offered in a blended format with some of the courses offered in the classroom and others online. The program consists of 30 hours of coursework, which students can complete in as little as two semesters depending on the chosen focused area of study, or can be extended to 18-24 months for those taking the program exclusively online. A thesis is not required.

Details about program requirements are available on the Manderson Graduate School of Business website.

Degree Requirements

Students admitted to the MA program in Management complete a minimum of 30 hours of approved coursework beyond the requirements for an undergraduate degree. The Focused Area of Study in Global Business Management is available online. Focused Area of Studies in Human Resource Analytics and Entrepreneurship combine Main Campus and Online delivery.

Required Courses:		Hours
MGT 517	Leadership & Ethics	3
MGT 537	Strategic Human Resources Management	3
GBA 525	Business Policy (Global Capstone Course)	3
AC 506	Concepts Financial Managrl Acc	3
IBA 550	Global Business	3

Focused Area of Study (choose Global Business Management, HR Analytics, or Entrepreneurship)	15
Total Hours	30

Global Business Management Focused Area of Study	Hours
Required Courses:	
IBA 555 Global Market Management	3
IBA 560 Adv. Import/Export Strategy	3
EC 500 Managerial Economics	3
Electives (choose 2 from the following list):	6
GBA 515 Effective Negotiations	
MGT 582 New Venture Development	
MGT 586 Small Business Consulting	
MKT 510 Prod Design Marketing Strategy	
FI 504 Financial Management	
OM 500 MGT Science & Spreadsheet Mod	
OM 525 Effective Quality Management	
ST 560 Statistical Methods	
ST 575 Statistl Quality Control	
Any approved 500-level course	
Total Hours	15

HR Analytics Focused Area of Study	Hours
Required Courses:	
ST 560 Statistical Methods	3
MGT 531 Employee Recruitment, Selection, and Placement	3
MGT 534 Training and Development	3
MGT 539 Workforce Analytics	3
Elective (choose 1 from the following list):	3
FI 504 Financial Management	
GBA 515 Effective Negotiations	
MGT 582 New Venture Development	
MGT 586 Small Business Consulting	
MKT 510 Prod Design Marketing Strategy	
OM 500 MGT Science & Spreadsheet Mod	
OM 525 Effective Quality Management	
ST 575 Statistl Quality Control	
Any approved 500-level course	
Total Hours	15

Entrepreneurship Focused Area of Study	Hours
Required Courses:	
FI 504 Financial Management	3
MGT 582 New Venture Development	3
MGT 586 Small Business Consulting	3
MKT 510 Prod Design Marketing Strategy	3
Elective (choose 1 from the following list):	3
GBA 515 Effective Negotiations	
OM 500 MGT Science & Spreadsheet Mod	
OM 525 Effective Quality Management	
ST 560 Statistical Methods	
ST 575 Statistl Quality Control	

Any approved 500-level course	
Total Hours	15

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be

accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been

completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion.

The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations.

A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second

master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Management, Ph.D.

The Ph.D. in Management is a rigorous four-to-five year program preparing students for careers in management and higher education. Students enter into a research-oriented program producing top-level business professionals and educators. The mission of the doctoral program in Management is to advance the careers of students with research and teaching skills who can continue the creation, verification, application, and dissemination of knowledge to academic colleagues, future generations of students and business professionals.

The Ph.D. Program in Management faculty supports students interested in:

- Business and Managerial Communication
- Healthcare Analytics
- Human Resources
- Employee Well-Being
- Entrepreneurship
- Industrial/Organizational Psychology
- Mental Health
- Organizational Behavior
- Person-Organizational Fit
- Strategic Human Capital
- Strategic Management
- Workplace Stress

Admission Requirements

Admission to doctoral programs in business is open to qualified individuals who hold undergraduate and/or graduate degrees from accredited colleges and universities. Individuals seeking admission to a doctoral program should follow the application procedure established by the Graduate School of The University of Alabama. Applications for admission are carefully evaluated by selected members of the graduate faculty of the specific field to which the student is seeking admission.

See the Admission Criteria section of this catalog for more information.

Required Courses:		Hours
MGT 610	Professional Development I	1
MGT 611	Professional Development II	1
MGT 612	Professional Development III	1
MGT 613	Professional Development IV	1
MGT 620	Organizational Behavior	3
MGT 621	Organ Behav Group Perf	3
MGT 622	Current Topics in HR Mgmt	3
MGT 623	Contemp. Issues in Org Theory	3
MGT 625	Foundations of Strategic Mgmt	3
MGT 633	Foundations of Ent Research	3
MGT 690	Research Methods I	3
MGT 691	Research Methods II	3

MKT 674	Meas Struct Equatn Model	3
MKT 688	Quant Modeling in Marketing	3
Elective Courses (with advisor approval)		14
Dissertation Research Hours (MGT 699 - with advisor approval, distributed appropriately throughout the program)		24
Total Hours		72

Student program committee. For registration for the first semester or summer session in residence, each student will be advised by the graduate coordinator or department head of the major field. The graduate coordinator guides the student in course selection and counsels the student regarding other aspects of the program.

Plan of Study. The PhD Plan of Study is available at the Graduate School website. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations. An amended Plan of Study (if needed) must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Scholastic requirements. If a student's cumulative grade average falls below 'B,' or if the student earns a 'D' or 'F' in a graduate course, the student may be dismissed from the program.

Residency requirements. The minimum period (following the bachelor's degree) for earning the PhD will vary dependent on the discipline. The program is full-time and a student is expected to maintain continuous residence at The University of Alabama. Additional information on doctoral residency is in the Doctoral Degrees (p. 22) section of this catalog.

Major field requirements. The student must choose a major field from one of the following programs: accountancy, applied statistics, economics, finance, management, marketing, or operations management. The major field may include cognate courses offered by divisions of the University outside or within the Manderson Graduate School of Business. The student must take at least seven graduate-level courses in the major field to prepare for the comprehensive examination.

Quantitative methods requirements. Each student is required to complete two courses in statistical methods equivalent to the content of ST 550 and ST 551, and two additional courses involving more advanced quantitative and/or statistical methods. These two elective courses are in addition to courses selected to satisfy the major or minor field requirements. A student who selects statistics as the major or minor field may satisfy the quantitative-methods requirement by completing at least four courses involving quantitative methods in addition to those selected to satisfy the minor field requirements in statistics.

Language/research tool requirements. There is no University-wide or College-wide language/research tool requirement for the PhD degree. Each program offering the degree may set its own requirements. In cases where the program has established a language/research tool requirement, candidates must complete the language/research tool requirement before taking the preliminary examination. Each student should contact the doctoral program coordinator in his or her major field for more information concerning language/research tool requirements.

Comprehensive and preliminary examinations. Each student is required to pass a comprehensive examination in the major field, and, if required, a comprehensive examination in the minor field(s). The examinations primarily aim to determine the student's ability to show relationships among the various segments of knowledge within the major and minor

fields of study. The written examination in the major field is scheduled for each student by the department head or program director. Examinations in the minor field (if required) may be taken at any time scheduled by the respective programs.

Some disciplines may also require a preliminary or qualifying examination in which the student must demonstrate competency in the major field in order to continue in the program. Such examinations will normally be administered after the first year in the program and will be scheduled by the department head or program coordinator.

In accordance with University policy, a student may attempt each examination no more than two times. However, each student should consult his or her program's policies for the written comprehensive examination because programs may vary in approach and requirements.

Dissertation committee. The dissertation committee is appointed by the department head or the graduate coordinator in the student's major field, in consultation with the faculty and the student. The dean of the Graduate School must approve the committee upon submission of the form for Appointment/Change of Doctoral Dissertation Committee. The committee consists of a minimum of five members of the graduate faculty; no fewer than two members must be from outside the student's major field and at least one member must be from outside the student's academic department. Each member of the committee must possess a terminal degree. Exceptions must be approved by the dean of the Culverhouse College of Business and by the dean of the Graduate School. The director of the dissertation is the chairperson of the committee.

Program areas may impose additional procedures for approval of dissertation proposals. The dissertation committee is responsible for admission of the student to candidacy, supervision of the dissertation, and administration of the final oral examination.

Admission to candidacy. Students are certified by the dean of the Graduate School for Admission to Candidacy for the PhD degree after they have met the following requirements:

1. Completed the program of approved coursework
2. Demonstrated in comprehensive examinations their competence in (a) the major field and (b) each minor field requiring an examination
3. Satisfactorily fulfilled the language/research tool requirement, if any
4. Passed the preliminary examination, if required
5. Established an approved dissertation committee
6. Received approval of the dissertation proposal from the dissertation committee

Dissertation requirements. A dissertation showing power of independent research and literary skill must be prepared on a topic in the major field. The subject of the dissertation must be approved by the student's dissertation committee. A student who completes the coursework but fails to complete the dissertation within five years after being admitted to candidacy will be required to retake the written examinations and the preliminary oral examination. All candidates are expected to register for dissertation supervision each semester and summer session until the dissertation is completed.

Final oral examination. When the dissertation has been completed the candidate will be given a final oral examination by the committee. This examination is primarily concerned with the research work of the candidate as embodied in the dissertation and the field in which the dissertation lies, but it may extend over the whole primary field of study. The final oral examination is governed by the rules of the Graduate School of The University of Alabama. All faculty members of the Manderson Graduate School of Business are invited to attend final oral

examinations. The candidate will present a copy of the final draft of the dissertation to each committee member at least two weeks in advance of the final oral examination.

Time limit for completion of the PhD. A student entering the PhD program must complete all requirements for the PhD degree within nine years of the date of admission in the graduate program. If a student is suspended from the PhD program for exceeding the time limits for completion of the program, the individual may petition the department chair and the Culverhouse College of Business PhD Programs Committee.

Extension of time and/or additional requirements for readmission to the program must be recommended to the Graduate School of The University of Alabama by the student's departmental graduate faculty and the dean of the college. A maximum one-semester extension may be granted in those rare instances in which the student presents documentation of compelling circumstances beyond the student's control that made it impossible to complete the degree within the required time frame. See Time Limits Extension Request (Doctoral Only) (p. 22) for the steps in the University's policy and conditions needed for the dean of the UA Graduate School to consider a one-semester extension.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must

be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See Interdisciplinary Studies (IDS) (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a

doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall

graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.

2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.*
 - b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
 - c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
 - d. The Field-Related Employment Since Earning Mater's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program

(Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the

dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must

be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation.

Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the

student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3

'Completed' means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

- International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.
- The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee member are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Department of Marketing

- Majors
 - Marketing, MS (p. 429)
 - Concentration in Marketing Analytics and Digital and Social Media
 - Marketing, PhD (p. 433)
 -
 -

Department Head

- Kristy Reynolds

MKT 300 Marketing or its equivalent is a prerequisite for all 400-level courses; MKT 518 Marketing Management & Decision Making or its equivalent is a prerequisite for all 500- and 600-level courses.

MKT510 Product Design Marketing Strategy

Hours 3

An intensive investigation of the process of new product development, including its role in the organization, analysis of market opportunities, creative idea generation, concept screening, design, forecasting, manufacturing, and launch. Teaching emphasis is on processes, tools, and techniques. A group project provides real-world product development experience.

MKT511 Supply Chain Management

Hours 3

MKT 511 is a graduate (master's) level counterpart to MKT 411 Supply Chain Management. Its focus is on providing a managerial perspective of best practice supply chain management. The course encompasses the collaborative strategies and planning processes needed to build and manage supply chains for systemic effectiveness and efficiency. It will be offered coterminously with MKT 411 during each spring semester. The target students for MKT 511 are MBA's with marketing concentrations and master of arts (MA) and master of science (MSC) students in marketing. Graduate students in other degree programs may also enroll as an elective for graduate credit.

Prerequisite(s): MKT 518

MKT518 Marketing Management & Decision Making

Hours 3

A combination of lectures and cases is used to examine and analyze the marketing process. Emphasis is on decision making: the refinement of skills needed to recognize and solve marketing problems, and to effectively communicate recommendations both within and without the organization. The following components of the marketing mix are examined: product management, pricing, promotion, personal selling, buyer behavior, marketing channels, distribution, and segmentation.

MKT522 Advanced Supply Chain Strategy

Hours 3

Supply Chain Strategies are key to firms developing a sustainable competitive advantage. This course addresses the changing and increasingly important role of supply chain management from a strategic standpoint. Topics include Distribution Strategy, Inventory & Information Strategy, Demand Management, Operations Integration, Outsourcing, Partnering & Customer Relationship Strategy, Redesign & Contingency Planning, Reverse Logistics, Strategic Sourcing, Technology and Sustainability. The main objective of the course is to teach the participants how to develop a comprehensive supply chain to support overall business objectives. The course is case based giving the student pragmatic training for their first career placement.

MKT530 Advanced Marketing Analysis

Hours 3

This course for Master of Science in Marketing and second-year MBA students concerns the generation of marketing research results to help make marketing decisions. The course is designed to complement and build on the skills acquired in Marketing 518, the Survey of Marketing course. The core of Marketing 530 is decision-relevant data; planning its acquisition; getting it from a variety of internal, secondary and primary sources; analyzing it; and using it as the basis of decisions. The course also provides students with marketing analytics-centered skills (ANOVA, regression, factor and cluster analysis). Knowledge developed in the courses can be applied in the fields of market management, product management and project management. This course also helps prepare students to successfully complete team-based projects (Marketing 581) in the spring semester.

MKT531 Services Marketing

Hours 3

An examination of how service firms achieve and maintain marketing excellence.

MKT537 Personal Selling

Hours 3

To understand the basic concepts and principles surrounding personal selling including the sales process and emerging advanced sales topics.

MKT538 Sales Management

Hours 3

The Sales Management course builds on the basic sales process taught in Professional Sales by focusing on Account Management and Team Management.

Prerequisite(s) with concurrency: MKT 537

MKT540 Introduction to Digital and Social Media Marketing

Hours 3

This course will address the distinct needs of digital and social media in the area of marketing. Opportunities for application of these skills to real-world business situations will be given to students. The course covers theory along with the tactical elements of creating and branding digital and social media content for companies and organizations.

Prerequisite(s): Master's

MKT542 Digital and Social Media Analytics

Hours 3

This course will give students experience and exposure to advertising analytics in digital and social media. Special focus will be placed on Google AdWords and Google Analytics – the premiere digital advertising and analytics program online at this time. Students will analyze current professional literature on digital and social media analytics and focus on return on investment of online advertising and analytics for businesses and organizations.

Prerequisite(s): Master's

Prerequisite(s) with concurrency: Co-requisites MKT 540 or MKT 543

MKT543 Advanced Digital and Social Media Projects and Studies

Hours 3

This course will give students real world experience in using social media professionally. Students will work in teams on live social media projects with a professional organization while learning Return on Investment strategies and analytical skills.

Prerequisite(s): Masters, MKT 540

MKT591 Independent Study

Hours 1-6

This course allows students to work one-on-one with faculty on a topic mutually agreed on by the faculty and student.

MKT592 Internship

Hours 3

Students work for an organization in an approved business or public sector setting. The internship is administered through the Master of Science in Marketing program.

MKT594 Marketing Project Management

Hours 3

Introduce Master of Science in Marketing students (and other interested graduate students) to the concepts and use of project management techniques utilizing Project Management Institute (PMI) standards focusing on marketing-specific projects.

MKT595 Client-Based Marketing Consultant Projects

Hours 3

This course is devoted entirely to the completion of real-world marketing projects for specific organizational clients. Teams are created based on skills and interests as well as the needs of the clients. The scope of each project is determined by the needs of the client, but it typically is based in decision-making insights from marketing research and involves one or more of such marketing-oriented tasks as: market segmentation and target marketing activities associated with a proposed new product, service, or strategic initiative; the gathering and application of marketing research pertinent to an important GO/NO GO decision by the firm; gauging specific reaction from the potential customer market regarding a proposed new initiative by the client; evaluating the potential competitive advantage of a strategic or tactical move by the firm; creation of and implementation of a plan for research, promotion, launch, pricing, and/or distribution for some aspect of the firm's business. This course is unique. It allows students to use the skills and knowledge that they have acquired in graduate marketing courses as well as build new skills in marketing analysis, project management, client relationship building/maintenance skills, communications, decision-making, and leadership.

MKT596 Capstone Project

Hours 1-3

This course requires the student to apply his/her knowledge of the field of Marketing to recognize operational problems in the field. Further, the student must provide evidence of his/her abilities to communicate understanding of the problem, describe the analysis performed and organize this material effectively for both a written report and corresponding oral presentation.

MKT597 Special Topics In Marketing

Hours 1-6

This course offers faculty a chance to present topics of interest to themselves and to marketing students.

MKT599 Thesis Research

Hours 1-6

A course designed to focus on student's independent research projects.

MKT613 Consumer Behavior

Hours 3

This course will focus on exposing PhD students to academic research related to understanding how and why people consider, choose, use, and evaluate goods and services. Offered spring semester, every other year.

MKT674 Measurement & Structural Equation Modeling

Hours 3

A course that covers measurement theory and how it is applied in scientific research. Students learn to construct effective questionnaires, to develop psychometrically-sound measures of constructs, and to assess measure reliability and validity. Quantitative methods, including exploratory factor analysis, confirmatory factor analysis, and structural equation modeling, are emphasized. Offered fall semester.

MKT688 Quantitative Modeling in Marketing

Hours 3

This course covers multiple approaches to quantitative analysis of marketing data. Modeling skills are developed through analysis of actual data and examination of published applications. Analysis approaches include both dependence models, such as multiple regression and MANOVA, and interdependence models, such as factor analysis. Offered fall semester.

MKT690 Theory Development and Use

Hours 3

This course provides an overview of the role of theory in academic research. The course begins with an introduction of philosophy of science concepts and follows with discussions of what constitutes theory and the importance and role of theory in academic research. To provide students with an appropriate background, various theories are discussed in-depth throughout the semester along with applications of those theories in the literature. Offered every fall semester.

MKT691 Graduate Seminar In Mkt

Hours 3

Through the reading of this course, we will explore in depth several specific areas that are informed by strategic marketing thought. We will not only trace the development of theory in marketing strategy, but chart several courses for future research.

MKT698 Research In Marketing

Hours 1-6

A course designed to focus on students' independent research projects.

MKT699 Dissertation Research

Hours 1-12

This independent research course partially fulfills required doctoral-level research dissertation hours toward the doctoral degree. Under the guidance of their dissertation advisor, students conduct research toward the completion of their doctoral dissertation. Employing various research techniques and methodologies, students work on theoretical and/or applied research topics with the aim of making a novel contribution to the field.

International Business Administration (IBA) Courses

IBA550 Global Business

Hours 1-3

A seminar emphasizing the environmental factors affecting international business operations, and studying different economic, social, cultural, legal, and other environmental conditions and their influence on both the formulation and execution of business policy of firms engaged in multinational business.

IBA555 Global Market Management

Hours 3

The object of this course is to investigate the effects of cultural similarities and differences on marketing practices worldwide. Also examined are the effects of market idiosyncrasies on globally oriented products, promotion, pricing, and distribution strategies.

IBA560 Advanced Import/Export Strategy

Hours 3

This course will provide a detailed overview of marketing, management, and logistics issues relative to setting up and operating an import/export firm or engaging in these activities in an existing firm.

IBA596 Capstone Project

Hours 1-3

This course requires the student to apply his/her knowledge of the field of International Business Administration to recognize operational problems in the field. Further, the student must provide evidence of his/her abilities to communicate understanding of the problem, describe the analysis performed and organize this material effectively for both a written report and corresponding oral presentation.

IBA597 Special Topics: Independent Study

Hours 3

This course offers faculty a chance to present topics of interest to themselves and to students with interests in international business.

Faculty**Department Head**

Kristy Reynolds

Marketing, MS**The Field of Marketing**

Marketing is the field of business concerned with the identification and analysis of consumer and business market needs and the development and management of marketing programs to satisfy those needs.

Marketers are responsible for market strategy, product development and management, development and execution of promotional programs, management of distribution systems, and pricing for targeted domestic and international market opportunities based on an understanding of consumers generated by marketing research and analysis of primary and secondary market data.

The University of Alabama offers a Master of Science degree in marketing (MS) with two concentrations:

Digital and Social Media Concentration

The Digital and Social Media Marketing specialization involves a deep dive into the new world of digital marketing, with an overview course in social media-based marketing strategy followed by courses in digital marketing analytics and advanced digital marketing. The world of digital and social media marketing is growing rapidly, with firms around the world scrambling to add digital components to their marketing strategies.

Marketing Analytics Concentration

The Marketing Analytics specialization involves a heavy curriculum in statistics and SAS programming emphasizing data analysis and data mining. Graduates with this specialization earn a SAS/Data Mining Certification and are prepared to sit for the SAS programming certificate. Marketing Analytics graduates are highly sought after by a wide variety of organizations because of their ability to work with "Big Data."

In addition, several MS students per year continue their education in PhD programs at UA and other universities.

Program Overview:

The MS is designed to be completed in two semesters of full-time study (15 hours each) but students are welcome to take longer if they prefer. The program enrolls around 50-60 students per year, most of whom start

in the fall. Students entering in the spring semester cannot graduate in two semesters due to prerequisites.

The degree consists of 30 credit hours of coursework (33 for Marketing Analytics), including six hours of Client-based Project credit. Students interested in the Marketing Analytics specialization must apply for summer admission in order to complete a graduate level Introduction to Statistics course unless such a course has already been completed.

The Accelerated Master's Program (AMP):

The Accelerated Master's Program (AMP) in Marketing (formerly the University Scholars Program) allows academically gifted undergraduate majors in Marketing or with a double major which includes Marketing to begin taking graduate courses after 90 hours of undergraduate study. This will in many cases allow them to complete both the BA and the MS degree in four years. Once admitted, an AMP student is approved to take up to 15 hours of graduate courses that will count towards both the bachelor's and graduate degrees.

Students completing the MS program will

- earn a graduate business degree (Master of Science)
- enhance their employment opportunities and upward mobility through a program of advanced marketing coursework and hands-on project experience

The program is also appropriate for persons who wish to earn a master's degree en route to a PhD in marketing.

Faculty

The marketing faculty at The University of Alabama is nationally recognized for high quality teaching, research, and service to the state and nation. Faculty members work closely with students as teachers, project and team mentors, and as resources for placement and career planning after as well as before graduation.

Placement

Placement of students is a priority. We have recent graduates in nearly every conceivable marketing position around the world. Graduates have careers in brand management for consumer product firms, in banking, in industrial and pharmaceutical marketing and sales, in automobile manufacturing, in marketing research, in supply chain management, in sports and entertainment marketing, in entrepreneurship, in the public sector, in marketing of non-profit organizations, and in academics.

Admission Requirements

Admission requirements include a minimum GPA of 3.0 and a minimum score of 550 on the GMAT or 300 on the GRE. The average GPA of recent acceptees has been approximately 3.5 and the average GMAT has been 620. Entrance requirements for the Marketing Analytics specialization include a 3.3 GPA, a 'B' or higher in undergraduate calculus, and a 580 GMAT/308 GRE.

Student Backgrounds:

Our MS students include college seniors with majors in a variety of fields including business, liberal arts, engineering, science, and communications, as well as individuals with non-business graduate degrees and those currently working in marketing and other jobs.

See the Admission Criteria section of this catalog for more information.

Typical applicants will be:

- seniors in all business majors
- seniors with non-business majors

- persons with non-business graduate degrees seeking employment in marketing
- individuals currently working in the private or public sector

Prior study of business is not required. Students with liberal arts, engineering, science, communications, as well as business undergraduate backgrounds are encouraged to consider this program.

Degree Requirements

Coursework in the Master of Science degree program in marketing is designed to provide students with:

- a solid understanding of contemporary marketing issues
- experience in advanced analytical and marketing research techniques necessary for sound marketing decisions.

The MS program requires 30 hours of coursework (33 hours for the Marketing Analytics Concentration), with the expectation that the degree will be completed in two semesters.

Required Courses:		Hours
IBA 555	Global Market Management	3
MKT 530	Advanced Marketing Analysis	3
MKT 595	Client-Based Mkt Consult Proj	3
MKT 596	Capstone Project	3
Elective Courses (with advisor approval) ¹		18
MKT 510	Prod Design Marketing Strategy	
MKT 522	Advanced Supply Chain Strategy	
MKT 531	Services Marketing	
MKT 537	Personal Selling	
MKT 540	Intro to Digital/Social Media	
MKT 542	Digital/Social Media Analytics	
MKT 543	Adv Digital and Social Media	
MKT 591	Independent Study	
MKT 592	Internship	
GBA 515	Effective Negotiations	
MGT 597	Special Topics	
Other elective courses with approval of the program coordinator		
Total Hours		30

Footnotes

¹ Students can choose a concentration in Marketing Analytics or Digital and Social Media, or can choose to complete 18 hours of advisor approved electives.

Digital and Social Media Concentration		Hours
Required Courses:		
MKT 540	Intro to Digital/Social Media	3
MKT 542	Digital/Social Media Analytics	3
MKT 543	Adv Digital and Social Media	3
Elective Courses (choose 3 from the following list):		9
MKT 510	Prod Design Marketing Strategy	
MKT 522	Advanced Supply Chain Strategy	
MKT 531	Services Marketing	
MKT 537	Personal Selling	
MKT 538	Sales Management	
MKT 539	Key Account Management	

APR 592	Integrated Comm Strategy	
MGT 582	New Venture Development	
Other 500 level courses (with advisor approval) ¹		
Total Hours		18

Footnotes

¹ Students completing the Digital and Social Media Concentration must complete a total of 30 hours.

Marketing Analytics Concentration		Hours
Required Courses:		
ST 560	Statistical Methods	3
ST 521	Statistical Data Management	3
ST 531	Data Mining I	3
ST 522	Adv Statistical Data Mgt	3
ST 532	Advanced Data Mining	3
Elective Courses (from the Marketing or IBA curriculum, with advisor approval) ¹		6
Total Hours		21

Footnotes

¹ Students Completing the Marketing Analytics Concentration must complete a total of 33 hours.

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject. With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus.

However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on#campus#only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered

if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate

facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form](https://graduate.ua.edu/current-students/forms-students/) (this link needs to be changed to <https://graduate.ua.edu/current-students/forms-students/>) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Marketing, Ph.D.

The Doctor of Philosophy degree is awarded for scholarly attainment and represents the highest degree in business administration that the University may bestow upon a student. Doctoral programs in business are designed principally for those who wish to prepare for careers in university teaching or for research positions in business and government.

The faculty of the Manderson Graduate School of Business offer the PhD degree in seven business fields: accounting, applied statistics, economics, finance, management, operations management, and marketing. The doctoral program in operations management offers an interdisciplinary concentration in management information systems.

Admission Requirements

Admission to doctoral programs in business is open to qualified individuals who hold undergraduate and/or graduate degrees from accredited colleges and universities. Individuals seeking admission to a doctoral program should follow the application procedure established by the Graduate School of The University of Alabama. Applications for admission are carefully evaluated by selected members of the graduate faculty of the specific field to which the student is seeking admission.

See the Admission Criteria section of this catalog for more information.

Required Courses:		Hours
MKT 518 or	Mktng Mgmt & Decision Making	3
IBA 555	Global Market Management	
MKT 613	Consumer Behavior	3
MKT 674	Meas Struct Equatn Model	3

MKT 690	Theory Development and Use	3
MKT 691	Graduate Seminar In Mkt	3
MGT 690	Research Methods I	3
MGT 691	Research Methods II	3
MGT/MKT Elective		3
Elective Courses (with advisor approval)		24
Dissertation Research Hours (MKT 699 - with advisor approval; distributed appropriately throughout the program)		24
Total Hours		72

Student program committee. For registration for the first semester or summer session in residence, each student will be advised by the graduate coordinator or department head of the major field. The graduate coordinator guides the student in course selection and counsels the student regarding other aspects of the program.

Plan of Study. The PhD Plan of Study is available at the Graduate School website. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations. An amended Plan of Study (if needed) must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Scholastic requirements. If a student's cumulative grade average falls below 'B', or if the student earns a 'D' or 'F' in a graduate course, the student may be dismissed from the program.

Residency requirements. The minimum period (following the bachelor's degree) for earning the PhD will vary dependent on the discipline. The program is full-time and a student is expected to maintain continuous residence at The University of Alabama. Additional information on doctoral residency is in the Doctoral Degrees (p. 22) section of this catalog.

Major field requirements. The student must choose a major field from one of the following programs: accountancy, applied statistics, economics, finance, management, marketing, or operations management. The major field may include cognate courses offered by divisions of the University outside or within the Manderson Graduate School of Business. The student must take at least seven graduate-level courses in the major field to prepare for the comprehensive examination.

Minor field requirements. One minor field of study must be selected from within the Manderson Graduate School of Business or in a discipline outside the School that is closely related to the student's major field of study. To satisfy the minor-field requirement, the student must meet the standards set by the program area granting the minor. In general, this means that the student must demonstrate a thorough grasp of the philosophy, methodology, and literature dealing with the minor field. The student must take a minimum of four graduate courses to satisfy the minor-field requirement. Some minor fields require a written comprehensive examination. For applied statistics, the minor-field requirement is replaced by the interdisciplinary field courses.

Quantitative methods requirements. Each student is required to complete two courses in statistical methods equivalent to the content of ST 550 and ST 551, and two additional courses involving more advanced quantitative and/or statistical methods. These two elective courses are in addition to courses selected to satisfy the major or minor field requirements. A student who selects statistics as the major or minor field may satisfy the quantitative-methods requirement by completing at least

four courses involving quantitative methods in addition to those selected to satisfy the minor field requirements in statistics.

Language/research tool requirements. There is no University-wide or College-wide language/research tool requirement for the PhD degree. Each program offering the degree may set its own requirements. In cases where the program has established a language/research tool requirement, candidates must complete the language/research tool requirement before taking the preliminary examination. Each student should contact the doctoral program coordinator in his or her major field for more information concerning language/research tool requirements.

Comprehensive and preliminary examinations. Each student is required to pass a comprehensive examination in the major field, and, if required, a comprehensive examination in the minor field(s). The examinations primarily aim to determine the student's ability to show relationships among the various segments of knowledge within the major and minor fields of study. The written examination in the major field is scheduled for each student by the department head or program director. Examinations in the minor field (if required) may be taken at any time scheduled by the respective programs.

Some disciplines may also require a preliminary or qualifying examination in which the student must demonstrate competency in the major field in order to continue in the program. Such examinations will normally be administered after the first year in the program and will be scheduled by the department head or program coordinator.

In accordance with University policy, a student may attempt each examination no more than two times. However, each student should consult his or her program's policies for the written comprehensive examination because programs may vary in approach and requirements.

Dissertation committee. The dissertation committee is appointed by the department head or the graduate coordinator in the student's major field, in consultation with the faculty and the student. The dean of the Graduate School must approve the committee upon submission of the form for Appointment/Change of Doctoral Dissertation Committee. The committee consists of a minimum of five members of the graduate faculty; no fewer than two members must be from outside the student's major field and at least one member must be from outside the student's academic department. Each member of the committee must possess a terminal degree. Exceptions must be approved by the dean of the Culverhouse College of Business and by the dean of the Graduate School. The director of the dissertation is the chairperson of the committee.

Program areas may impose additional procedures for approval of dissertation proposals. The dissertation committee is responsible for admission of the student to candidacy, supervision of the dissertation, and administration of the final oral examination.

Admission to candidacy. Students are certified by the dean of the Graduate School for Admission to Candidacy for the PhD degree after they have met the following requirements:

1. Completed the program of approved coursework
2. Demonstrated in comprehensive examinations their competence in (a) the major field and (b) each minor field requiring an examination
3. Satisfactorily fulfilled the language/research tool requirement, if any
4. Passed the preliminary examination, if required
5. Established an approved dissertation committee
6. Received approval of the dissertation proposal from the dissertation committee

Dissertation requirements. A dissertation showing power of independent research and literary skill must be prepared on a topic in the major

field. The subject of the dissertation must be approved by the student's dissertation committee. A student who completes the coursework but fails to complete the dissertation within five years after being admitted to candidacy will be required to retake the written examinations and the preliminary oral examination. All candidates are expected to register for dissertation supervision each semester and summer session until the dissertation is completed.

Final oral examination. When the dissertation has been completed the candidate will be given a final oral examination by the committee. This examination is primarily concerned with the research work of the candidate as embodied in the dissertation and the field in which the dissertation lies, but it may extend over the whole primary field of study. The final oral examination is governed by the rules of the Graduate School of The University of Alabama. All faculty members of the Manderson Graduate School of Business are invited to attend final oral examinations. The candidate will present a copy of the final draft of the dissertation to each committee member at least two weeks in advance of the final oral examination.

Time limit for completion of the PhD. A student entering the PhD program must complete all requirements for the PhD degree within nine years of the date of admission in the graduate program. If a student is suspended from the PhD program for exceeding the time limits for completion of the program, the individual may petition the department chair and the Culverhouse College of Business PhD Programs Committee.

Extension of time and/or additional requirements for readmission to the program must be recommended to the Graduate School of The University of Alabama by the student's departmental graduate faculty and the dean of the college. A maximum one-semester extension may be granted in those rare instances in which the student presents documentation of compelling circumstances beyond the student's control that made it impossible to complete the degree within the required time frame. See Time Limits Extension Request (Doctoral Only) (p. 22) for the steps in the University's policy and conditions needed for the dean of the UA Graduate School to consider a one-semester extension.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria

are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See Interdisciplinary Studies (IDS) (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON),

and The University of Alabama Capstone College of Nursing (UACCN). The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials

from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.*
 - b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
 - c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
 - d. The Field-Related Employment Since Earning Master's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's

graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some

departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology.

Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination

involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
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By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
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After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)

After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)

'Completed' means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.

² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering

- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in *A Student Guide to Preparing Electronic Theses and Dissertations*, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in

real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in *A Student Guide to Preparing Electronic Theses and Dissertations*.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under *Current Students/Deadlines for Graduate Students*.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

College of Communication and Information Sciences

Department of Advertising and Public Relations (p. 447)

Department of Communication Studies (p. 454)

Department of Journalism Creative Media (p. 462)

School of Library and Information Studies (p. 469)

Communication Information Sciences (CIS), PhD (p. 484)

Program Administration

The graduate programs in the College of Communication and Information Sciences are administered by the associate dean for graduate studies, by various administrative divisions within the College, and by the Graduate School. The college has one PhD degree program (p. 484). It is a multidisciplinary program that draws on all subdivisions of the College

and is administered by the associate dean for graduate studies and by the graduate studies committee. The College offers four Master of Arts degree programs and one Master of Fine Arts degree program. These master's programs are administered by the associate dean, by divisional or department heads, and by department program directors.

· Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student

has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change

of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on#campus#only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The

thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Admission Criteria

The Graduate School of The University of Alabama administers admissions for the entire University. The Graduate School's website has detailed admission policies, an electronic application, and other useful information for those considering graduate studies at the University.

Graduate students in the College of Communication and Information Sciences must meet the admission criteria of the Graduate School (see Admission Criteria) of The University of Alabama. Specific graduate programs in the college may have additional admission criteria, as specified in departmental sections of this catalog.

See the Admission Criteria section of this catalog for more information.

CIS600 Prosem Communicatn Info Sci

Hours 1

The course is part of orientation for all students in the PhD program. It must be taken during the first semester of study. As an introduction to relevant research and teaching practices, this course allows students to hear presentations by faculty and advanced doctoral students.

CIS601 Proseminar In Pedagogy

Hours 1

This course is part of the orientation for all students in the Ph.D. program. It must be taken during the second semester of study. It introduces the students to teaching techniques in communication and information studies.

CIS602 Colloquium Comm Info Science

Hours 1

The course is part of orientation for all students in the PhD program. It must be taken during the third semester of study. The course is designed to allow doctoral students to learn about research being conducted within the College and to make formal presentations of their own research.

CIS603 Quantitative Research Methods

Hours 3

The course provides detailed study of quantitative research methods appropriate to the various areas of study in communication and information sciences.

CIS604 Mass Communication Theory

Hours 3

This course is a survey of the foundational theories of mass communication and media processes and effects.

CIS605 Cultural and Critical Theory in Communication

Hours 3

Survey of foundational cultural and critical theories in communication.

CIS606 Knowledge & Information Theory

Hours 3

This course offers a survey of theoretical developments in the study of knowledge and information.

CIS607 Theory Constructn Epistemolgy

Hours 3

This course provides detailed study of the philosophical foundations of theory construction and current issues in theories of the nature of knowledge.

CIS608 Qualitative Research Methods

Hours 3

This course is an introduction to qualitative research methods in communication, yet with a doctoral level of sophistication and expectations. The aim is to introduce students to all primary forms of qualitative methodologies from a social science perspective; however, each method or approach described could easily be the subject of a course itself.

CIS609 Humanistic Research Methods

Hours 3

Founded on a logical conceptualization of knowledge creation, this course surveys eight modes of knowing in the humanities: philological interpretation, phenomenological interpretation, explanatory history, narrative history, aesthetic/technical criticism, cultural criticism, theoretical analysis, and theoretical synthesis. Treatment of modes includes investigation of theories and examination of applications. The course is designed to support disciplinary research and publication by participants.

CIS610 Foundations of Doctoral Study in Communication & Information Sciences

Hours 3

Students develop familiarity with college graduate faculty members, their professional lives, teaching specialties, research interests, and service involvements. Students become familiar with the norms of doctoral life. Students develop their own unique approach to research, teaching, and service in the context of their area of expertise.

CIS621 Intercultural Perspective in Youth Literature

Hours 3

Addresses cultural stereotypes and issues surrounding cultural authenticity in children's and young adult literature, and suggests how librarians / educators can help children use literature to make intercultural connections with youth from diverse cultural backgrounds. Provides opportunities to explore diverse perspectives and theories related to selecting, analyzing, and interpreting international and multicultural literature for youth.

CIS650 Seminar: Communication & Information Sciences

Hours 3

Topics vary. Course supports research in areas appropriate for advanced study and original research in communication and information sciences. Depending on the interests of participants and on the topic of the seminar, students may conduct research individually or may work together on research projects. May be repeated.

CIS651 Interpersonal Approaches to Health Communication

Hours 3

This graduate seminar explores the major interpersonal issues related to health communication, focusing on both classical and contemporary perspectives.

CIS652 Sem Culture Criti Rhetor Stdy

Hours 3

The examination of a wide range of mediated texts through the intersecting perspectives of cultural, critical and rhetorical analysis.

CIS653 Descriptive Bibliography

Hours 3

Examines the intellectual objectives served by descriptive bibliographies and introduces the methods and problems of bibliographical description of printed books of the hand- and machine-press periods. Emphasis is on the examination and historical analysis of books as physical objects. Primarily for students interested in the history of books, special collections, rare book cataloging, and humanities reference work.

CIS654 Print Culture And Society

Hours 3

Examines the book as a cultural artifact and explores the impact of print culture on communication and knowledge/information production in Europe and the United States. Topics include orality and literacy, reading, authorship, copyright, markets and distribution, and the future of books in a digital age.

CIS655 Book Artifact Materialy Text

Hours 3

Examines the book as a physical artifact, as the material embodiment of text. Topics include the transitions between hand production and mechanical production, methods of bookmaking, printers and publishers, the alphabetic code, paratext, letterforms and typography, paper, page formats and layouts, illustrations, bindings, and other semiotic systems and bibliographic signifiers, as well as the purpose of the book with special emphasis on the relationships between meaning and physical form and the complex conventions of the book.

CIS656 Electronic and Contemporary Publishing

Hours 3

Focuses on both scholarly and commercial networked digital publishing within the context of the information cycle and information chain from the vantages of contemporary publishing and communication. The course is concerned with the numerous and varied problems/opportunities of electronic publishing and the accompanying paradigm shifts.

CIS659 Health Information Seeking

Hours 3

Explores the major theories and issues related to health information seeking, focusing on the roles of mediated and interpersonal communication in seeking, understanding, and sharing health information.

CIS660 Advanced Seminar in Relational Communication

Hours 3

This graduate course presents a focused investigation of communication in close personal relationships, with primary emphasis on foundational theories and concepts of relational communication.

CIS662 Advanced Seminar in Mediated Interpersonal Communication

Hours 3

This graduate seminar provides an overview of research in foundational and contemporary mediated interpersonal communication relations, reviewing modern conceptions of interpersonal relationships, communication, and mediated communication from a wide breadth of disciplines.

CIS663 Advanced Seminar in Interpersonal Deception

Hours 3

This course is designed to introduce students to research in interpersonal deception and to acquaint students with deceptive verbal and nonverbal behaviors and their motives and consequences, as well as with the research that has explored deception detection strategies.

CIS664 Health Communication Campaigns

Hours 3

This course covers the process of promoting health by disseminating messages through mass media, emergent media, and interpersonal communication. It covers the role of campaign designers in assessing consumer health needs and communication behaviors and in planning, implementing, and assessing campaigns.

CIS665 Seminar in Communication Message Analysis

Hours 3

Topics may vary. Study and analysis of the development and management of communication institutions and their place in society. May be repeated.

CIS666 Information Policy

Hours 3

Theoretical and research perspectives on information policy, the set of interrelated principles, laws, and regulations guiding the oversight and management of the information lifecycle through its production, collection, distribution, use, and preservation.

CIS667 Persuasive Communication

Hours 3

Study and analysis of the persuasive function of communication through theoretical and/or strategic approaches. May be repeated.

CIS668 Social Justice and Inclusion Advocacy

Hours 3

Theoretical and research perspectives in social justice and advocacy in information studies and related information disciplines. This course explores information structures, contexts, technologies, institutions, and policies as structures and sites of power that shape inequalities. Students investigate what socially-just outcomes and interventions might look like for communities, institutions, and individuals in the information studies context.

CIS669 Seminar in Visual Communication

Hours 3

Study and analysis of visual communication in its various forms, intended uses, and potential effects. May be repeated.

CIS670 Health and Mass Media

Hours 3

This course covers basic concepts of health communication within a mass communication and communications context. It covers methods and theories used to study health communication, the effects of health messages in the media, the content of health messages in the media, influences on conceptions of health and illness, and crisis communication in a health context.

CIS671 Public Opinion

Hours 3

Study and analysis of the formation and expression of public opinion and its relation to communication. May be repeated.

CIS672 Media History

Hours 3

Historical investigations of communication through descriptive, evaluative, critical, and/or archival approaches.

CIS680 Seminar in Media Processes and Effects

Hours 3

Covers widely used and emerging theories employed to understand media processes and effects. Considers the implications of theory in designing and conducting research in media processes and effects.

CIS681 Advanced Quantitative Research Methods

Hours 3

Provides students an opportunity to understand and use advanced quantitative research methods widely used in the communication and information science disciplines.

CIS682 Seminar in Applied Communication

Hours 3

Covers widely used and emerging theories employed in the study of applied communication. Considers the implication of theory in designing and conducting research in applied communication.

CIS683 Advanced Topics in Media Processes and Effects

Hours 3

Covers topics especially relevant in the current academic study of media processes and effects, typically focusing on a single theoretical or contextual issue.

CIS684 Advanced Topics in Applied Communication

Hours 3

This seminar covers specific topics relevant to the current academic study of Applied Communication, typically focusing in-depth on one theoretical or contextual aspect. Topics will vary by semester.

CIS697 Directed Research

Hours 1-3

Original research not related to the dissertation, conducted under the direction of graduate faculty member.

CIS698 Independent Research

Hours 1-3

Study of a topic in librarianship under faculty direction. Not part of dissertation research.

CIS699 Dissertation Research

Hours 1-12

Dissertation Research.

MC501 Mass Media Law Regultn

Hours 3

A study of the laws affecting the media, decisions, and case histories that act as guides for the media. Independent readings and papers are required.

MC513 Communication/Diversity

Hours 3

Study and analysis of issues of diversity as they relate to groups in society and in communication fields. Emphasis is on the media's treatment of various groups in society.

MC517 Mass Communication and Public Opinion

Hours 3

Nature, development, formation, and distribution of politically relevant attitudes and opinions; role of leadership, persuasion, and communication in opinion-policy process. Emphasis on the role of the media in the formation of public opinion and on how the media are influenced in turn by public opinion.

Prerequisite(s): There are no specific course prerequisites, but graduate status or consent of instructor is required.

Prerequisite(s) with concurrency: None

MC526 Race and Gender in Media

Hours 3

This discussion-oriented class examines the mass media through the lenses of race, ethnicity and gender. The course helps future media practitioners be aware of their roles in creating content that reflects increasingly multicultural audiences. Using current, contemporary and classic media texts, students critically analyze media messages and understand the importance of a diverse workforce.

MC550 Research Methods

Hours 3

A survey of qualitative and quantitative methods in communication research.

MC551 Sem Communication Theory

Hours 3

A study of the development of selected theories of communication as they pertain to interpersonal, public, and mass communication.

MC595 Special Topics

Hours 3

Special topics in mass communication theory and research. May be repeated.

Faculty**Associate Dean**

William Evans

Professors

Cory Armstrong

Beth S. Bennett

Andrew C. Billings

Kimberly L. Bissell

Jeremy G. Butler

James K. Elmborg

Anna Embree
 Robert N. Gaines
 Karla K. Gower
 Jennifer D. Greer
 Eyun-Jung Ki
 Wilson H. Lowrey
 Bharat Mehra
 Jamie Naidoo
 Mark D. Nelson
 Joseph E. Phelps
 Damion Waymer

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 Laurie Bonnici
 Robin Boylorn
 Dianne Bragg
 Rebecca Britt
 Kenon Brown
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 Heather J. Carmack
 Alexa S. Chilcutt
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 Suzanne Horsley
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 Shaheen Kanthawala
 Jiyoung Lee
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 Jessy Ohl
 Elliot T. Panek
 Caroline Parsons
 Cynthia C. Peacock
 Joshua R. Pederson
 Robert B. Riter
 Sean Sadri
 Ethan C. Stokes
 Miriam E. Sweeney
 Matthew VanDyke
 Alyxandra Vesey
 Steven Yates

Department of Advertising and Public Relations

The Master of Arts in Advertising and Public Relations is designed for aspiring students who wish to gain advanced knowledge and expertise in creating and managing persuasive communication. The program is designed to help students transition from a tactical to a more strategic, managerial approach to the industry. Through an understanding of theory and industry trends, research-driven critical thinking and connections with top scholars and professionals, students who complete the program should be well-prepared for doctoral studies or to step into roles that will help them advance easily into mid-level management positions within their desired fields.

- Majors
 - Advertising and Public Relations, MA (p. 449)

Chair

- Joseph Phelps

Professor

- Joseph Phelps

APR522 Media Strategy and Analytics

Hours 3

This course is designed to provide students with the knowledge and skills to use research to select appropriate media channels to communicate to stakeholders. Students will learn to create media briefings and plans for persuasive communication campaigns that include data-driven recommendations. Students will also learn how to retrieve, assess and visualize social media and web analytics.

Prerequisite(s): APR 550 and APR 551 and APR 583

APR523 Media Relations

Hours 3

This course is designed to provide students with the knowledge and skills to manage relationships with media gatekeepers in order to facilitate communication through their channels, including media selection, build relationships with gatekeepers, and interacting with the media through interviews and press conferences. Students will also learn how to track and analyze media coverage and sentiment using online tools.

APR524 Reputation Communication Strategy

Hours 3

This course is designed to introduce students to the practice of managing integrated communication to build, maintain and repair an organization's reputation. Emphasis will be placed on issues and risk management, corporate social responsibility, cause-related marketing, advocacy advertising and crisis communication.

Prerequisite(s): APR 550 and APR 551 and APR 583

APR525 Brand Communication Strategy

Hours 3

This course is designed to provide students with an introduction to branding from a marketing perspective, and how integrated communication is used to communicate a brand's identity to build, manage and protect brand equity. Emphasis will be placed on brand assessment, brand positioning, audience selection and the marketing promotional mix.

Prerequisite(s): APR 550 and APR 551 and APR 583

APR526 Advanced Media Research and Strategy

Hours 3

Students develop optimal media strategies to reach consumers in a complex media landscape, using advanced media and audience analytic techniques. Students complete sophisticated, research-driven media plans.

APR531 Concepting

Hours 4

Students develop ideation skills and professional identities as either art directors or writers. Students acquire techniques and develop personal discipline inherent to the generation of novel, sophisticated creative work.

APR532 Creative Leadership

Hours 3

This seminar course is devoted to the exploration of leadership theories, strategies, and practices as they relate to supporting and enhancing the creative process within the advertising industry.

APR533 Copywriting Seminar

Hours 3

For aspiring writers, this course offers an intensive exploration of the craft across a variety of genres. Students gain an understanding of the power of words and the use of distinctive voices, with implications for strategic advertising copywriting. Students are also expected to research and write creative briefs.

APR534 Art Direction Seminar

Hours 3

For aspiring art directors, this course offers an in-depth examination of formal graphic design principles and their application in advertising via lectures, reading assignments and projects. Topics include color theory, typography, and layout as well as applied skills associated with an art director's daily work.

APR535 Portfolio I

Hours 4

This workshop course is devoted to the development and execution of portfolio pieces reflecting the pursuit of sound strategic and conceptual thinking. Student work is reviewed by a jury of creative professionals at an end-of-semester critique.

APR536 Portfolio II

Hours 4

This workshop course is devoted to the continued development and professional-level execution of a complete advertising portfolio reflecting mastery of strategic and conceptual thinking. The course also covers job search strategies and personal branding.

APR550 Analysis and Insights I

Hours 3

This is the first part of a two-semester course designed to provide students with the knowledge and skills necessary to plan and analyze secondary, qualitative and quantitative data to draw meaningful academic and/or industry conclusions, monitor and measure outcomes of communication efforts, and present and visualize data proficiently. This course will include an introduction to social and digital media analytics.

APR551 Foundations of Integrated Communication

Hours 3

This course is designed to provide students with an understanding of the fundamental theories and concepts that drive the research and practice of advertising and public relations and how to apply those theories and concepts for academic and industry inquiry.

APR570 Ethics and Professional Development

Hours 3

This course is designed to acquaint students with the ethical and professional practice of advertising and public relations. Students will prepare for the job and internship search by creating resumes, CVs, cover letters and portfolios that will make them viable on the job market. Students will also discuss networking, job etiquette, building relationships with stakeholders and clients, creating presentation-ready documents using Microsoft Office and Adobe Creative Suite, and presentation and pitching skills.

APR572 Persuasive Communication

Hours 3

The practice of creating, writing, editing, and producing persuasive communication for advertising and public relations. Writing skills are exercised extensively in this course.

APR582 APR Management

Hours 3

Problems and decision-making processes involved in the management of advertising and public relations programs and organizations.

APR583 Analysis and Insights II

Hours 3

This course is the second part of a two semester course designed to provide students with the knowledge and skills necessary to plan and analyze secondary, qualitative and quantitative data to draw meaningful academic and/or industry conclusions, monitor and measure outcomes of communication efforts, and present and visualize data proficiently. This course includes an introduction to social and digital media analytics.

Prerequisite(s): APR 550

APR590 Special Topics

Hours 3

The practice of developing ideas and creative strategies for professional evaluations about design and its application. Each student prepares a portfolio.

APR592 Integrated Communication Strategy

Hours 3

This course is designed to provide students with skills and concepts to communicate to stakeholders effectively using a variety of media channels (mass, controlled, digital, social, interpersonal) and focusing on communication as an art and a science. Emphasis is placed on assessing research to guide strategic decisions and on evaluating writing for persuasive content across various media channels.

Prerequisite(s): APR 551

APR593 Global Communication Management

Hours 3

This industry-driven course is designed to provide students with the skills necessary to lead persuasive communication departments and agencies effectively on an international scale. Emphasis is placed on understanding how to use critical thinking and problem solving to make ethical, cultural, financial and personnel decisions that affect multi-market organizations.

Prerequisite(s): APR 550 and APR 551 and APR 570 and APR 583 and APR 592

APR596 Independent Study Resrch

Hours 1-12

This independent study course is designed to allow students to pursue independent exploration of a particular field or topical area, under the guidance of an advisor. Material covered will be of an advanced nature aimed at providing students with an understanding of current developments within the field. Discussion and advisor guidance will be focused on readings and methodologies that allow students to develop their research capacity, independent thought, and the ability to interpret professional and/or research materials in their field.

APR597 Research for Non-Thesis Project

Hours 3

Research to develop an integrated communication campaign for a specific organization. This is the preparation stage for the major case study prepared by the student in APR 598.

APR598 Applied Project

Hours 1-12

Development and presentation of an integrated communication plan or applied research project for a specific organization under the supervision of a committee. Integration of theory, concepts, and techniques in a complete communication program.

APR599 Thesis Research

Hours 1-12

This independent research course partially fulfills required master's-level research thesis hours toward the master's degree in advertising and public relations. The course is conducted under the guidance of the thesis advisor. Material covered will be of an advanced nature aimed at providing master's students with an understanding of the latest research and current developments within the field. Discussion and advisor guidance will be directed towards readings of research articles and development of research methodology, with the aim of producing an original research contribution that represents a novel development in the field, or a novel perspective on a pre-existing topic in the field.

Faculty**Chair**

Joseph Phelps

Professor

Joseph Phelps

Advertising and Public Relations, MA

The Master of Arts in Advertising and Public Relations is designed for aspiring students who wish to gain advanced knowledge and expertise in creating and managing persuasive communication. We help motivated students transition from a tactical to a more strategic, managerial approach to advertising and public relations, while becoming ethical and globally competent thought leaders in their future careers.

The Advertising and Public Relations Master of Arts program offers three concentrations that enable students to develop expertise in three growing areas of advertising and public relations.

The **Advertising Creative** concentration helps students build portfolios while learning to solve a client's problems by beautifully wrapping smart strategies in provocative, layered, and memorable ideas.

The **Media Strategy** concentration equips students with analytic skills necessary to analyze traditional, digital, and social media data, uncover actionable insights, and develop brand strategies leveraging those insights.

The online-only **Marketing Communication Management** concentration is designed for emerging leaders who wish to gain advanced knowledge and expertise in creating and managing persuasive communication in an integrated industry landscape in order to pursue managerial careers.

For admission requirements and information about funding opportunities, please visit the A+PR graduate website.

Degree Requirements

The M.A. in Advertising and Public Relations is a 30-36 (based on concentration) credit-hour program designed to provide students with knowledge of industry trends, proficiency in research-driven critical thinking and problem solving, and exposure to scholars and professionals who are well-connected to an evolving communication landscape in order to build a unique expertise in managing persuasive communication.

Students will work with a faculty advisor to create their own career emphasis from a wide range of electives within A+PR and other departments that will help them gain in-depth knowledge for their future career. These electives, along with a core specifically designed to provide students with a true blend of academic and industry knowledge, will help guide their capstone project. Students will choose from two options: a strategic plan for aspiring industry professionals or a thesis for aspiring scholars. In addition to coursework, students will be required to receive professional experience during the summer after their first year in order to enhance the training they receive in the classroom.

Each student's progress will be guided by their faculty advisor. Students in each program must maintain a minimum GPA of 3.0 during their tenure in the program. Students who receive more than two 'C' grades will undergo a faculty review to determine if they should proceed in the program.

Concentrations

A+PR's M.A. program offers two concentrations that provide expertise in two growing areas of advertising and public relations to prepare students for more specialized jobs, and an online-only concentration designed to train future leaders in global integrated marketing communication.

The Advertising Creative concentration helps students build portfolios while learning to solve a client's problems by beautifully wrapping smart strategies in provocative, layered, and memorable ideas. At the completion of the program, students will have a portfolio that highlights their natural talents and emphasizes their newly developed strengths to help students find a job in their area of expertise, either art direction or copywriting. Admission into this concentration is by application only. Applications are available the spring semester before students begin the program.

The Media Strategy concentration equips students with analytic skills necessary to analyze traditional, digital, and social media data, uncover actionable insights, and develop brand strategies leveraging those insights. Through hands-on course work and industry collaboration, students will be prepared to pursue careers in media strategy and planning, brand planning, and advertising and public relations analytics. Students must have a quantitative GRE score at or above the 75th percentile to be considered for the Media Strategy concentration.

The Marketing Communication Management concentration is an online-only, professionally-driven focus that equips leaders with the knowledge and expertise that drives the current interrelated landscape of marketing, advertising and public relations. Through a focus on data-driven strategic planning and emphasis on building ethical leadership skills, the program will help create ethically-grounded, globally aware and business-savvy thought leaders.

Individualized Plan of Study (no formal concentration)		Hours
Core Courses (12 hours)		
APR 551	Foundations of Integrated Comm	3
APR 550	Analysis and Insights I	3
APR 570	Ethics and Prof Development	3

APR 593	Global Comm Management	3
Elective Courses (15-18 hours)		
APR 583	Analysis and Insights II	3
Media Course (3 hours - students must choose one)		
APR 522	Media Strategy and Analytics	
APR 523	Media Relations	
Strategy Course (3 hours - students must choose one)		
APR 524	Reputation Comm Strategy	
APR 525	Brand Communication Strategy	
Electives (6-9 hours - based on area of speciality)		6-9
Capstone Project (6 hours)		
Students will complete six hours of one of the following:		6
APR 598	Applied Project	
APR 599	Thesis Research	
Total Hours		33-36

Professional Experience Requirement

Students enrolled in the M.A. program will be required to complete an internship or some type of professional experience during the summer of their first year. This requirement is designed to encourage students to use the skills learned in the classroom in a professional setting. Students will be required to submit a job description to the graduate coordinator for approval prior to completing the internship. Internships will be approved on a case-by-case basis, but typical internships that are approved would require at least 10 hours a week and/or 80 hours during the summer semester in an advertising, public relations or a related role in a professional setting. After completing the internship, students will submit a short (1-2 page) description of what they experienced and learned during the internship, as well as a form signed by their immediate supervisor, in order to satisfy the requirement. International students that must receive course credit for the internship requirement will enroll for one hour in APR 596 Independent Study Resrch.

Capstone Project

The capstone project will be an individual demonstration of your knowledge of the skills, theories and concepts that you learned in your coursework during the program. Students will work with an advisor to determine the best course of action from two options:

Strategic Plan

Students will work with their advisor to identify a problem or opportunity facing an organization of their choice. The student will conduct secondary and primary research in order to assess the problem/opportunity and create a strategic plan that will address the problem/opportunity. Completing an integrated communication strategic plan will be suggested to students that are looking to pursue a career in the advertising and public relations industry. The student will submit a proposal to a three-member standing committee, and upon completion, the student will present his/her plan to the faculty for evaluation. Students will enroll for six hours in APR 598 Applied Project during the spring semester.

Thesis

Students will work with their advisor to identify a gap in the scholarly research devoted to a topic in advertising and/or public relations. The student will conduct a review of related literature, and propose and execute original research that will answer the student's overarching research inquiry. Completing a thesis will be suggested to students that are looking to pursue a doctorate. The student, along with their advisor,

will form a committee that will evaluate the thesis upon completion. Students will enroll for six hours in APR 599 Thesis Research during the spring semester.

Advertising Creative Concentration Hours

Program Core

APR 550	Analysis and Insights I	3
APR 551	Foundations of Integrated Comm	3
APR 570	Ethics and Prof Development	3
APR 593	Global Comm Management	3
APR 598	Applied Project	6

Concentration in Advertising Creative

APR 531	Concepting	4
APR 532	Creative Leadership	3
APR 533 or APR 534	Copywriting Seminar Art Direction Seminar	3
APR 535	Portfolio I	4
APR 536	Portfolio II	4

Total Hours 36

Media Strategy Concentration Hours

Program Core

APR 550	Analysis and Insights I	3
APR 551	Foundations of Integrated Comm	3
APR 570	Ethics and Prof Development	3
APR 593	Global Comm Management	3
APR 598 or APR 599	Applied Project Thesis Research	6

Concentration in Media Strategy

APR 522	Media Strategy and Analytics	3
APR 526 or APR 596	Adv Media Res and Strategy (Advanced Media Research and Analytics) Independent Study Resrch	3
APR 583	Analysis and Insights II	3
MKT 543	Adv Digital and Social Media	3
ST 531 or LS 590	Data Mining I Issues In Librarianship	3

NOTE: Topic for LS 590 must be Computational Research Methods

ST 560	Statistical Methods	3
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Total Hours 36

Marketing Communication Management Concentration (online only) Hours

Program Core

APR 550	Analysis and Insights I	3
APR 551	Foundations of Integrated Comm	3
APR 570	Ethics and Prof Development	3
APR 593	Global Comm Management	3
APR 598	Applied Project	3

Concentration in Marketing Communication Management

APR 522	Media Strategy and Analytics	3
IBA 555	Global Market Management	3
MKT 530	Advanced Marketing Analysis	3
MKT 540	Intro to Digital/Social Media	3

APR 524 or APR 525	Reputation Comm Strategy Brand Communication Strategy	3
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Total Hours 30

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory

committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is

made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on#campus#only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations.

A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second

master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Department of Communication Studies

- Major
 - Communication Studies, MA (p. 457)

Professors

- Beth S. Bennett
- Robert N. Gaines
- Mark D. Nelson

Associate professors

- Meredith Bagley
- Robin M. Boylorn
- Heather Carmack
- Alexa S. Chilcutt
- Mary M. Meares

Assistant professors

- Jennifer Becker
- Adam Sharples Brooks
- William Sim Butler
- Darrin J. Griffin
- Nikita Harris
- Sara Hartley
- Peter Jensen
- Leah LeFebvre
- Jessy J. Ohl
- Caroline S. Parsons
- Cynthia Peacock
- Joshua R. Pederson

Chair

- Beth S. Bennett

Adjuncts

- Jane S. Baker
- Anneliese Bolland
- Brandon Chicotsky
- Dan Mangis

Associate professor emeritus

- Frank M. Thompson, Jr.

Professor emeritus

- Thomas Harris

COM500 Intro Graduate Studies

Hours 1

The primary goal is to orient new graduate students to the expectations and procedures of graduate study in the department. Topics covered include developing the plan of study, thesis prospectus, comprehensive examination, and choosing advisors and committees.

COM501 Introduction to Teaching Public Speaking

Hours 1

The primary goal of this course is to facilitate the instruction of COM 123 Public Speaking. Graduate students enrolled in this course will provide lesson plans for their classes and discuss options for improving classroom learning.

COM505 Introduction to Teaching in Communication Studies

Hours 1

The primary goal of this course is to facilitate the instruction of general education courses in Communication Studies. Graduate students enrolled in this course will provide lesson plans for their classes and discuss options for improving classroom learning.

COM510 Comprehensive Examination Preparation

Hours 3

This course is designed for graduate students in their final semester of study who have chosen to complete the comprehensive examination as their capstone experience for the degree.

COM513 Communication & Diversity

Hours 3

Study and analysis of issues of diversity as they relate to groups in society and in communication fields. Emphasis is on the media's treatment of various groups in society. Approved as a communication and culture elective.

COM515 African American Rhetoric

Hours 3

A historical-critical investigation of African American public discourse from the Revolutionary era to the present, exploring rhetorical strategies for social change and building community.

COM521 Political Communication

Hours 3

An exploration of rhetorical, media, and cross-disciplinary theories and literature related to political communication as expressed in campaigns and institutional governance.

COM522 Communication and the Law

Hours 3

This course introduces ancient rhetorical origins shared by communication and the practice of law and examines how contemporary communication theory informs the way legal systems work today. Students are given the opportunity to investigate a specific legal practice or phenomenon through the application of communication theory.

COM524 Communication & Forensics Pedagogy

Hours 3

This class explores the relationship between forensics and academia, investigating the placement of competitive forensic activities within specific academic departments, the development of strong, competitive programs through responsible coaching, and the application of forensics experience beyond the competitive environment.

COM525 Gender & Political Comm

Hours 3

Study of the impact of gender on political communication activities. Topics include gender differences in political messages and voter orientation, masculine ideals of leadership, women's roles and advancement in the political sphere, and media representations.

COM536 Independent Study

Hours 1-3

Individualized research under graduate faculty supervision. Students who want to include this course in their Plans of Study to complete degree requirements must secure official approval from their faculty advisor and the department. No more than three hours of independent study may be applied toward degree requirements for the M.A. in Communication Studies.

COM541 Contemp Rhetorical Theory

Hours 3

A survey of major contributions to rhetorical theory from the 20th century up to the present.

COM545 Classical Rhetorical Theory

Hours 3

A systematic inquiry into the development of Greek and Roman rhetorical theory during the classical period (ca. 480 B.C.E. 400 C.E.).

COM548 Sem Rhetorical Criticism

Hours 3

An examination of various methodological perspectives of rhetorical criticism. Specifically, the course aims to familiarize students with both traditional and alternative critical methods and to encourage students to perceive the rhetorical dimensions of all manner of public discourse, ranging from speeches, advertising, film, popular music to discursive forms in new media and the Internet.

COM550 Qualitative Research Methods in Communication

Hours 3

An introduction to qualitative research methods in communication, including data collection and analysis. The goals of the course are to provide exposure to a broad array of qualitative methods, help students learn to use some of these methods, and to help them to understand the role of research in our field. The course is designed to help student actually conduct research, resulting in two conference-worthy papers.

COM551 Instructional Communication: Theories & Practice

Hours 3

This course explores the theories, research, and practice that identify communication skills and competencies in the educational setting.

COM555 Conflict and Negotiation

Hours 3

Negotiation is fundamentally a communicative activity. The main objective of this course is to understand processes of formal conflict management in mixed motive settings. Students will apply negotiation theory and skills to simulated negotiation cases that include buyer-seller transactions, negotiating through an agent or mediator, salary negotiations, deal making, resolution of workplace disputes, multiparty negotiations, international and intercultural negotiations, and ethical decision making and communication in negotiation. The skills and theory introduced in this course will help students manage integrative and distributive aspects of the negotiation process to achieve individual and collective goals.

COM560 Group Leadership

Hours 3

An advanced study of small-group behavior, examining in detail theories of leadership as they relate to problem solving in group situations.

COM561 Human Communication Theory

Hours 3

A detailed review of selected theories of speech communication with a focus on the critical examination of the foundation of social scientific theories.

COM562 Theories Of Persuasion

Hours 3

A critical review of social-influence theories in the area of persuasion and human action.

COM563 Relational Communication

Hours 3

Focused investigation of to communication in close personal relationships, with primary emphasis on contemporary concepts and theories of romantic relationships and friendships.

COM565 Intercultural Communication

Hours 3

Survey and analysis of major concepts, theories, and research dealing with communication between people of different cultural backgrounds in multicultural and international settings.

COM567 Seminar in Public Address

Hours 3

A topical consideration of individual case studies from public discourse, designed to probe problems of the nature of the audience, the ethics of persuasion, and the power of public advocacy in mass society. Topics may vary.

COM569 Communication & Gender

Hours 3

Explores the role of communication in the construction of gender. Covers feminist theoretical approaches in communication and other disciplines, the intersections of gender with other marginalities, and the role of gender in various communication contexts. Approved as a communication and cultural diversity elective.

COM570 Foundations in Health Communication

Hours 3

This course focuses on the foundations for studying communication occurring in the professional and everyday practices of health and healing, including patient-provider relationships, health education, health care organizations, health and the body, and other political, cultural, and material forces that influence how we make sense of health.

COM571 Sem Organizatn Communctn

Hours 3

An introductory examination of historical and contemporary issues in organizational communication scholarship from a variety of theoretical and methodological perspectives.

COM572 Org Assessment/Intervent

Hours 3

Examines the theoretical issues inherent in the study of organizational communication, the primary factors requiring assessment and intervention, the impact of on-going changes and new information techniques, current challenges facing the organizational consultant, and the practical application of communication processes for improving organizations.

COM573 Methods of Community Engagement

Hours 3

This course studies the communicative processes and strategies for engaging with community stakeholders through research and experiential learning. Students are placed in an environment to practice application of these methods, to learn firsthand the effects of engagement communication models, and to experience the community building possible through careful communication.

COM575 Technology, Culture, and Human Communication

Hours 3

Study of the complexity of technologically-mediated communication across cultures. This course combines literature and concepts from intercultural communication with human communication and technology and addresses the challenges of interacting with others via technology, working in global virtual teams and organizations, and participating as a citizen and consumer in the technology age.

COM590 Internship

Hours 1-3

Proposal for supervised field experience in communication studies must be submitted and approved.

COM595 Special Topics

Hours 3

Topics vary by instructor.

COM598 Professional or Creative Project

Hours 3

MA students in Communication Studies who elect the Professional Plan II Option may earn 3 hours credit for completing a research or creative project.

COM599 Thesis Research

Hours 1-6

No description available

Faculty

Professors

Beth S. Bennett

Robert N. Gaines

Mark D. Nelson

Associate professors

Meredith Bagley

Robin M. Boylorn

Heather Carmack

Alexa S. Chilcutt

Mary M. Meares

Assistant professors

Jennifer Becker

Adam Sharples Brooks

William Sim Butler

Darrin J. Griffin

Nikita Harris

Sara Hartley

Peter Jensen

Leah LeFebvre

Jessy J. Ohl

Caroline S. Parsons

Cynthia Peacock

Joshua R. Pederson

Chair

Beth S. Bennett

Adjuncts

Jane S. Baker

Anneliese Bolland

Brandon Chicotsky

Dan Mangis

Associate professor emeritus

Frank M. Thompson, Jr.

Professor emeritus

Thomas Harris

Communication Studies, MA Master of Arts in Communication Studies

The master of arts degree program in communication studies is designed to promote understanding of the functions of human communication in its various forms and venues and emphasizes four substantive research areas: rhetoric and political discourse, interpersonal communication, organizational leadership, and communication and culture.

On-campus, students have the opportunity to customize a plan of study to support different interests and career goals, including advanced graduate degree work, teaching, communication consulting, and

corporate or nonprofit professional leadership positions. Students have three different options for pursuing their degree:

Academic – for students who wish to fulfill teaching requirements in communication studies or who want to pursue advanced degree work, requiring a comprehensive written examination to demonstrate proficient knowledge in communication studies.

Research – for students who plan to continue their careers in academia and pursue advanced research opportunities, requiring an original thesis project in a specific research area of interest.

Professional – for students who plan to pursue professional careers, requiring the completion of an internship or a professional project and the submission of a final Capstone Portfolio which provides a self-reflective overview of the entire body of course work completed for the degree

The 30-hour degree program has four components:

- 12 hours of core theory courses, a theory course from each of the four areas of scholarly research, to provide a broad basis for understanding human communication
- 12-15 hours of electives in a focused area of study chosen by the student with the approval of a faculty advisor
- 3-6 hours of methods and/or applied research courses
- Completion of a capstone experience - a comprehensive exam, a thesis, or a capstone portfolio

For distance learning students, this degree program can be completed entirely online, choosing either the academic or the professional option and electing the 12-hour emphasis in Organizational Leadership.

Admission Requirements

The department reviews applications for fall, spring, and summer admission into the program. Applications submitted to the Graduate School by May 1 will be reviewed by the department for fall admission, or by November 1 for spring admission, to the main campus program. Admission decisions regarding distance learning applications for the program are made on a rolling basis. To be eligible for consideration for departmental graduate assistantships, awarded in the spring for the following year, new students must have been accepted by the Graduate School for admission into the program no later than March 1. For more information about applying to this program, consult the departmental webpage on admissions.

Graduate students in communication studies may choose elective courses to complete their plans of study, with approval of their academic advisors. A minimum of 24 graduate hours must be completed in communication studies.

See the Admission Criteria section of this catalog for more information.

Requirements for the MA Degree

The Department of Communication Studies uses a form of contract advising. Graduate students are required to plan contractual programs of study with their assigned advisors during the first semester of coursework. These contractual programs must be approved by the academic advisor and filed with the graduate program coordinator by the end of the first semester of coursework. Each plan of study must meet the minimum program requirements established by the Department of Communication Studies and the Graduate School.

Degree Requirements

A master of arts degree in communication studies requires a minimum of 30 hours, based on the following component areas of study:

Code and Title	Hours
Core requirements	
Theory courses (12 semester hours)	
Students must successfully undertake one theory course each from A, B, and C, plus one additional theory course from A, B, or C	
A. Rhetoric and Political Discourse	3
B. Interpersonal and Organizational Communication	3
C. Communication and Culture	3
Elective Theory Course (from A, B, or C)	3
Methods Course (3 semester hours)	
COM 548 or Sem Rhetorical Criticism (or other approved research methods)	3
COM 550 Qualitative Research Methods in Communication	
Methods Applied Course, Plan II: Professional (3 semester hours)	
COM 598 Professional Project (or COM 590 Internship)	3
Elective or Emphasis Courses (12-15 semester hours)	
To be determined with the approval of one's academic advisor.	12
Total Hours	30

Plan I: Thesis option, which includes 6 hours of thesis research COM 599 Thesis Research. In addition to completing the courses specified above and electives stipulated by their plans of study, students who choose Plan I must successfully complete a master's thesis, orally defend that thesis, and have the thesis accepted by the Graduate School.

Plan II: Non-thesis Options, which include minimally six hours of electives in the department. All students who choose Plan II must complete a minimum of 30 hours of graduate coursework, including the courses specified above and others stipulated by their approved plans of study. Students following the Plan II option have a choice of two plans:

- **Academic Plan:** Students who choose this plan must pass a comprehensive examination, to be taken no later than the semester in which the course requirements for the master's degree are to be completed. The examination is designed to reveal the knowledge gained by the candidate through both the theory courses and the electives taken in the program, as well as the candidate's ability to express that knowledge in acceptable form. The questions will be formulated and evaluated by the comprehensive examination committee.
- **Professional Plan:** Students who are primarily pursuing professional interests may choose this alternative plan. It provides students with an opportunity to include in their plans of study some type of practical application of their academic work. Students who choose to pursue this plan must secure permission to do so by submitting a formal proposal to their academic advisor, no later than upon completion of 12 hours of graduate coursework. To complete this plan of study, students are required to submit, at the end of their coursework, a Capstone Portfolio for their advisor's approval.

Plan of Study for Organizational Leadership Emphasis

Organizational Leadership Emphasis	Hours
Organizational Leadership Emphasis (12 hrs)	
COM 555 Conflict and Negotiation	3
COM 560 Group Leadership	3

COM 571 Sem Organizatn Communctn	3
COM 572 Org Assessment/Intervent	3
Communication Studies Theory Core (12 hours)	
COM 525 Gender & Political Comm (or approved equivalent)	3
COM 563 Relational Communication	3
COM 513 or Communication & Diversity	3
COM 575 Tech,Culture, & Human Comm	
COM 561 Human Communication Theory	3
Methods and Application Requirement (6 hours)	
COM 550 Qualitative Research Methods in Communication (or approved equivalent)	3
COM 598 Professional Project <small>May elect Comprehensive Exam option & substitute an approved elective</small>	3
Capstone Portfolio: Students will submit a final Capstone Portfolio upon completion of coursework and professional project.	
Total Hours	30

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability;

participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection

of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form](#) (this link needs to be changed to <https://graduate.ua.edu/current-students/forms-students/>) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Faculty

Chair

Beth S. Bennett

Professors

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Robert N. Gaines

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Associate professors

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Caroline S. Parsons

Cynthia Peacock

Joshua R. Pederson

Adjunct assistant professors

Jane Stuart Baker

Anneliese Bolland

Brandon Chicotsky

Dan Mangis

Professor emeritus

Thomas Harris

Associate professors emeriti

Frank M. Thompson, Jr.

Department of Journalism & Creative Media

- Major
 - Journalism, MA (p. 464)
 -

Professors

- Armstrong, Cory (Chair)
- Billings, Andrew C.
- Bissell, Kimberly
- Bunker, Matthew
- Bragg, Rick
- Butler, Jeremy G.
- Evans, William
- Lowrey, Wilson

Associate Professors

- Britt, Rebecca
- Bruce, Michael
- Cantrell, Glenda
- Daniels, George
- Raimist, Rachel
- Roberts, Christopher
- Warner, Kristen J.

Assistant Professors

- Bragg, Diane
- Clark, Chandra
- Maddox, Jessica
- Panek, Elliot
- Parrott, Scott
- Vesey, Alyxandra

Affiliate Graduate Faculty

- Arenberg, Thomas
- Anderson, Lars
- Brantley, Chip
- Champion, Maya
- Grace, Andrew

JCM500 Orientation to Graduate Studies

Hours 1

This course introduces students to graduate study and sets the stage for the remainder of their coursework. Students learn about research in journalism and mass communication, and they become familiar with the department faculty's interests and expertise. The course is also be a place to share questions and concerns about the program.

JCM501 Media Production Tools

Hours 3

Instruction in and critical analysis of communication technologies used in the production of community journalism.

JCM502 Producing Community Journalism

Hours 3

This course focuses on gathering, writing, editing, and presenting of news and information across media platforms.

JCM511 Depth Reporting

Hours 3

This course entails reporting and writing in-depth news and feature stories for publication in print and online. Students learn advanced techniques in information gathering and non-fiction writing. Deadline reporting and writing skills are addressed, as well.

JCM512 Seminar in American Cinema

Hours 3

The analysis of American cinema—focusing on three critical methods: genre study, authorship (the auteur theory), and the star system.

JCM517 Advanced Sports Writing & Reporting

Hours 3

Advanced techniques in reporting and writing for sports media, as well as ethical and societal implications of sports journalism.

Prerequisite(s): None – graduate student standing.

Prerequisite(s) with concurrency: None

JCM520 Media Effects

Hours 3

Theoretical study of individual and societal effects of media, including the impact and influence on attitudes and cultural beliefs.

JCM522 Science and Environment in Popular Media and Culture

Hours 3

Students apply theoretical perspectives useful in understanding the role of entertainment media in public engagement with science. This course foregrounds the role of storytelling in science and environmental communication in both contemporary and emergent media.

JCM528 Editorial Analysis and Opinion

Hours 3

The art and practice of writing editorials, columns and other persuasive forms for print and online.

JCM533 Journalism and Emergent Media

Hours 3

This course examines how emerging media have and are evolving the relationship between journalism/mass media and society. From primarily a social scientific perspective, this course addresses key theories and issues relevant to journalism's ongoing shift to the digital world.

JCM536 Teaching Multimedia News

Hours 3

This service learning course provides an overview of journalism and the process of producing school publications. The course focuses on hands-on journalism projects that acquaint students with the software applications used to generate news products. Students also spend time in classrooms learning about school publications.

JCM542 Advanced Magazine Writing

Hours 3

This course focuses on writing and editing of long-form articles for publication in print and online depth magazines. Students learn advanced narrative non-fiction writing techniques and how to gather information for longer feature stories.

JCM544 Data Journalism

Hours 3

The course will teach students to tell stories using data and visualization techniques. The course will cover a variety of topics in pursuit of this goal, including data collection, data cleaning and manipulation, basic statistics, and data visualization.

JCM545 Feature Writing in the Digital Age

Hours 3

Advanced techniques in writing and editing feature articles for publication across media outlets. Students will learn nonfiction writing techniques and apply them to a variety of feature article forms, with an emphasis on storytelling for digital audiences. Students will study top-notch published work to observe these techniques in action, and then sharpen their own skills through several short and lengthier, in-depth feature articles.

JCM548 News Analysis

Hours 3

Historical and critical study of electronic-media news in the United States.

JCM551 News Media Management

Hours 3

Development of leadership skills for managing media organizations in the global environment. Students will analyze media industries and media data, review case studies and try to resolve media challenges. Students will gain a deeper understanding of the impact of a digitized media world.

JCM552 Journalism Theory and Research

Hours 3

Exploration of theory and an overview of research approaches as they relate to the study of news media and their role in communities.

JCM553 Making Media Innovation

Hours 3

Covers the methods by which journalists and marketing professionals monitor the interests and activities of readers, viewers, and users of content.

JCM555 Entrepreneurial Journalism

Hours 3

Practices, ethics and theory of entrepreneurship in the journalism field.

JCM561 JCM Special Topics

Hours 1-3

Course content varies to explore current topics relevant to journalism and creative media. Repeatable for up to 6 credits if the topics are different.

JCM562 Contemporary Issues in Journalism

Hours 3

Examines current issues facing the news media, ranging from professional problems to the human, social, and other consequences of news, news practices, and news technology.

JCM563 History of Journalism and Media

Hours 3

This course focuses on the study of the origin and development of journalism and mass media, covering major ideas and milestones and the individuals who have made notable contributions to the field. The history and philosophy of freedom of the press and the First Amendment receives particular attention.

JCM571 Practice of Community Journalism

Hours 1

An immersion in a community and in the news organization that covers it, and an introduction to the daily practice of professional journalism at the community level.

JCM572 Seminar in Professional Journalism

Hours 3

Studies in selected aspects of the practice of journalism. May be repeated.

JCM573 Documenting Justice I

Hours 3

Documenting Justice I is an interdisciplinary course in documentary filmmaking. Harnessing a variety of perspectives drawn from disciplines across the humanities, students use film to document and analyze the many dimensions of culture and social experience at issue when focusing on a story of justice or injustice in Alabama. The course involves study of documentary history and theory as well as the ethics of cinematic non-fiction.

JCM574 Documenting Justice II

Hours 3

Documenting Justice II is an interdisciplinary course in documentary filmmaking. Harnessing a variety of perspectives drawn from disciplines across the humanities, students use film to document and analyze the many dimensions of culture and social experience at issue when focusing on a story of justice or injustice in Alabama. The course involves study of documentary history and theory as well as the ethics of cinematic non-fiction.

JCM575 Anatomy of a Trial I

Hours 3

Anatomy of a Trial is an interdisciplinary service-learning course in narrative nonfiction, focusing on audio storytelling. Students learn to develop their own personal voice and style while also learning practical skills about the emerging podcast landscape. Students are introduced to professional audio techniques, including recording, editing and sound design. The course involves study of radio journalism history and theory as well as the ethics of narrative nonfiction.

JCM576 Anatomy of a Trial II

Hours 3

This is an interdisciplinary service-learning course in narrative nonfiction, focusing on audio storytelling. Students learn to develop their own personal voice and style while also learning practical skills about the emerging podcast landscape. Students are introduced to professional audio techniques, including recording, editing and sound design. The course involves study of radio journalism history and theory as well as the ethics of narrative nonfiction.

JCM590 Directed Research in JCM

Hours 1-3

Independent study as arranged.

JCM597 Master's Project

Hours 1-3

Students produce a professional-level project or complete comprehensive exams.

JCM599 Thesis Research

Hours 1-6

This independent research course partially fulfills required master's-level research thesis hours toward the master's degree in Journalism. The course is conducted under the guidance of the thesis advisor. Material covered will be of an advanced nature aimed at providing master's students with an understanding of the latest research and current developments within the field. Discussion and advisor guidance will be directed towards readings of research articles and development of research methodology, with the aim of producing an original research contribution that represents a novel development in the field, or a novel perspective on a pre-existing topic in the field.

Faculty**Professors**

Armstrong, Cory (Chair)

Billings, Andrew C.

Bissell, Kimberly

Bunker, Matthew

Bragg, Rick

Butler, Jeremy G.

Evans, William

Lowrey, Wilson

Associate Professors

Britt, Rebecca

Bruce, Michael

Cantrell, Glenda

Daniels, George

Raimist, Rachel

Roberts, Christopher

Warner, Kristen J.

Assistant Professors

Bragg, Diane

Clark, Chandra

Maddox, Jessica

Panek, Elliot

Parrott, Scott

Vesey, Alyxandra

Affiliate Graduate Faculty

Arenberg, Thomas

Anderson, Lars

Brantley, Chip

Champion, Maya

Grace, Andrew

Journalism, M.A.

The Department of Journalism and Creative Media offers the Master of Arts degree with a major in journalism. Students work closely with a faculty dedicated to the principles and practices of sound journalism and scholarly inquiry. The program offers three options for study:

- Individuals who seek in-depth knowledge and mastery of one or more of the subfields and methodologies of journalism – for example, mass communication history, mass communication law, mass communication theory and methods. These individuals typically follow Plan I (see below) and go on to pursue doctorates. Those with significant experience in the journalism field may teach without the PhD degree.
- Individuals who seek to work professionally in writing, editing, visual journalism, electronic news and/or digital journalism, and who wish to develop conceptual knowledge of the field, as well as critical-thinking and problem-solving skills. These students typically follow Plan II (see below).
- Individuals who wish to earn graduate credit through distance education can enroll in our online journalism program. This program is ideal for journalists eager to expand their knowledge base, individuals looking to start a career in news, and those interested in teaching in the field of journalism.

The program serves both recent BA recipients, whether in journalism/ mass communication or other fields, and professionals seeking to deepen their knowledge.

Admission Requirements

Admission to graduate work in the Program of Journalism requires a 3.0 or higher undergraduate GPA (on a 4.0 scale). Applicants not meeting this criterion may be admitted under permission to continue status if the program's faculty agrees the student is likely to succeed in the program.

In addition to the online application, applicants must submit other documents to the UA Graduate School, including undergraduate transcripts and a statement of purpose addressing how the degree will advance the applicant's professional and educational goals. Applicants should also solicit three letters of recommendation, which may be submitted online to the UA Graduate School or sent as hard copies to the Journalism program's graduate coordinator. Applicants should send a resume to the program's graduate coordinator, and they may also submit examples of journalistic work to the coordinator – e.g., stories, photos or multimedia – via hard copy, disk, or website link.

The program faculty may require up to nine hours of additional coursework for applicants lacking undergraduate classes related to the

professional values and competencies that are central to the master's program.

The application deadline is March 31, but applicants are encouraged to apply by the end of January in order to be considered fully for University funding (assistantships or fellowships).

See the Admission Criteria section of this catalog for more information.

Degree Requirements

Each student entering the graduate program in journalism must complete 31 semester hours of credit, under either programs of study. Requirements for each plan are as follows:

Plan I, Master's Thesis		Hours
Required Courses		
JCM 500	Grad Studies Orientation	1
MC 551 or CIS 605	Sem Communication Theory Cultural and Critical Theory	3
MC 550 or CIS 609	Research Methods Humanistic Research Methods	3
JCM 562 or JCM 522 JCM 520 MC 526	Cont. Issues in Journalism or or Science & Environment in Media Media Effects Race and Gender in Media	3
JCM 563	History of Jour. and Media	3
Select one of the following:		6
JCM 599	Thesis Research	
JCM 597	Master's Project (and 3 additional hours of graduate credit)	
Electives ¹		12
JCM 512	Seminar in American Cinema	
JCM 517	Advanced Sports Writing	
JCM 520	Media Effects	
JCM 522	Science & Environment in Media	
JCM 528	Editorial Analysis and Opinion	
JCM 533	Journalism and Emergent Media	
JCM 536	Teaching Multimedia News	
JCM 542	Advanced Magazine Writing	
JCM 545	Feature Writing	
JCM 548	News Analysis	
JCM 555	Entrepreneurial Journalism	
JCM 575	Anatomy of a Trial I	
JCM 576	Anatomy of a Trial II	
JCM 590	Directed Research in JCM	
Total Hours		31

Footnotes

¹ With their thesis advisor's approval, research-focused master's students may take elective courses in other UA departments and colleges. For example, a graduate student interested in media effects may take 500-level coursework in psychology if approved by their advisor and the course instructor. Students who are pursuing their research master's degree may also take 600-level courses in the College of Communication & Information Sciences, with permission of the instructor.

Plan II, Master's Project		Hours
Required Courses		
JCM 500	Grad Studies Orientation	1
JCM 552 or MC 550	Journalism Theory and Research Research Methods	3
JCM 553 or MC 551	Making Media Innovation Sem Communication Theory	3
JCM 562	Cont. Issues in Journalism	3
JCM 563	History of Jour. and Media	3
JCM 597	Master's Project	3
Journalism Cognate		12
JCM 512	Seminar in American Cinema	
JCM 517	Advanced Sports Writing	
JCM 520	Media Effects	
JCM 522	Science & Environment in Media	
JCM 528	Editorial Analysis and Opinion	
JCM 533	Journalism and Emergent Media	
JCM 536	Teaching Multimedia News	
JCM 542	Advanced Magazine Writing	
JCM 545	Feature Writing	
JCM 548	News Analysis	
JCM 555	Entrepreneurial Journalism	
JCM 573	Documenting Justice I	
JCM 574	Documenting Justice II	
JCM 575	Anatomy of a Trial I	
JCM 576	Anatomy of a Trial II	
JCM 590	Directed Research in JCM	
General elective		3
Total Hours		31

All students must enroll in JCM 500 Grad Studies Orientation their first year of study.

Initially, the program's graduate coordinator will serve as the student's advisor. The coordinator will assess students' undergraduate transcripts and will help the student establish a plan for cognate or elective courses that will provide students with core values and competencies for the program.

At the completion of 12 credit hours, the student should select a committee chair. The chair will serve as the student's academic advisor and will help the student select members for the thesis or project committee. The thesis committee must comprise two faculty members from the Department of Journalism and Creative Media program and at least one member from outside the program. The project committee must comprise at least two faculty members from the program – no outside member is required. An Appointment or Change of Master's Thesis Committee form must be submitted to the Graduate School for the dean's approval of the committee members.

The following applies to students pursuing a master's degree under Plan I:

The student is required to complete a thesis, which must be orally defended. During the oral defense, students are questions on their thesis. Questions often concern the methodological design, theoretical foundation, results, and theoretical/professional implications of the thesis project. For the student to pass the oral defense, committee members must be satisfied the student has gained sufficient knowledge

in core areas study and demonstrated this knowledge in the design, execution, and completion of the thesis project. A successful thesis will demonstrate research capacity, independent thought, and the ability to interpret materials.

Under Plan I, with advisor approval students need not complete a thesis but instead can take comprehensive exams by enrolling in JCM 597 Master's Project during their final semester. Such students must also complete an approved three-hour elective course to meet the requirement that 31 hours be completed in the program. Students must have completed their five core courses (JCM 500 Grad Studies Orientation, JCM 562 Cont. Issues in Journalism, JCM 563 History of Jour. and Media, MC 550 Research Methods, MC 551 Sem Communication Theory) before taking JCM 597 Master's Project.

The following applies to students pursuing a master's degree under Plan II:

Plan II students take a comprehensive exam or produce a Capstone project. Similarly, a Capstone project or a comprehensive exam is required for distance learning students.

Capstone Project: The project option is competitive. Students wishing to pursue a project option must formally submit a brief proposal for the project to the student's MA committee before the end of the first week of the student's final semester. Students will be notified about acceptance during the second week. Detailed instructions for the proposal can be found on the program website.

The students' master's committees, each of which consists of the JCM 597 instructor and one other faculty member (see committee details below), will collectively review proposals and approve no more than five MA projects each semester –i.e., the five projects that are judged to be the best will be selected each semester. Judgment criteria include relevance, importance, coherence, thoroughness, creativity, practicability and writing quality.

Students who are not approved for the project option must pursue the comprehensive exam option. They will take comprehensive exams by enrolling in JCM 597 (three hours) during their final semester, and a three-hour approved elective, to reach the required 31 hours for a degree. Students must have completed their five core courses (JCM 500 Grad Studies Orientation, JCM 562 Cont. Issues in Journalism, JCM 563 History of Jour. and Media, MC 550 Research Methods, MC 551 Sem Communication Theory) before taking JCM 597.

About the project: The MA project may focus on a media work (e.g., an in-depth journalistic report, a documentary, etc.); a media innovation (e.g., an online entrepreneurial media product or app); or a scholarly research study (in the social sciences or the humanities). The project is not a fully completed work, but instead consists of the following three components: (1) a detailed plan for carrying out a completed work; (2) a "prototype" or "pilot" of the work; and (3) a conceptual paper in which the student reflects on the project.

Plan II also includes a one-year option involving a professional immersion experience in a newsroom. In recent years this option has been administered in conjunction with the Anniston (Ala.) Star newspaper. Admission criteria and core curriculum requirements are identical to the traditional Plan II option.

Details on Comprehensive Exams:

- Students are assigned a reading list in the JCM 597 course, with due dates throughout the semester.

- Students must take the written exam by week 11 of the semester (no later than three full weeks before the deadline for submitting examination results to the Graduate School) in order to graduate that semester.

- Students are tested over the program's four core knowledge areas (theory, methods, contemporary issues, history) via four essay questions.

- Students will have 48 hours to complete the exam questions, with an open-book format.

- The examination committee will determine whether the student has passed, must perform additional work to demonstrate competency in one or more areas of the examination, or has failed the examination. This determination will be made within one week (seven days) of completion of the exam. When additional work is required, the examining committee may choose to administer another oral examination within the same semester. In the case of a clear failure, re-examination must take place after six months and before twelve months have elapsed. Each of the four portions of the preliminary examination may be taken only twice. The examining committee will rule either pass or fail on the second examination.

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability;

participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection

of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form](#) (this link needs to be changed to <https://graduate.ua.edu/current-students/forms-students/>) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

School of Library and Information Studies

- Majors
 - Book Arts, MFA (p. 476)
 - Library and Information Studies, MLIS (p. 480)
- Certificates
 - Archival Studies (p. 475)
 - Book Arts (p. 479)

Vision

Through excellence in teaching, research, and service, SLIS is committed to educate socially responsible information professionals prepared to empower diverse populations in a multitude of contexts, communities, and cultures.

Mission

To advance the theory, art, and practice of professions specializing in the use and creation of information in traditional and emergent forms.

Values

Since its beginnings more than 40 years ago, SLIS has developed a unique interdisciplinary personality that blends the arts, humanities, and social sciences. We support a mutual belief in and respect for those we serve. This is evident in our strong support of intellectual freedom, access to all, and the tenets of social justice.

Educational Objectives

The educational objectives of these graduate programs are as follows:

Teaching

Provide students with the knowledge, skills, understanding, and diverse technologies to meet the changing informational and cultural needs of diverse populations and organizations. Foster leadership skills and abilities in all students, provide opportunities within the program

for students with leadership potential to exercise their abilities, and encourage students as graduates to seek out and assume leadership roles. Improve and develop students' critical and conceptual thinking skills.

Research and creative activity

Augment and advance knowledge through basic research and improve professional practice through systematic inquiry into its nature, standards, and principles.

Service

Apply the insights and knowledge gained through research and instruction in service to public- and private-sector organizations.

Facilities

SLIS classrooms, faculty offices, and shared spaces are housed on the fifth floor of the Gorgas Library in the heart of the campus. Student spaces provide desktop computing, printing, laptop workstations, individual and group work spaces, professional resources, and a collection of children and youth literature. A student lounge is conveniently located for relaxation and refreshment.

Academic Common Market (ACM)

The School of Library and Information Studies participates in the ACM, an agreement among selected Southern states to share academic programs at in-state tuition rates. Residents of the states of Arkansas, Delaware, Virginia, and West Virginia may make an ACM application to attend the MLIS program. If accepted, The University of Alabama will pay the out-of-state portion of the student's tuition. Residents of Georgia, Kentucky, Louisiana, Mississippi, South Carolina, and Tennessee may apply to the ACM to attend the MFA in book arts program, also with UA's paying the out-of-state portion of tuition. Background information on the ACM, a list with the contact information for each state's ACM coordinator, and an online application to the UA Academic Common Market.

Financial Assistance

A limited number of departmental assistantships, which pay a stipend and also cover some out-of-state fees, as well as a limited number of scholarships are available each academic year. For information, contact the director of the School of Library and Information Studies.

Director

- Jim Elmborg, Ph.D.

Professors

- Anna Embree, M.F.S.
- Bharat Mehra, Ph.D.
- Jamie Naidoo, Ph.D.

Associate professors

- Laurie Bonnici, Ph.D.
- Steven MacCall, Ph.D.
- Jeff Weddle, Ph.D.

Assistant professors

- Sarah Bryant, M.F.A.
- John Burgess, Ph.D.
- Robert Riter, Ph.D.
- Miriam Sweeney, Ph.D.
- Steven Yates, Ph.D.

Intern coordinator adjunct professor

- Sybil Bullock, Ed.S.

BA520 Printing I: Elements of Letterpress Printing

Hours 3

This course is devoted to the fundamentals of letterpress. Students will develop fine craft skills in a studio environment. Through hands on assignments, students will be introduced to hand setting type, press operation, and image making techniques. They will learn fundamental terminology, gain an understanding of the interaction of type, ink, and paper, and develop familiarity with the equipment. The emphasis is on fine printing and relief image making.

BA521 Printing II: Letterpress and Typography

Hours 3

Students in this course will build on their skills on the press through the production of two assignments, culminating in the design and production of a book project. This course is focused on typographic design, the intersection of text and image, and press work. Readings and discussions in this course will focus on typography and the hierarchy of information in the book format.

Prerequisite(s): BA 520

BA522 Printing III: Letterpress and the Artist Book

Hours 3-6

This course is devoted to book production. Students in this course will produce and refine a series of mockups before embarking on the production of an ambitious book project. While these book projects can take many forms, this course will center on artist books as a creative medium. Readings, discussions, and visits to special collections will help direct the course. Individual projects will be a catalyst for the refinement of skills on the press, including the production and use of polymer plates, setting type, press operation, and maintenance.

Prerequisite(s): BA 520 and BA 521

BA523 Printing IV: Advanced Projects in Print

Hours 3-6

Students in this course will design and produce an ambitious, letterpress printed book project. Students will refine their skills on the press as well as develop tactics for disseminating their work. A book produced in this course can be a stepping stone towards a career in book arts. Discussion and critique are foundational to this course. Class time will be spent on troubleshooting project issues, creating budgets for book projects, and developing an online presence for the marketing of books.

Prerequisite(s): BA 520, BA 521, and BA 522

BA530 Bookbinding I: Elements of Bookbinding

Hours 3

Drawing upon both the historic and contemporary Western bookbinding traditions, this course is an initiation into fundamental binding forms, techniques, materials, and design. Through the construction of a series of cloth and paper structures, students will gain an understanding of the properties inherent to the materials and how they work in the context of bookbinding. In addition to the development of good hand skills and proper use of materials, aesthetic and design issues concerning book construction will be addressed.

BA531 Bookbinding II: Fundamentals of Case Binding and Edition Work
Hours 3

An introduction to the materials and techniques of case bookbinding. Students will continue to refine the fundamental binding skills acquired in BA 530, while being introduced to more advanced materials techniques. Case bookbinding and custom built enclosures will be constructed using paper, cloth, and leather. Students will gain a comprehensive understanding of these skills necessary for completing both one-of-a-kind and edition work.

Prerequisite(s): BA 530

BA532 Bookbinding III: Leather Bound Books
Hours 3-6

An introduction to the materials and techniques of leather bookbinding along with the principles of conservation treatments as they relate to the processes of rebinding. Students will study the methods of production of animal skins for book making, the qualities of these skins, and their identification. Instruction in the use of leather-working tools, advanced case binding techniques, and in-board binding construction will be introduced. A strong emphasis will be placed on paper mending, forwarding techniques and leather preparation.

Prerequisite(s): BA 530 and BA 531

BA533 Bookbinding IV: Advanced Specializations in Bookbinding
Hours 3-6

An advanced study of bookbinding and finishing techniques. Students will refine leather-working and binding skills while exploring methods for fine and design work. Readings and discussions will focus on sound binding practices with an emphasis on the art and practice of covering in leather. An advanced final binding project will allow students to demonstrate their mastery of the materials and techniques presented in the binding I-IV course sequence.

Prerequisite(s): BA 530, BA 531, and BA 532

BA534 Boxmaking
Hours 3

An exploration of traditional and experimental forms of boxes and other protective enclosures for books. Boxes serve both aesthetic and functional purposes: they house, protect, and present their contents. Students will learn box making techniques such as measuring, fitting, covering, and casing; these will be considered also in connection with more complex components like partitioning and layering. We will discuss aesthetics in the context of overall design as well as selection of materials and structures appropriate for specific applications.

Prerequisite(s): BA 530

BA541 Papermaking I: History and Techniques of Hand Papermaking
Hours 3

Provides hands-on experience in the fundamentals of making traditional Western-style handmade papers using a variety of fibers. The objective is to produce reference samples of various kinds of sheets, as well as edition sheets of papers for book or art-making purposes.

BA592 Graduate Symposium
Hours 3

Through brainstorming, discussion, and writing, students in this course will develop the concept of and proposal for their Creative Thesis Project for the MFA Book Arts degree. This course will also guide students through the development of CVs, artist statements, workshop proposals, and a digital portfolio. A significant portion of the course will involve speaking to individuals practicing in the field and developing strategies for the business side of working as an artist.

BA593 Workshops In Book Arts
Hours 1-12

Workshops covering all subjects in the book arts, held both on and off campus.

BA594 Pract Teaching Book Arts
Hours 3-6

Practical experience teaching introductory courses in printing, binding, and other appropriate book arts.

BA595 Independent Project
Hours 1-6

Provides an opportunity for the student to pursue independently a project in the book arts.

BA596 Dir Research Book Arts
Hours 1-6

Provides an opportunity for an intensive investigation of both historical and technical studies of a book-arts craft.

BA597 Internship
Hours 1-6

A direct learning experience in a studio of a professional book artist.

BA599 Creative Thesis Project
Hours 1-12

The capping experience of the MFA in the book arts program is the creative project, thesis, and exhibition. Working with a faculty advisor, the candidate develops a project that demonstrates a deep understanding of the craft and the aesthetic, historic, and critical contexts of the book; to establish technical expertise; and to work independently.

LS500 Information and Media
Hours 3

This required course covers the systems, structures, and objects that provide the infrastructure for libraries, archives, and other information agencies and their information collections. Students will learn concepts important to networked systems from design and critical perspectives and will learn about various digital media formats that are managed with networked systems.

LS501 Information in Communities
Hours 3

This required course introduces students to values and ethics and power structures that impact information and information services to diverse communities. It serves as a foundation for broadly thinking about information, communities, power, and social responsibility of LIS professionals.

LS502 Research Methods

Hours 3

Introduces research design and statistical techniques used in library, media, and information science. At the conclusion of the course, the student should be able to comprehend and utilize research reports in these fields and to design and carry out basic research projects.

LS504 Media Prod & Utilization

Hours 3

Instructional modules that introduce the student to basic skills in the preparation and utilization of educational media.

LS505 Collection Development

Hours 3

Explores principles and issues involved in developing library collections. Aspects such as community analysis, policy development, selection and acquisitions, resource sharing, evaluation, weeding, and preservation are examined.

LS506 Modern Cataloging and Classification

Hours 3

Investigates approaches to current and historical methods for information organization by librarians, including emerging approaches to resource identification and description via linked data. Explores subject access in using traditional access tools, and contemporary issues in bibliographic control in the Web era.

LS507 User Centered Information Services

Hours 3

Introduces reference and instructional services in libraries.

LS508 Management Theory and Practice

Hours 3

Designed to introduce students to the theory and practice of modern management by studying the management aspects of authority, communications, decision making, delegation, leadership, personnel, planning, budgeting, and motivation. Use is made of case studies and simulations.

LS509 Distance Learn Lib Info Stdy

Hours 1

An intensive course that provides an orientation to distance learning in the School of Library and Information Studies. Technical issues related to distance learning, resource issues such as access to library and electronic collections, and socialization to librarianship are addressed. Particular emphasis is on the online MLIS program in which the student has enrolled.

LS510 Info Resrcs Humanities

Hours 3

Surveys and evaluates the major informational and bibliographical resources in literature, mythology, religion, philosophy, history, and the visual and performing arts. Stephens, Aversa.

LS511 Info Resources Soc Sci

Hours 3

Surveys scholarly communication and the use of information in the social sciences. The use of reference sources in psychology, sociology, economics, anthropology and political science is taught.

LS512 Info Resources:Science

Hours 3

Surveys scientific and technical communication, the bibliographic structure of science and technology, and information services for scientists and technologists. In-depth study of the major information sources in biology, chemistry, physics, mathematics, engineering, and geology is included.

LS513 Professional Paths

Hours 3

This course introduces students to the variety of professional paths that an MLIS might pursue and will encourage students to explore the diversity of areas of library and information practice that may interest them. At the end of the course, students write an introduction to their program portfolio providing first attempts to define their own professional paths.

LS515 Information Ethics

Hours 3

This course provides students with the conceptual frameworks, methodologies, analytical approaches, and argumentation skills needed as information professionals to resolve complex ethical crises and dilemmas surrounding the use of information, data, and emerging technologies.

LS520 Early Childhood Literacy Materials & Story Programs

Hours 3

Introduces a wide variety of print and non-print early literacy materials for young children ages birth to seven with an emphasis on selecting materials and developing literature-based story programs to meet their educational, cultural, and recreational needs. Among the types of story programming techniques to be explored are storytelling, flannel boards, drama, puppetry, and finger rhymes. Emphasis will be placed on investigating the principals involved in designing, implementing, promoting and evaluating early literacy story programs for young children.

LS521 Matl & Services Childrn

Hours 3

Explores materials (print and non-print) and programs appropriate for children ages 3 to 12.

LS522 Matl Serv Young Adults

Hours 3

Explores materials (print and non-print) and programs appropriate for teenagers.

LS523 Matl Services Adults

Hours 3

Examines services, programming, and popular materials provided to adult users of public libraries.

LS524 Project Management

Hours 3

Introduces graduate level concepts and skills associated with project management in information rich environments. Includes teamwork, team development, and collaboration.

LS527 Information Literacy Instruction

Hours 3

This course is intended to provide students with an introduction to the concepts, theories, and practice of library user instruction through reading, discussion, class speakers, and practice. The focus of the course will be on instruction for adult users in public and academic library settings.

LS530 Public Libraries

Hours 3

Examination of public library development, purpose, governance, and services and exploration of issues and concepts involved in managing public libraries.

LS531 Academic Libraries

Hours 3

Study of the role of library service in higher education.

LS532 School Media Centers

Hours 3

Develops a philosophical and functional background of the school-media program as an integral part of the teaching-learning process.

LS533 Spec Libr & Info Centrs

Hours 3

Philosophy, environment, and unique aspects of the services, operation, and management of special libraries and information centers are covered. Provides considerable opportunity for study of topics of interest to individual students.

LS534 Medical Librarianship

Hours 3

Introduction to medical librarianship and the environment in which it operates. Orientation to the health care field, operation and administration of health sciences libraries, and basic information sources and services for the health sciences is included.

LS535 Records Management

Hours 3

Introduces the fundamentals of information and records management. Content includes (a) inventory, scheduling and auditing records; (b) active and inactive information maintenance; (c) organizing and administering a records center; and (d) applications for information systems (computer, microform and paper).

LS536 Archives

Hours 3

Survey of archival resources and special collections, with attention to their organization, administration, and service problems.

LS538 Law Library Legal Resources

Hours 3

Introduces the concepts of law library management and the techniques and materials of legal research.

LS541 Youth Programming

Hours 3

Explores various types of literacy programs and outreach services for youth (children, tweens, and teens) as well as the development and management of library environments that facilitate life-long learning and reading adventures.

LS542 Instruct Design & Dev

Hours 3

Comprises a series of modules that cover the basic skills required to undertake instructional development. Materials needed to plan and prepare instruction, as well as exercises designed to upgrade interpersonal skills, are included. Designed for library-media specialists, supervisors, administrators, and others who assist teachers in the development of instruction.

LS543 Traditional & Digital Storytelling

Hours 3

Introduces a wide variety of storytelling techniques both traditional and digital (technology-based) and explores how these strategies can be used in library programs and services for children and young adults. Emphasis is placed on developing personal storytelling skills via technology and traditional resources. A web-cam is required for this course.

LS544 Cultural Diversity Programming

Hours 3

Explores the development and implementation of various types of library programs and outreach services for children and young adults that promote cultural diversity.

LS555 Introduction to Archival Studies

Hours 3

This course offers an introduction to archival theory and practice. Emphasis is placed on investigating the nature and character of archival forms, the role of the archivist in society, the ethics of archival practice, and the social function of records and archives.

LS556 Intellectual Foundations of Archival Theory & Practice

Hours 3

Archives are made by ideas. Archivists have defined, and described, archives as functioning as memory, evidence, and information. In addition, archives have been ascribed cultural, historical, and artifactual values. This course is a critical examination of archival thought and its influence on how archives are conceived, constructed, and ultimately used.

Prerequisite(s): There are no prerequisites for this course.

Prerequisite(s) with concurrency: There are no prerequisites for this course.

LS557 Archival Appraisal

Hours 3

This course explores topics in the selection and appraisal of archival materials. In this course you will gain exposure to the principles and approaches, which influence how records are selected for long-term retention and preservation, as well as practical performing this archival practice.

Prerequisite(s): There are no prerequisites for this course.

Prerequisite(s) with concurrency: There are no prerequisites for this course.

LS558 Archival Representation, Access & Use

Hours 3

This course explores topics in the organization of archival materials. Specifically, the topics addressed include the description, arrangement, and representation of archival objects and collections. In studying these topics, students will obtain an understanding of the theoretical underpinnings of these practices as well as practical experience in creating usable collections through archival arrangement and description.

LS560 Information Technologies

Hours 3

Provides future information professionals with a solid foundation of basic information technologies at the skill, conceptual, and analytical levels. Acquaints students with the role of technology in information organizations. Students gain hands-on experience in web application production from a user-centered perspective, including: hypertext, usability analysis, database application, and technology instruction. Foundations of change management are addressed. IT Fluency is used as a model to explore the topics of this course.

LS562 Digital Libraries

Hours 3

Prepares students to develop digital libraries, exploring the issues associated with creating, operating, and maintaining digital libraries; analyzing electronic library programs in the U.S. and assessing their impact on education, scholarship and research.

LS564 Programming for Digital Libraries

Hours 3

The main focus of this course is to learn basic programming concepts and skills for managing different types of content and developing interactive systems. Java is the programming language used in this course to explore the development of digital libraries. We will start out at a beginner's level with Java, and students will gain understanding of basic programming syntax, data structures, and logic. Students will then learn how to develop applications for more applied tasks, including data parsing and processing, and extending specialized Java packages for implementing further functionality of system components found in digital libraries.

LS565 Social Media and Informatics

Hours 3

This course explores the affordances of social software applications such as blogs, tagging, and online social networks and their functions in various work locales through the concepts of informatics. The focus of this course is on social software fluency for work and productivity.

LS566 Metadata & Semantic Web Fundamentals

Hours 3

Introductory course that examines conceptual and ethical foundations of metadata and Semantic Web information organizing methods in a range of practice contexts including library cataloging and special collections. Introduces data management software tools and techniques used for acquiring, cleaning, enhancing, and analyzing metadata datasets.

LS567 Digital Reference

Hours 3

Explores societal problems and professional developments that relate to digital reference services in public, academic and special libraries. Explores the impact of digital reference on users and libraries.

LS568 Social and Technical Aspects of Cybersecurity and Terrorism

Hours 3

This course examines the history of cyber-related espionage and terrorism, explores websites and Web 2.0 media that support and fight against terrorism, and identifies human behaviors indicative of potential information and communication technology (ICT) interaction misuse. The focus of this course is primarily on human behaviors as they relate to ICT use and provides students with opportunities to identify and examine strategies to protect their organizations from misuse of technology systems and applications.

LS569 Information Management

Hours 3

This course will survey information management tools and techniques applied for maintaining, processing, and disseminating digital information. Specific topics will include physical database structures, database design, database-driven web applications, user interface, and representation for retrieval. Course exercises cover fundamental techniques for data modeling, implementing and querying databases, and information visualization.

LS570 Internship

Hours 1-3

Internship.

LS572 Intern Sch Media Cntrs

Hours 3

Intern Sch Media Cntrs.

LS580 Outreach to Diverse Populations

Hours 3

Explores diverse cultural groups and the ways that all types of libraries can effectively serve the informational and recreational needs of these populations.

LS581 Universal Design for Information Technologies

Hours 3

Examines the place of information and communication technologies, online resources, and social networking tools in the current practice of information and communication interactions for persons with mild to severe physical access challenges.

LS582 Race, Gender, and Sexuality in Library & Information Studies

Hours 3

This course explores how race, gender, and sexuality shape (and are shaped by) LIS as a profession and practice. Socially constructed theories of race, gender and sexual identity will be critically examined in different contexts as they intersect, overlap and impact LIS institutions, information use, technology practices, and the design of information resources and services in the processes of creation, organization, and dissemination of information in library and information professions.

LS583 Social Aspects of Information

Hours 3

This course covers a range of social, political, and economic issues related to how people interact with information and communication technologies. The class explores the effects of different social contexts on the creation, use, and meaning of information technologies. Subject matter will range from examining online interactions, mobile technologies, information and work, digital labor practices, and laws and policies related to information technologies.

LS590 Issues In Librarianship

Hours 3

Explores societal problems and professional developments that have, or are likely to have, an impact on the practice of librarianship. May be taken more than once.

LS598 Directed Research

Hours 1-6

Provides the opportunity for an intensive investigation of a special aspect of library and information studies, under the supervision of an appropriate faculty member.

LS599 Thesis Research

Hours 1-6

Thesis Research. Maximum of 6 hours may be earned.

LS620 Graphic Novels in Libraries Serving Youth

Hours 3

Examines the ways in which graphic novels, comics, and other visual narratives serve as engaging and enriching media for contemporary youth (children and young adults); explores the use of these materials in classrooms and libraries to teach information, visual, and cultural literacies; and provides opportunities to explore and critically analyze visual narratives using multiple methods.

LS621 Intercultural Perspectives on Youth Literature

Hours 3

This course addresses cultural stereotypes and issues surrounding cultural authenticity in children's and young adult literature, and suggests how librarians / educators can help children use literature to make intercultural connections with youth from diverse cultural backgrounds. Provides opportunities to explore diverse perspectives and theories related to selecting, analyzing, and interpreting international and multicultural literature for youth.

LS622 Leading Collaboration through School Libraries

Hours 3

A study of the theories and strategies related to instructional collaborations involving school libraries and media centers.

LS623 Issues in School Library Administration

Hours 3

A critical examination of issues related to social and cultural justice in the administration of school libraries and media centers.

Faculty**Director**

Jim Elmborg, Ph.D.

Professors

Anna Embree, M.F.S.

Bharat Mehra, Ph.D.

Jamie Naidoo, Ph.D.

Associate professors

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Steven Yates, Ph.D.

Intern coordinator & adjunct professor

Sybil Bullock, Ed.S.

Archival Studies Certificate

The College of Communication & Information Sciences at The University of Alabama provides a program of study that leads to an ACHE-recognized Certificate in Archival Studies. This certificate offers a comprehensive grounding in the academic discipline of archival studies, and an understanding of the theory, art, and practice that informs archival work. Students have the opportunity to develop competencies for work with rare books, manuscripts, traditional records, and digital media.

Graduates of the certificate leave prepared for employment in academic, cultural, public, governmental, and corporate environments. Recent graduates are currently employed at leading institutions, including the Alabama Department of Archives and History (ADAH), the New York State Archives, the University of Washington, Birmingham-Southern College, and Samford University.

Archival Studies Certificate		Hours
LS 555	Intro Archival Studies	3
LS 556	Archival Theory & Practice	3
LS 557	Archival Appraisal	3
LS 558	Archival Repres., Access & Use	3
Approved archival elective		3
BA 520	Printing I	
BA 530	Bookbinding I	
BA 534	Boxmaking	
LS 535	Records Management	
LS 562	Digital Libraries	
LS 564	Prog. Digital Libraries	
LS 566	Metadata & Semantic Web	
LS 570	Internship	
LS 581	Universal Access	
LS 582	Race Gender & Sexuality in LIS	
LS 583	Social Aspects of Information	
LS 590	Issues In Librarianship	
LS 598	Directed Research	
CIS 653	Descriptive Bibliography	
CIS 654	Print Culture And Society	
CIS 655	Book Artifact Materialy Text	
CIS 656	Electronic/Contemporary Pub.	
Total Hours		15

Admissions Information:

Applications are accepted from students pursuing in graduate work in allied disciplines, or already possessing graduate degrees in related disciplines. At the current time the certificate may only be completed on-campus. Students pursuing the MLIS should apply for admission to the archival studies concentration.

Contact Information:

Please contact Dr. Robert B. Riter for additional information.

Book Arts, MFA

The MFA Book Arts Program is a 60-credit hour course of study in the fine art and traditional practices of making books by hand. Individual artistic expression is emphasized through development of craft skills based in historical principles, practice, and technique. Courses in letterpress printing and publishing, typography, hand bookbinding, hand papermaking, and the history of the book provide training and context for the role of the book as a medium for expression in art and society.

Our emphasis is on the book as an integrated unit, although there are opportunities for students who wish to pursue specific interests in one or more of these areas after the initial year of general study.

Admission Requirements

Applicants may submit a score for either the general portion of the Graduate Record Examination or the Miller Analogies Test in support of the application for admission. Admission requirements for the MFA program in the book arts are consistent with those for the MLIS degree program. A portfolio is not required; however, students are encouraged to submit one.

Degree Requirements

Candidates for the MFA degree in the book arts must earn a minimum of 60 semester hours of credit, including at least six hours in the history of the book and three hours in a historical/theoretical course appropriate to the goals of the individual student; at least 33 hours in the book arts studio; and 12–18 hours of electives within or outside the book arts program. All coursework must be completed with a grade average of 'B' or better. All students enter the program in the fall and spend four semesters in residence.

All MFA students must complete, as part of the 60 hours, the following required courses:

Code and Title	Hours
BA 520 Printing I	3
BA 521 Printing II	3
BA 530 Bookbinding I	3
BA 531 Bookbinding II	3
CIS 655 Book Artifact Materialy Text	3
CIS 654 Print Culture And Society	3
BA 592 Graduate Symposium	3
BA 599 Creative Thesis Project	9-12
Total Hours	30-33

NOTE: No more than 20 percent of courses required for a degree may be taken on a pass/fail basis, and as with all graduate programs at the University, at least 75% of courses must be completed with a letter grade of either A or B.

The printing and publishing focused area of study also requires the following:

Printing and Publishing Focused Area of Study	Hours
BA 522 Printing III	3-6
BA 523 Printing IV	3-6

The bookbinding focused area of study also requires the following:

Bookbinding Focused Area of Study	Hours
BA 532 Bookbinding III	3-6
BA 533 Bookbinding IV	3-6

The whole book focused area of study requires advanced coursework in both printing and binding. The configurations of advanced courses will be determined through discussion with the book arts faculty. Students who are not enrolled in the MFA program and who wish to take book arts classes must obtain permission from the instructor before enrolling.

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates

who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for

a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected

to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is

published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Book Arts Certificate

The Graduate Certificate in Book Arts is to prepare students to integrate history, materials and technologies of the book arts into their research and/or professional programmatic objectives. Students completing the certificate will have obtained a historical, conceptual, and functional understanding of professional best practices, art processes of the three major studio areas that make up the book arts (papermaking, letterpress printing, and bookbinding), and an understanding of the historic relevance of book arts within the broader context of art and craft.

The Book Arts Certificate will be a general 15 credit hour program designed for scholars and professionals in other disciplines. It will provide an overview of the book arts as a basis for the integration of material book studies into outside research or creative specializations. As a compliment to a primary field of study or professional practice, the certificate provides the expertise necessary to produce and critically examine creative book-work within a historical context and contemporary framework.

Admission Criteria

Applicants seeking admission into the Graduate Book Arts Certificate (15 credit hours) will apply directly to the School of Library and Information Studies. A Bachelor's degree, 3.0 GPA, and a statement of purpose will be required. Students may apply to enroll directly or concurrently with another degree program. Applications will be reviewed on a rolling basis and students may begin their study in the Fall or Spring terms. Use the special non-degree certification application.

Applications to the M.F.A. Book Arts program will receive priority over applications to the certificate program and the numbers of students admitted to each program will be closely monitored to ensure that courses are not filled beyond the capacity of the facilities and faculty.

Program Requirements

Code and Title	Hours
Required Studio Core Course Work	
BA 520 Printing I	3
BA 530 Bookbinding I	3
BA 541 Papermaking I	3
Required Non-Studio Course Work Options	
CIS 653 Descriptive Bibliography	3
CIS 654 Print Culture And Society	
CIS 655 Book Artifact Materiality Text	
CIS 656 Electronic/Contemporary Pub.	
Elective Course Work Options	
BA 521 Printing II	3

BA 531	Bookbinding II	
BA 534	Boxmaking	
CIS 653	Descriptive Bibliography	
CIS 654	Print Culture And Society	
CIS 655	Book Artifact Materialy Text	
CIS 656	Electronic/Contemporary Pub.	
Total Hours		15

All graduate coursework required for the proposed certificate is already offered through the existing ACHE approved M.F.A. Book Arts Program. Students who complete the certificate will be provided formal recognition of specialized knowledge in Book Studies. This recognition will communicate that these graduates have skills and academic preparation in the arts and technologies of the book.

Students may transfer in up to 3 credit hours with advisor approval. The certificate must be completed in 6 academic years.

Library and Information Studies, MLIS

The program leading to the Master of Library and Information Studies (MLIS) degree is a 36-credit-hour program, one of approximately 55 programs in the United States and Canada accredited by the American Library Association and the only ALA-accredited program in the state of Alabama. The degree prepares graduates to work in any type of library—public, K–12, academic, or special. The degree also prepares students for work in information centers and in entrepreneurial and research environments, especially those using advanced information technologies.

See the Admission Criteria section of this catalog for more information.

Admission Requirements

Students may be admitted to the School of Library and Information Studies without condition (*regular admission*) or with academic conditions imposed. The MLIS program is selective, and does not admit every applicant. Applications are considered holistically, so no single factor determines acceptance to the program.

Regular Admission Requirements

An applicant can be considered for regular admission if he or she has a grade point average of at least 3.0 overall for the last 60 semester hours in a degree program, based on a 4.0 system.

- Application Form
- Statement of Purpose
- Application Fee
- Transcripts
- Three (3) letters of recommendation; for applicants who have been in school in the last 5 years, at least two (2) letters must be academic references.

For further information and to submit an application, go to the Graduate Application Center online.

See the Admission Criteria section of this catalog for more information.

Exceptions to Admissions Policy

Under exceptional circumstances, an applicant may be considered for admission if he or she does not meet the GPA requirement for regular admission (GPA of 3.0). If such an applicant is admitted, he or she will need to obtain permission to continue in the program, after the first 12

semester hours of graduate-level work have been completed. Permission to continue is earned by achieving a GPA of “B” or better (3.0) in the first 12 semester hours. If the 12 hours are completed in a term in which the total credits exceed 12, the evaluation is made on the basis of all graduate-level work completed at the end of that term of enrollment. Students admitted under this circumstance who do not meet the 3.0 requirement after their first 12 hours of graduate-level work will not receive permission to continue in their graduate program, and will be dropped from the program.

Nondegree Admission Requirements

An applicant may be admitted as a non-degree student if the applicant has either a 3.0 undergraduate GPA or a 3.0 graduate GPA. No more than 12 hours may be taken as a nondegree-seeking student and applied to a degree.

Degree Requirements

Candidates for the MLIS degree must earn a minimum of 36 semester hours of credit hours earned in classes in the College of Communication and Information Sciences. Classes from outside the college can be taken on approval. All work must be completed with a grade average of 'B' or better. A portfolio comprised of course assignments reflecting program learning outcomes is required of all students. All MLIS students must complete, as part of the minimum 36 hours, the following 9 hours of required courses:

Core Requirements		Hours
LS 500	Information and Media	3
LS 501	Information in Communities	3
LS 513	Professional Paths	3
Total Hours		9

Students may take many pathways to the completion of the MLIS program and should work in conjunction with their assigned academic advisors in the construction of their program. There is a Class A School Library-Media Certification and an Archival Studies Concentration. In addition, there are informal areas of emphasis in Academic Libraries, Digital Stewardship, Public Libraries, Special Libraries, Social Justice, and Youth Services can help guide the selection of courses.

Areas of Emphasis

Academic Libraries		Hours
User Services Electives		
LS 512	Info Resources:Science	3
LS 527	Info Lit. Instruct.	3
LS 567	Digital Reference	3
LS 580	Outreach to Diverse Population	3
Technical Services Electives		
LS 505	Collection Development	3
LS 506	Cataloging and Classification	3
LS 566	Metadata & Semantic Web	3
Technology Services Electives		
LS 524	Project Management	3
LS 581	Universal Access	3
Digital Stewardship		Hours
LS 508	Management Theory and Practice	3
LS 562	Digital Libraries	3
LS 524	Project Management	3

CIS 660	Adv Sem: Relational Comm	3
CIS 662	Adv Sem: Mediated Interpersonl	3
CIS 666	Information Policy	3
LS 590	Issues In Librarianship ¹	3

Footnotes

¹ This is not an exhaustive list, as special topics courses may also be of interest, including Foundations of Digital Curation and Curating Digital Culture.

Public Libraries		Hours
LS 530	Public Libraries	3
LS 570	Internship	1 to 3
User Services Electives		
LS 520	Early Child Lit Mat & Story Pr	3
LS 521	Matl & Services Childrn	3
LS 522	Matl Serv Young Adults	3
LS 523	Matl Services Adults	3
LS 541	Youth Programming	3
LS 543	Trad. & Digital Storytelling	3
LS 580	Outreach to Diverse Population	3
Technical Services Electives		
LS 505	Collection Development	3
LS 506	Cataloging and Classification	3
LS 566	Metadata & Semantic Web	3
Technology Services Electives		
LS 524	Project Management	3
LS 581	Universal Access	3

Special Libraries		Hours
LS 533	Spec Libr & Info Centrs	3
LS 570	Internship	1 to 3
User Services Electives		
LS 512	Info Resources:Science	3
LS 527	Info Lit. Instruct.	3
LS 567	Digital Reference	3
Technical Services Electives		
LS 505	Collection Development	3
LS 506	Cataloging and Classification	3
LS 566	Metadata & Semantic Web	3
Technology Services Electives ¹		
LS 524	Project Management	3
LS 581	Universal Access	3

Footnotes

¹ See also the Information Science & Technology Area of Emphasis for more Technology Services courses.

Social Justice and Inclusivity		Hours
LS 570	Internship	1 to 3
Archives		
LS 558	Archival Repres., Access & Use	3
LS 590	Issues In Librarianship	3
Collections		
CIS 621	Interculture Perspect Yout Lit	3
Community Outreach and Services		

LS 544	Cultural Diversity Programming	3
LS 580	Outreach to Diverse Population	3
Information Technologies		
LS 581	Universal Access	3
LS 583	Social Aspects of Information	3
Issues in the Profession		
LS 582	Race Gender & Sexuality in LIS	3

Youth Services		Hours
LS 530	Public Libraries	3
LS 570	Internship	1 to 3
Collection Development and Reader's Advisory		
LS 520	Early Child Lit Mat & Story Pr	3
LS 521	Matl & Services Childrn	3
LS 522	Matl Serv Young Adults	3
CIS 621	Interculture Perspect Yout Lit	3
Service and Program Planning and Management		
LS 541	Youth Programming	3
LS 543	Trad. & Digital Storytelling	3
Community Outreach		
LS 580	Outreach to Diverse Population	3
LS 544	Cultural Diversity Programming	3
Other Elective Useful to Youth Librarians		
LS 505	Collection Development	3
LS 506	Cataloging and Classification	3
LS 523	Matl Services Adults	3

Footnotes

¹ See also School Libraries for information about serving youth in a school library setting.

Transfer of Credit and Credit for Non-Letter Graded Courses

Graduate credit may be transferred from another accredited university or may be elected from the offerings of other departments. Thesis credit cannot be transferred from another university. No more than nine hours of credit can be applied toward the MLIS for any combination of graduate courses taken outside SLIS, directed research courses, internships, and thesis credit. These hours may be combined as follows:

Thesis

Six hours of thesis credit and three hours of credit for directed research course or internship; or:

Six hours of thesis credit and three hours of approved credit for graduate work taken outside SLIS.

Coursework

Six hours of approved credit for graduate work taken outside SLIS and three hours of credit for a directed research course or internship; or:

Six hours of credit for any combination of directed research courses and internships and three hours of approved credit for graduate work taken outside SLIS.

Time Limit

All requirements for the master's degree must be completed during the six years (18 consecutive semesters) immediately preceding the date on which the degree is to be awarded.

Thesis

Candidates for the master's degree under the thesis plan must earn a minimum of thirty-six hours of credit, including nine hours of required courses, a three-hour required management and administration course, and six hours of thesis credit (LS 599); no more than six hours of thesis credit may be counted toward the degree.

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I: Thesis. The subject chosen must be related to library and information studies and must be approved by the student's thesis director, the student's thesis committee, and the SLIS Director.

The thesis committee must include three individuals, including at least two full-time SLIS faculty members, at least one of whom must be a full member of the graduate faculty; a third committee member may be a faculty member from another department of the University, a faculty member from another institution, or a well-qualified practitioner. All committee members must hold appropriate Graduate Faculty status.

The student must obtain committee approval for a prospectus for the thesis project prior to enrolling in thesis credit; a formal defense of the prospectus will constitute the final examination for the MLIS degree.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. A final oral examination is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral examination unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting. The thesis defense shall be made orally before the student's thesis committee and will be open to the public.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has posed troubling ethical questions. The mission of the University's Institutional Review Board for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research. In the case of thesis research that involves the use of human subjects, the principal investigator – normally the student – is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. Both the student and the thesis chair are responsible for completing Institutional Review Board training;

guidelines for training can be found at <http://ovpred.ua.edu/research-compliance/institutional-review-board-irb/>.

The request forms for IRB approval can be accessed from <http://ovpred.ua.edu/research-compliance/institutional-review-board-irb/>.

Application for Graduation

Each candidate for a master's degree must apply for graduation through the Office of the Graduate School during the first week of the term in which requirements for the degree are to be completed. The form 'Application for Degree' is required for this purpose, and must be completed online.

Student Learning Outcomes for the MLIS Teaching

Upon completing the SLIS MLIS program, all students should:

- have acquired a basic core of knowledge in the field: the creation and production, organization and access, selection and evaluation, preservation, dissemination and use of information
- understand the nature of professional ethics, display a committed professional attitude, value the role of professional associations, and be committed to individual professional development
- understand the opportunities and challenges of a variety of information settings, their functions and the users they serve and be able to approach the design and management of services and systems
- value teaching and service as ways to advance the field
- have knowledge of current research, an understanding of research processes and methods and an ability to analyze and critically evaluate research and apply it to professional duties
- understand the significance of concepts and contributions of other disciplines to library and information studies and the importance of library and information studies theories, principles, and concepts to other disciplines
- be aware of and sensitive to the impact of information practices, services, and programs on diverse, underserved and multicultural communities
- understand the appropriate technologies and their applications within particular contexts for the organization, retrieval, management, and dissemination of information
- be able to communicate cogently, clearly, and persuasively
- support the development and improvement of library and information services in general with special focus on the people of Alabama and the southeastern United States

Research and Creative Activities

SLIS faculty will:

- publish papers and reports in journals, monographs, and other publications devoted to librarianship, information science and related disciplines
- present the results of research, inquiry, and creative endeavors to peers at professional meetings and exhibitions
- undertake applied research projects including consulting assignments that augment and advance knowledge

Service

To provide advice and assistance to libraries and information centers that help them enhance the services they provide, SLIS faculty and staff:

- undertake consulting assignments
- provide opportunities for faculty, staff, and students to participate in professional associations, to promote the profession and to assume leadership and policy-making roles
- along with students, participate in the work of the University and the School through service on committees and working groups.

Class A School Library-Media Certification

For admission to the Class A School Library-Media program, a candidate must have a valid bachelor's level or valid master's level professional educator certificate in a teaching field or a valid master's level professional educator certificate in another area of instructional support. Effective June 1, 2017, two full years of full-time professional educational work experience in P-12 school system(s) is also required for admission.

Applicants with out-of-state licensure who are employed or seeking employment in another state are responsible for knowledge about professional licensure requirements in the prospective states. An applicant with out-of-state licensure who intends to apply for Alabama certification must first apply for the prerequisite certification in Alabama before applying for Class A School Library-Media certification in Alabama.

All applicants must have a criminal history background check as required by the Alabama Department of Education.

Students pursuing Library Media certification should refer to the State-approved program checklist to ensure that requirements are met. In addition to completing an approved program of study, the candidate is required to earn a satisfactory score on a comprehensive examination administered by the School of Library and Information Studies and earn a passing score on the Praxis for Library Media Specialist.

The approved program of studies for certification is as follows:

Code and Title	Hours
Instructional support area	
LS 500 Information and Media	
LS 501 Information in Communities	
LS 504 Media Prod & Utilization	
LS 507 User Ctr Info Services	
LS 532 School Media Centers	
LS 542 Instruct Design & Dev	
LS 560 Information Technologies	
LS 572 Intern Sch Media Cntrs (requires a minimum of 300 clock hours)	
Foundations of professional studies: Choose ONE of the following SDE-approved diversity courses.	3
BEF 503 History Of Amer Educn	
BEF 507 Sociology Of Education	
BEF 534 Multicultural Education	
BEF 575 Found Educn Through Film	
BEF 607 Readings In Soc Of Ed	
BEF 650 Critical Race Theory In Educ	
BEF 667 Multicult Soc Ed Leadership	
BEF 681 Ethics And Education	
Research	
LS 502 Research Methods	3
Additional Requirements	
SPE 500 is required if a special education survey course was not part of the undergraduate program or another graduate program.	

LS 520 or	Early Child Lit Mat & Story Pr	3
LS 521	Matl & Services Childrn	
LS 522	Matl Serv Young Adults	3
Total semester hours		36-39

If courses equivalent to any of these required courses have been taken previously, substitutions may be made, with the approval of a faculty adviser.

For candidates admitted to the Class A Library Media program July 1, 2017, and thereafter, a minimum GPA of 3.25 on all courses in the Alabama State Board of Education approved library media program is required for certification.

Archival Studies Concentration

The School of Library & Information Studies at The University of Alabama offers a program of study within the MLIS degree that leads to an ACHE-recognized concentration in Archival Studies. This concentration provides a comprehensive grounding in the academic discipline of archival studies, and an understanding of the theory, art, and practice that informs archival work. Students have the opportunity to develop competencies for work with rare books, manuscripts, traditional records, and digital media.

Graduates of the concentration leave prepared for employment in academic, cultural, public, governmental, and corporate environments. Recent graduates are currently employed at leading institutions, including the Alabama Department of Archives and History (ADAH), the New York State Archives, the University of Washington, Birmingham-Southern College, and Samford University.

In addition to the MLIS requirements, the Archival Studies Concentration requires completion of the following curriculum:

Archival Studies Concentration Requirements (in addition to MLIS Requirements):		Hours
LS 555	Intro Archival Studies	3
LS 556	Archival Theory & Practice	3
LS 557	Archival Appraisal	3
LS 558	Archival Repres., Access & Use	3
Approved archival studies electives		6

Admissions Information:

Prospective students apply directly to the Archival Studies concentration, indicating the archival studies concentration in their application. The full concentration is available to all students, including online students and students studying on campus.

Contact Information:

Please contact Dr. Robert B. Riter for additional information.

MLIS - School Library Media Concentration		Hours
Core		
LS 500	Information and Media	3
LS 501	Information in Communities	3
LS 513	Professional Paths	3
Credit Hours Subtotal:		9
School Library Media Concentration		
LS 504	Media Prod & Utilization	3
LS 532	School Media Centers	3
LS 542	Instruct Design & Dev	3
LS 572	Intern Sch Media Cntrs	3

	Credit Hours Subtotal:	12
Electives		
LS 502	Research Methods	3
LS 507	User Ctr Info Services	3
LS 520 or LS 521	Early Child Lit Mat & Story Pr Matl & Services Childrn	3
LS 522	Matl Serv Young Adults	3
Ancillary BEF course		3
BEF 503	History Of Amer Educn	
BEF 507	Sociology Of Education	
BEF 534	Multicultural Education	
BEF 575	Found Educn Through Film	
BEF 607	Readings In Soc Of Ed	
BEF 650	Critical Race Theory In Educ	
BEF 667	Multicult Soc Ed Leadership	
BEF 681	Ethics And Education	
	Credit Hours Subtotal:	15
Total Hours		36

Communication & Information Sciences (CIS), PhD

The collegewide doctor of philosophy degree in the College of Communication and Information Sciences is designed to:

- prepare communication scholars for positions of leadership in education, public service, the media, libraries, information-management positions, and other communication-related fields
- add to a student's usable body of knowledge in a chosen area of specialization within the field of communication and information sciences
- develop each student's research, teaching, and professional capabilities
- promote scholarly achievement and advancement of knowledge in the communication and information science disciplines, through basic and applied research

Representing four academic units of Advertising and Public Relations, Communication Studies, Journalism and Creative Media, and Library and Information Studies, C&IS offers a multidisciplinary doctoral program in communication and information sciences that enables students to either build an interdisciplinary plan of study or specialize in one of seven concentrations, in Applied Communication, Book and Publishing Studies, Health Communication, Interpersonal Communication, Media Processes and Effects, Rhetoric and Political Discourse, or Social Justice and Inclusion Advocacy. The interdisciplinary plan of study allows students to craft a curricular plan unique to their skills and interests while the concentrations provide students an opportunity to earn distinction through a prescribed suite of courses preparing them to contribute to the academe as distinguished scholars and teachers at a variety of institutions across the globe.

Alongside the concentrations, the program emphasizes three signature areas of interdisciplinary research: emergent media, health communication, and sports communication. A core group of world-class graduate faculty across various disciplines focus their research agendas around these three areas. Students who take the interdisciplinary

approach or select a concentration are encouraged to pursue their own research agendas in tandem with their coursework.

Signature Research Areas

Students can select to interpret the theoretical and methodological frameworks from their coursework through the lens of three signature research areas—emergent media, health communication, or sports communication—or consider partnering with individual faculty who focus on various other research agendas.

Emergent Media. Faculty and students pursue research on social media, mobile communication, online interaction, and user-generated content. Faculty and students utilize big data, research laboratories, and local partnerships to advance understandings of emergent media content, its production and dissemination, and its role in public reasoning.

Health Communication. Health communication research is one of the fastest-growing areas of investigation in communication. The College has a variety of research facilities and laboratory teams in which faculty and students collaborate on a wide range of health communication projects.

Sports Communication. The University of Alabama produces more research in the area of sports communication than any American institution. Doctoral students are highly engaged in seminars and collaborative research projects focusing on the role of sports within all forms of the communication discipline.

Concentrations

Students can complete a prescribed set of coursework in a specific content area that prepares them as scholars and teachers in positions focusing on:

Applied Communication. Theory and practice of communication in applied contexts such as integrated communication, advertising, public relations, and corporate communication.

Book and Publishing Studies. The past and future of books and other published artifacts, and the processes of their generation and dissemination.

Health Communication. The role of communication, media, and information in the health and well being of people and communities.

Interpersonal Communication. Processes of human interaction, including message production, exchange, and meaning making in relational, mediated, and health contexts.

Media Processes and Effects. The effects of contemporary and emergent media on people and society, and the processes by which effects transpire.

Rhetoric and Political Discourse. Rhetoric and discourse in political forums, conversation, and media, and the role of political discourse in shaping identity, community, and culture.

Social Justice and Inclusion Advocacy. The role of information and communication in advancing social justice scholarship, as research, engagement, and inclusion advocacy, to foster fairness, equality, and empowerment for all people, especially for those on the margins of society.

Requirements for the Ph.D. Degree in Communication and Information Sciences

Admission Criteria

Applicants to the doctoral program in communication and information sciences must meet the admission criteria of the Graduate School of The University of Alabama and those stated below.

An applicant whose credentials meet the following minimum criteria may be considered for regular admission to the doctoral program in communication and information sciences:

- An undergraduate grade point average (GPA) of 3.0 overall, 3.0 for the last 60 semester hours in a degree program, or 3.0 for a completed graduate degree program.

International applicants must score at least 90 on the TOEFL iBT language proficiency exam and also score at least 24 on the speaking and writing sections of the iBT exam. International applicants who meet these criteria may also be invited to participate in a videoconference with the college application review committee.

Applicants may be considered for admission on a permission-to-continue basis if they meet either the GPA criterion for regular admission or the GRE score criterion for regular admission.

Coursework

Number of semester hours required in the program: Forty-eight to 60 hours, as determined by a student's program advisory committee. An additional 24 hours of dissertation research will be taken, usually following admission to candidacy.

The student's program advisory committee determines, in consultation with the student, the specific courses the student must take to satisfy program and research requirements.

Core requirement: Foundations. CIS 610 Foundations Doctoral Study CIS, is required of all students.

Core requirement: Theory. Students must complete two of the following four courses:

- CIS 604 Mass Communication Theory
- CIS 605 Cultural and Critical Theory
- CIS 606 Knowledge & Information Theory
- CIS 607 Theory Constructn Epistemology

For students in one of the program's seven approved doctoral concentrations, there may be requirements regarding which of these core theory classes must be completed. For example, students in the Media Processes and Effects concentration must complete CIS 604 Mass Communication Theory as one of their two core theory classes.

Core requirement: Research methods. Students must complete six hours of research methods coursework. The College offers three 3-hour research methods courses that can count toward fulfilling the research methods requirement:

- CIS 603 Quantitative Research Methods
- CIS 608 Qualitative Research Methods
- CIS 609 Humanistic Research Methods

For students in one of the program's seven approved doctoral concentrations, there may be requirements regarding which of these core research methods classes must be completed. For example, students in the Social Justice and Inclusion Advocacy concentration must complete CIS 609 Humanistic Research Methods, which will provide three of the

six required hours in the research methods core for students in this concentration.

If the student's program advisory committee determines that research methods courses other than CIS 603, CIS 608, and CIS 609 are more appropriate in the student's research methods core, students can count up to six credit hours of approved alternate research methods coursework toward fulfilling their core research methods requirement.

Concentrations and focused areas of study

All students must either complete a concentration in the program or identify a focused area of study.

Focused area of study. Students will consult with their program advisory committee to identify a focused area of study. A minimum of 18 non-dissertation credits must be designated by the program advisory committee as appropriate for the student's focused area of study.

Concentration. Students in a concentration in the program should consult the information below in this graduate catalog on the requirements for completing the concentration.

Cognate. Students will consult with their program advisory committee to identify a cognate area. Students may fulfill their cognate requirement through courses completed within or outside the College of Communication and Information Sciences. A course must be in an area outside the concentration or focused area of study to count toward fulfilling the cognate requirement. A minimum of nine non-dissertation credits must be designated by the program advisory committee as appropriate for the student's cognate area.

Additional/elective credits. Many students will find they have room in their program of study for one or more additional/elective courses after they have met the minimum credit hour requirements for core coursework, cognate coursework, and coursework in a concentration or focused area of study. Students will consult with their program advisory committee to identify appropriate additional/elective courses.

Dissertation. The University of Alabama Graduate School requires that students complete 24 hours of dissertation credit. In the College of Communication and Information Sciences, dissertation credits are completed by enrolling in CIS 699: Dissertation Research.

Summary of required credits. In sum, students allocate credit hours as follows:

- Core: 15 hours
- Concentration or focused area of study
 - Concentration: 12-15 hours
 - Focused area of study: 18-30 hours
- Cognate: 9-15 hours
- Additional/elective: 0-18 hours
- Dissertation: 24 hours

Other requirements. In addition to the credit hour and coursework requirements specified above, the following policies apply:

- A minimum of 36 hours of coursework must be completed after enrollment in the CIS doctoral program.
- Up to 12 of these 36 hours may be transferred from a student's masters program if approved by the student's program advisory committee. Credits so approved must have been earned within a period of no more than six years prior to the semester of admission to the doctoral program.
- A minimum of 24 hours of coursework must be at the 600 level. The remainder of hours of approved graduate course credit must be at

the 500 or 600 level. A maximum of six hours of 400- or 400/500-level credit may be transferred if completed as part of a master's degree program.

- Each student must complete a minimum of three CIS doctoral seminar courses, which include all courses numbered CIS 650 through CIS 696. No doctoral seminar class that may be deemed by the student's program advisory committee to count toward fulfilling the research methods requirement may be counted toward this minimum number of three doctoral seminar courses. In other words, if a program advisory committee approves a doctoral seminar course as an alternate research methods course, this course cannot also be counted toward meeting the requirements for three doctoral seminar courses.
- It is not permissible to complete more than one doctoral concentration. That is, the degree awarded to students who complete a concentration will list one and only one concentration. However, students are permitted and encouraged to consider as additional/elective credits courses from across all seven concentrations in the program

Required Plan of Study

By the time each doctoral student has completed 30 graduate semester hours of UA and/or transfer work toward the degree, the student must have a doctoral Plan of Study approved by the dean of the University of Alabama Graduate School. Failure to obtain approval of the Plan of Study by the completion of 30 hours may result in the student's having a hold placed on future registrations.

Students admitted to the doctoral program may be required to complete additional coursework to be prepared for doctoral-level (600-level) study and research in communication and information sciences, at the discretion of the student's program advisory committee or the CIS associate dean for graduate studies.

Doctoral students who begin the program with incomplete master's theses must complete the master's thesis during the first year of doctoral study. Students must provide official transcripts of their master's degree work as evidence that their master's degree has been awarded. If a student fails to provide the transcript, the College may refuse to administer the PhD preliminary examination and/or may withdraw financial support. The Graduate School may nullify the doctoral program admission.

Scholastic requirements

A student must maintain cumulative grade point average of at least 3.00 on a 4.00 scale for graduate courses undertaken following admission to the doctoral program. A doctoral student whose grade point average falls below 3.00 at any time after 12 semester hours have been completed will be placed on academic warning by the Graduate School and the College of Communication and Information Sciences.

- A student on academic warning will not be permitted to apply for admission to candidacy and may not hold an assistantship.
- A student who earns a grade below "B" in more than two courses or who remains on academic warning for more than one semester is subject to removal from the program at the discretion of the college's associate dean for graduate studies.

Students who are dropped from the program may petition the college for readmission. The college may in turn make a request to the dean of the university Graduate School for approval of the student's readmission.

Preliminary examination

A preliminary examination is required of all doctoral students. The examination is given no sooner than the semester in which the student will complete all required course work and other work prescribed by the student's program advisory committee. The examination is administered by the student's program advisory committee. The examination must be successfully completed at least six months before the degree is awarded.

Consult the program website for information regarding the structure of the examination and its administration.

University policy stipulates that failure to pass the examination on a second attempt will result in dismissal from the program.

Admission to candidacy

A student is certified by the dean of the UA Graduate School for admission to candidacy for the PhD in Communication & Information Sciences after meeting the following requirements:

- completion of the program of coursework and other requirements prescribed by the student's program advisory committee, approved by the CIS associate dean for graduate studies, and approved by the dean of the UA Graduate School on the Plan of Study and Admission to Candidacy forms
- demonstration, by passing the preliminary examination, of competence in the theory, research methods, the focused area of study, and the cognate
- a successful defense of a dissertation proposal
- approval by the UA Graduate School of the Admission to Candidacy for the Doctoral Degree

A department-approved Admission to Candidacy for the Doctoral Degree is submitted to the UA Graduate School as soon as possible after passing the comprehensive (preliminary) examination.

Dissertation committee

Following a successful completion of preliminary examinations, the candidate for the PhD in Communication and Information Sciences must form a dissertation committee.

The dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members. The Graduate Faculty of the College of Communication and Information Sciences must be represented by at least three members. Other members may be from the College of Communication and Information Sciences or from a college or school outside the College of Communication and Information Sciences. One member *must* be from a college or school outside the College of Communication and Information Sciences.

All members of the committee must be members of the university Graduate Faculty. The chair of committee must be a full member of the Graduate Faculty. At least one committee member in addition to the chair must also be a full member of the Graduate Faculty. All other members may be associate members of the Graduate Faculty. No more than one temporary/affiliate member of the Graduate Faculty may serve on the committee. A majority of the committee members must be regular UA faculty.

The UA graduate dean's approval of the proposed dissertation committee must be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

Dissertation

After successful completion of the preliminary examination, degree candidates must submit a written proposal to their dissertation committee.

The proposal describes the importance of the proposed topic, outlines the hypotheses to be evaluated, provides an overview of relevant literature, specifies the methodology to be used, and includes a timetable for completion of the project. The dissertation must make a significant original contribution to the field of communication and information sciences and must demonstrate the candidate's ability to report that research in writing in a clear, comprehensive, and scholarly manner.

The student must submit the proposal, and later the dissertation, to the committee at least 14 days prior to the defense. After the proposal has been circulated among the members, the student's dissertation committee meets for the student's oral defense of the proposal. The candidate must complete the dissertation and all other degree requirements within seven years of the date of admission to the doctoral program.

Final examination

The candidate must present a copy of the final draft of the dissertation to each committee member at least two weeks before the scheduled date of the final examination. After the dissertation has been completed and accepted by the candidate's dissertation committee for purposes of the examination, the candidate will be given a final oral examination by the dissertation committee.

The final examination is concerned primarily with the research embodied in the dissertation and with the field in which the dissertation lies, but it may extend over the student's entire primary field of study. The final oral examination is governed by the rules of the Graduate School of The University of Alabama.

The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Electronic submission of theses and dissertations (ETD) is required. Consult the ETD website for details of ETD submission.

Expedited Admission Track into the CIS Doctoral Program

The Expedited Admission Track into the CIS doctoral program allows highly qualified students to be admitted into the doctoral program after they complete an undergraduate degree. Such students will begin graduate coursework in a specific master's degree program of the College and complete their graduate degree as College-wide doctoral candidates, without having to reapply for admission or apply to transfer credit hours from the master's program into the doctoral program. In short, if admitted on the expedited track, candidates will be able to count as many as 24 hours completed in their master's program of study—rather than the college-stipulated maximum of 12 hours—toward their doctoral degree.

Students admitted on the expedited track would be required, upon completion of 24 hours of graduate coursework, to take a comprehensive, qualifying examination administered by their academic advisor, program committee, and two representatives of the doctoral program selected by the CIS associate dean for graduate studies. The doctoral program representatives will lead the committee's determination of the overall quality of the comprehensive exam answers. If the candidate passes the

qualifying examination, the candidate will be approved to continue in the CIS doctoral program. The completed 24 credit hours then also will apply toward the minimum of 48 hours of graduate course work required for the PhD. Upon completion of graduate work, such candidates will receive the master's degree, along with the PhD. Students deemed not to have demonstrated sufficient mastery to qualify for continuing in the doctoral program will be permitted to complete the remaining requirements for their designated MA program and receive that degree from the College upon its completion.

Criteria for Expedited Admission Track

Students who wish to apply for the expedited admission track must meet the following criteria:

- Hold regular admission status for a specific College master's program and for admission into the PhD program
- Submit a statement of purpose indicating interest and commitment to graduate work through the doctoral level
- Upon completing 24 hours of graduate coursework, passing a comprehensive, qualifying exam for continuing toward the doctoral degree
- Earn a certificate of completion, or equivalent, for the master's program, whereupon official admission into the doctoral program would be recognized

The UA Graduate School stipulates that the doctoral degree requires a minimum of 48 hours of graduate coursework and 24 hours of dissertation. The expedited track meets this requirement. It is recommended that during their master's program matriculation students complete 600-level CIS classes likely meet the theory and research methods requirements for the doctoral degree. See the Coursework section above for details about theory and research methods requirements in the CIS doctoral degree program. Also, please note in the Coursework section above the policy that doctoral students must complete at least 24 hours in 600-level classes. This is very feasible for expedited track students so long as they plan their master's program of study with this in mind.

Applied Communication Concentration

Students in this concentration must select CIS 604 Mass Communication Theory in their program core and then complete the following **12 hours** of coursework:

Code and Title	Hours
CIS 682 Seminar Applied Comm	3
CIS 650 Seminar in C&IS (Emergent Media, Health Communication, Political Communication, or Sports Media)	3
CIS 671 Public Opinion	3
CIS 684 Advanced Topics Applied Comm	3

Book and Publishing Studies Concentration

Students in the concentration must select CIS 605 Cultural and Critical Theory and CIS 609 Humanistic Research Methods in their program core and then select **15 hours** of coursework from the following courses, with **at least one course from each category** (Physical Book, Theoretical Book, and Future Directions), and with at least 9 hours at the 600 level:

The Physical Book		Hours
BA 520	Printing I	3
BA 530	Bookbinding I	3
BA 541	Papermaking I	3

The Theoretical Book		Hours
CIS 653	Descriptive Bibliography	3
CIS 654	Print Culture And Society	3
CIS 655	Book Artifact Materiality Text	3
LS 555	Intro Archival Studies	3
LS 557	Archival Appraisal	3

Future Directions of the Book		Hours
CIS 656	Electronic/Contemporary Pub.	3
CIS 672	Media History	3

Health Communication Concentration

Students in this concentration must select five courses from the following list to complete 15 hours of coursework, with no more than 6 hours of electives approved by their advisors:

Code and Title	Hours	
CIS 650	Seminar in C&IS (Health Communication)	3
CIS 651	Interpersonal Health Comm	3
CIS 659	Health Information Seeking	3
CIS 664	Health Communication Campaigns	3
CIS 670	Health and Mass Media	3
Approved elective(s) at the 500-level or above in health communication and/or statistics	3	

Interpersonal Communication Concentration

Students in this concentration must select CIS 603 Quantitative Research Methods in their program core and then complete the following **15 hours** of coursework:

Required Foundation Course	Hours	
COM 563	Relational Communication	3

Three hours from one of the following three courses:	Hours	
COM 513	Communication & Diversity	3
COM 565	Intercultural Communication	3
COM 569	Communication & Gender	3

Six hours of approved research electives, CIS 650 or above, within any approved area of interpersonal communication studies, including:

	Hours	
CIS 651	Interpersonal Health Comm	3
CIS 660	Adv Sem: Relational Comm	3
CIS 662	Adv Sem: Mediated Interpersonl	3
CIS 663	Adv Sem: Deception	3
CIS 667	Persuasive Communication	3

Three hours of approved College elective, 500 or above, in interpersonal communication studies.	Hours
500 or 600 level elective	3

Media Processes and Effects Concentration

Students in this concentration must select CIS 603 Quantitative Research Methods and CIS 604 Mass Communication Theory in their program core and then complete the following **12 hours** of coursework:

Code and Title	Hours	
CIS 680	Sem. Media Processes/Effects	3
CIS 681	Advanced Quantitative Methods	3
CIS 650	Seminar in C&IS (Emergent Media, Health Communication, Political Communication, or Sports Media)	3
CIS 683	Advanced Topics - Media P&E	3

Rhetoric and Political Discourse Concentration

Students in this concentration must select CIS 605 Cultural and Critical Theory and CIS 609 Humanistic Research Methods in their program core and then complete the following **15 hours** of coursework:

Code and Title	Hours	
CIS 650	Seminar in C&IS (Political Communication)	3
CIS 652	Sem Culture Criti Rhetor Stdy	3
COM 541	Contemp Rhetoricl Theory	3
COM 548	Sem Rhetorical Criticism	3
Approved 500 or 600 level elective in rhetoric or political discourse	3	

Social Justice and Inclusion Advocacy Concentration

Students in the concentration must select CIS 605 Cultural and Critical Theory and CIS 609 Humanistic Research Methods in their program core and then complete the following **15 hours** of coursework. All students in the concentration must complete:

Code and Title	Hours	
CIS 668	Social Justice & Inclusion	3

Students must complete **12 hours** from the following courses, with **at least 3 hours from each category** (Foundations, Perspectives, and Applications) and at least 6 hours taken at the 600 level:

Foundations	Hours	
CIS 652	Sem Culture Criti Rhetor Stdy	
CIS 667	Persuasive Communication	
COM 565	Intercultural Communication	
LS 583	Social Aspects of Information	

Perspectives	Hours	
CIS 621	Interculture Perspect Yout Lit	
COM 513	Communication & Diversity	
COM 515	African American Rhetoric	
COM 525	Gender & Political Comm	
COM 569	Communication & Gender	
LS 582	Race Gender & Sexuality in LIS	

Applications

CIS 666	Information Policy
LS 544	Cultural Diversity Programming
LS 580	Outreach to Diverse Population
LS 581	Universal Access

Hours

Peter Jensen
 Shaheen Kanthawala
 Hyoungkoo Khang
 Eyun-Jung Ki
 Terry Kinney
 Jiyoung Lee
 Leah E. LeFebvre
 Laura L. Lemon
 Wilson H. Lowrey
 Steven L. MacCall
 Jessica Maddox
 Mary M. Meares
 Bharat Mehra
 Jamie C. Naidoo
 Mark D. Nelson
 Jessy Ohl
 Elliot T. Panek
 M. Scott Parrott
 Cynthia C. Peacock
 Joshua R. Pederson
 Joseph E. Phelps
 Ann E. Prentice
 Rachel A. Raimist
 Robert B. Riter
 Christopher Roberts
 Sean Sadri
 Ethan C. Stokes
 Miriam E. Sweeney
 Matthew VanDyke
 Alyxandra Vesey
 Kristen J. Warner
 Damion Waymer
 Jeffrey Weddle
 Steven Yates

Faculty**Associate Dean for Graduate Studies**

William Evans

Graduate faculty

Cory Armstrong
 Meredith M. Bagley
 Matthew Barnidge
 Jennifer Becker
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 Mark Berry
 Andrew C. Billings
 Kimberly L. Bissell
 Laurie Bonnici
 Robin Boylorn
 Dianne Bragg
 Nancy Brinson
 Brian Britt
 Rebecca Britt
 Adam Brooks
 Kenon Brown
 Michael Bruce
 Sarah Bryant
 John Burgess
 William Sim Butler
 Heather J. Carmack
 Alexa Chilcutt
 Chandra Clark
 George L. Daniels
 James Elmborg
 Anna Embree
 Hengyi Fu
 Robert N. Gaines
 Karla K. Gower
 Darrin Griffin
 Jameson Hayes
 Steven Holiday
 Kyle Holland
 Suzanne Horsley

College of Community Health Sciences

Population Health Sciences, MS (p. 493)

Rural Community Health, MS (p. 493)

The courses listed below are open to qualified graduate students. Medical school and family practice residency curricula are published separately from this catalog.

CHS500 Rural Envir/Occup Health

Hours 3

The goal of the course is to help the student recognize environmental and occupational health hazards in the rural setting, the effects of exposure to these hazards, and preventive measures that should be taken to avoid them.

CHS510 Health Economics

Hours 3

A course designed for graduate students interested in understanding the importance of health economics on public policy. Topics include the supply and demand of health care, health insurance, consequences of information asymmetry, health technology assessment, comparison of national health care systems, and behavioral economics.

CHS511 Introduction to Health Care Quality

Hours 3

This course provides healthcare practitioners and others with an introduction to the knowledge and skills needed to lead patient safety and quality improvement initiatives. Students will learn quality improvement concepts and techniques and will practice the techniques in teams. Students will achieve a familiarity with definitions and measures of quality of health care in a variety of settings in addition to the public policy drivers of quality improvement. Interactive exercises and discussion will engage students in the challenges of behavior change and quality improvement and the role of public policy as a driver of improvement including financial incentives in public reporting. Students will review and create quality measures within their chosen field and develop a quality improvement project to improve a process or outcome. Assigned readings, video talks and lectures, online discussions, individual writing assignments, small group activities, and team projects will be used.

CHS512 Introduction to Medical Care

Hours 3

Overview of Medicine by organ systems: Cardiovascular, Endocrine, Gastrointestinal, Pulmonary, Central Nervous System, Musculoskeletal, Nephrology, and Reproductive Systems. Selected topics in Dermatology, Hematology/Oncology, Addiction and Alcoholism and Infectious Diseases.

CHS514 Disease Prevention & Care Management

Hours 3

This course focuses on the development of approaches for use by providing primary care to individuals across the lifespan with special emphasis on health promotion, disease prevention, risk reduction, and disease detection. Students will advance understanding of core concepts related to well-being in diverse populations, and will build on interprofessional collaborative practice principles. Students will also be introduced to public health issues on a global level, such as poverty, inequity, special populations and disease and prevention patterns.

CHS515 Cultural Competency in Healthcare

Hours 3

The increasing cultural diversity in the United States has profound implications for population health science and practice. This course is designed to address a broad range of theoretical, research, ethical, and clinical issues related to cultural competency in healthcare.

CHS520 Basic Epidemiology

Hours 3

A course for students in health-related fields. The basic epidemiologic approach is developed; principles and methods are learned through readings (text and published studies), lectures, discussions, and the preparation of a research design by each student.

CHS522 Community Clinical Proc

Hours 3

A combination of scheduled sessions and fieldwork activities. The fieldwork will consist of visiting with an assigned rural advisor, completing a rural community assessment, and assisting with community health screenings and education programs.

CHS523 Indep Stdy Community Med

Hours 1-6

*No description available***CHS524 Essentials of Population Health**

Hours 3

An introductory graduate level course designed to teach learners to examine health issues from a population health perspective.

CHS525 Biostatistics

Hours 3

A course in statistical methods and concepts particularly appropriate for biomedical research and health-related subjects. Topics include descriptive statistics, probability, parametric and nonparametric procedures for one-group and two-group problems, contingency tables, and computer applications.

CHS526 Healthcare Quality & Informatics

Hours 3

Students will become familiar with how electronic health record (EHR) data that can be used to participate in quality improvement and research. Class will involve exploring the structure of data generated by EHRs and understanding how to manipulate the data and operationalize it for quality reporting and research. The goal of the class will be for clinicians and managers to be able to produce data for MACRA, PCMH, and other common quality initiatives. In addition those with a research focus will get a hands on view of EHR data and how to use it to answer research questions.

CHS527 Health Policy & Planning

Hours 3

Designed to assist the student in understanding the planning process and factors that influence and determine policy decisions.

CHS528 Introduction to Qualitative Methods in Population Health

Hours 3

This course will provide an introduction to qualitative research methodologies as they are applied to the field of population health.

CHS530 Principles of Stress Management

Hours 3

The purpose of this course is to help Rural Community Health and Agricultural Safety & Health graduate students, learn to identify, understand, and manage the stressors that most affect their lives. Students will be exposed to the latest research findings on the physical, psychological, sociological, and spiritual aspects of stress. In addition, students will be presented with an in-depth array of coping skills, including relaxation techniques, behavior change interventions, and strategies for defusing physiological arousal. Students will be introduced to the tools they need to cope with stress in an increasingly stressful world. Special emphasis will be placed on clinical concerns (e.g., methods for alleviating stress) for rural populations.

CHS532 Comm Clinical Process II

Hours 3

A continuation of studies from CHS 522 that will include an introduction to basic physical assessment techniques and continuation of a community project.

CHS534 Interprofessional Health Communication

Hours 3

This interprofessional course focuses on understanding roles, how to work in a team using a common language; presenting information that other team members can understand, contributing to safe and effective systems. Identify basic concepts of effective teamwork among professions with an emphasis on communication and teamwork.

Prerequisite(s): •3.0 undergraduate GPA (minimum) for undergraduate degree or last 60 hours •Bachelor's degree from a regionally accredited college or university •Acceptance into the certificate program

CHS540 Rural Community Interaction I

Hours 3

The purpose of this course is to introduce participants to real life and practical application and topics related to rural medicine, with an emphasis on minority populations. The course is divided into two parts: a shadowing experience with a primary care provider working in a rural or underserved setting, and a seminar series. Additionally the course will include a special service learning project in order to further expose students to practical application of issues and topics in rural or underserved communities.

CHS541 Rural Community Interaction II

Hours 3

The purpose of this course is a continuation of Rural Community Interaction I and introduces participants to additional real life and practical applications and topics related to rural medicine, with an emphasis on minority populations. The course is composed of two class projects of planning, implementation, and evaluation of a community screening event to be selected by the class. Each student will also complete a final paper (5 double-spaced typed pages) describing their cumulative experiences including lessons learned.

Prerequisite(s): CHS 540

CHS550 Introduction to Fundamentals of Medicine I

Hours 6

Introduction to Fundamentals of Medicine I is an interdisciplinary course that provides a foundation for understanding the molecular and biochemical basis of cellular processes and whole body physiology, and initiates an appreciation for their impairment during various human diseases. The course will include an overview of the functional roles of various cellular constituents (e.g., protein, carbohydrate, lipid, nucleic acids) and the processes involved in their synthesis and degradation (e.g., thermodynamics, metabolic pathways, transcription/translation). This will involve not only an understanding of the mechanisms and pathways involved, but will also include an appreciation of their regulation/dysregulation during numerous perturbations of physiologic status (e.g., fed versus fasted, sedentary versus exercise) and disease states. IFM-I consists of a variety of instructional strategies (e.g., lectures, labs, small groups, team-based learning, self-study) to help develop critical thinking and problem solving skills, as well as build a knowledge base that is scientifically and clinically relevant to medical research and practice.

Prerequisite(s): Admission to Rural Community Health Program and Approval by the Instructor

CHS551 Introduction to Fundamentals of Medicine II

Hours 6

Introduction to Fundamentals of Medicine II is an interdisciplinary course that provides a foundation basic pharmacology and cellular physiology. The basic principles of pharmacodynamics and pharmacokinetics will be followed by an introduction to autonomic nervous system pharmacology that will serve as a basis for understanding the pharmacologic treatment of diseases. This course will also cover mechanisms of cellular homeostasis, transport, electrophysiology and communication, and will provide examples of disease states that result from abnormal functioning of these processes. This course consists of a variety of instructional strategies (e.g., lectures, labs, small groups, team-based learning, self-study) to help develop critical thinking and problem solving skills, as well as build a knowledge base that is scientifically and clinically relevant to medical research and practice.

Prerequisite(s): Admission to Rural Community Health Program and Approval by the Instructor

CHS561 Healthcare Finance and Reimbursement

Hours 3

This course covers health insurance operations, principles, payment methods and contracts, and revenue cycle management. Key topics include private and public sector insurance, insurance contracts, underwriting principles, and inpatient and outpatient payment processes. This course presents an overview of financial systems in health care so that students will be able to understand the broad financial context within which organizational decision-making occurs. Additionally, selected financial management topics will be covered with an emphasis on providing future managers with the tools required to carry out their fiscal responsibilities.

CHS563 Data Management

Hours 3

This course educate students on the basic tenets of relational databases, the components a database, and introductory-level querying through programming. These concepts will be taught through the lens of population health, and will show how many departments of health, health agencies, and large scale research studies store and retrieve data. The goal of this course is to introduce database management concepts to future analysts, thereby empowering their ability to effectively work with database administrators in their pursuits to generate tables for big data analytics. This course will use Microsoft SQL Server © to achieve its purpose and goals.

CHS591 Clinical Correlations and Study Strategies in Biomedical Science I

Hours 2

Application of biomedical principles in a clinical context. Introduction to clinical reasoning and study skills.

CHS592 Clinical Correlations and Study Strategies in Biomedical Science II

Hours 2

This course is designed to reinforce and develop foundational biomedical science concepts, learning and study skills, critical thinking, wellness, and clinical application skills crucial for success in medical school.

CHS595 Special Topics

Hours 1-3

Selected topics in Community Health Sciences offered by CCHS faculty members.

CHS599 Thesis Research

Hours 1-6

A candidate for the Master of Science in Population Health Sciences pursuing the thesis option is required to complete six credit hours dedicated to original research under the direction of a faculty advisory committee. A written thesis is required to be presented, defended orally, and submitted to the faculty advisory committee for approval. Material covered will be of an advanced nature aimed at providing master's students with an understanding of the latest research and current developments within the field. Discussion and advisor guidance will be directed towards readings of research articles and development of research methodology, with the aim of producing an original research contribution that represents a novel development in the field, or a novel perspective on a pre-existing topic in the field.

CHS620 Ind Study In Prev Med

Hours 1-5

Research or directed reading in community medicine topics, including health care delivery, preventive medicine, and health policy aspects of other related topics.

CHS622 Directed Research in Community Health

Hours 3

An advanced applied-research course designed to develop skills in the analysis and evaluation of health problems of community interest.

Prerequisite(s): CHS 520 and CHS 525

CHS625 Advanced Epidemiology

Hours 3

This course will take an in-depth look at epidemiologic methods particularly as they relate to cardiovascular disease, cancer, and behavioral epidemiology. This is a second-level course on the conduct of epidemiologic research. It will focus on both the conceptual problems of applying the scientific/epidemiologic method and on the practical issues in carrying out of work.

Prerequisite(s): CHS 520

CHS627 Multivar Meth Hlt Stats

Hours 3

Emphasis is on application and interpretation of statistical software that performs techniques such as multivariate analysis of variance, discriminant analysis, logistic regression, log-linear modeling, and factor analysis.

CHS650 Outcomes Research in Population Health

Hours 3

This course examines the methods utilized in the design, implementation, and evaluation of research studies implemented in a healthcare setting. In this course, you will explore various research designs that can be used to evaluate studies with outcomes at the individual and organizational level. Both naturalistic (or observational) and experimental designed will be covered throughout the course. Various analytic approaches that are appropriate to examine the design, implementation, and evaluation of studies in the medical setting will be applied. Furthermore, students will be expected to develop a research protocol that demonstrates the mastery of core competencies obtained throughout the semester.

Prerequisite(s): CHS 525 or HHE 526 or BER 540 or NUR 581 or ST 509

CHS655 Population Health Applications (Non-Thesis)

Hours 3

The practicum is a planned, supervised, and evaluated work experience that compliments the student's classroom education, and allows them the opportunity to apply the lessons learned in their course work. The practicum experience is designed to enhance student's professional experience in the field of population health, and is key to a comprehensive understanding of population health in clinical settings. Success is defined by the exposure to valuable work experience, improvements in subject matter knowledge, mastery of specific competencies, and the development of relationships between the student, preceptor, and the site. The student is responsible for connecting with their peers, academic and professional networks to identifying and contact a suitable preceptor. The student is responsible for completing 120 hours under the guidance of their preceptor, and is required to document their completed hours on a regular basis. Only hours directly relating to the practicum learning objectives should be logged.

Prerequisite(s): CHS 524, CHS 525, CHS 520, CHS 527, CHS 510, and CHS 650

CHS701 Clinical Clerkship

Hours 18

No description available

CHS702 Clinical Clerkship

Hours 18

*No description available***CHS801 Clinical Clerkship**

Hours 18

*No description available***CHS802 Clinical Clerkship**

Hours 18

*No description available***CHS900 Residency**

Hours 12

No description available

Population Health Sciences, MS

Population health is an interdisciplinary field that integrates clinical care and public health practices to prevent, reduce, and manage human disease. Population health achieves these goals by using patient-centered approaches to understand the needs of a diverse clientele and by incorporating a value-based care system.

The changing landscape of health care will require intellectual investments in the future of health. Those interested in acquiring a degree in population health from The University of Alabama will benefit from a value-based culture that embraces diversity, interdisciplinary collaboration, and innovative thinking. The Master of Science in Population Health Sciences at UA is designed to suit the educational needs of professionals from diverse backgrounds:

- Social and behavioral scientists interested in health outcomes research
- Providers who would like additional training in the structure and delivery of health care in an evolving system
- Hospital administrators and office managers looking to expand current roles and responsibilities in clinical settings
- Anyone in the health care field interested in identifying best practices to adhere to value-based payment systems in an effort to increase reimbursement rates and improve health outcomes

Unique attributes of our program:

- We offer convenient online classes and flexibility for students who wish to pursue a degree while working.
- Our program is specifically designed to prepare graduates to succeed in a value-based healthcare system.
- We have a diverse faculty with backgrounds in medicine, nursing, public health, psychology, business, exercise, health education, and health policy.
- A variety of electives allows tailoring of the program to your individual interests.
- Our courses will provide hands-on training in classes that range from qualitative research methods to database management.

For more information, please visit <https://chs.ua.edu/pophealth/>.

This program has a thesis and a non-thesis option. Candidates under the thesis option will complete 18 semester hours of core coursework, 6 hours of elective coursework, and 6 hours of thesis research hours (CHS 599 Thesis Research). Candidates under the non-thesis option will complete 18 semester hours of core coursework, 9 hours of elective coursework, and 3 hours of a “capstone” experience (CHS 655 Population Health Applications).

Population Health Sciences, MS		Hours
CORE Courses		18
CHS 510	Health Economics	3
CHS 520	Basic Epidemiology	3
CHS 524	Essentials of Population Health	3
CHS 525	Biostatistics	3
CHS 527	Health Policy & Planning	3
CHS 650	Health Outcomes Research	3
Electives		
CHS 515	Cultural Competency	3
CHS 528	Intro. to Qualitative Methods	3
CHS 534	Interprofessional Health Communication	3
CHS 526	Healthcare Quality&Informatics	3
CHS 561	Healthcare Reimbursement	3
CHS 563	Data Management	3
CHS 512	Introduction to Medical Care (Main Campus Elective)	3
CHS 625	Advanced Epidemiology (Main Campus Elective)	3
CHS 627	Multivar Meth Hlt Stats (Main Campus Elective)	3
Thesis Option		Hours
Core Courses		18
Electives (6 hours from the list above)		6
Thesis Research		
CHS 599	Thesis Research	6
Total Hours		30
Non-Thesis Option		Hours
Core Courses		18
Electives (9 hours from the list above)		9
Capstone Experience		
CHS 655	Population Health Applications	3
Total Hours		30

Rural Community Health, MS

This 30 hour degree program is designed to provide some of the tools necessary for future rural Alabama physicians and other rural health care providers to become community health leaders. It will help prepare them to lead in the development and maintenance of community health center practices and other health care practices.

- Rural Medical Scholars (RMS) established in 1996 by The University of Alabama School of Medicine (UASOM) to recruit students who grew up in rural Alabama who desire to practice primary care medicine in rural Alabama. RMS apply to UASOM, go through a special interview/selection process and enter a RMS 5-year track of study leading to the MD degree. For the first year, RMS spend a year on the Tuscaloosa campus in the MS in Rural Community Health program with a set of courses related to rural community health. Following this year, RMS then complete two years of pre-clinical study

at UASOM in Birmingham. RMS then return to Tuscaloosa for two years of clinical medicine training in the College of Community Health Sciences (CCHS) (UASOM – Tuscaloosa Campus). After completing the MD degree, RMS enter residency training in the specialty of their choice.

- Rural Community Health Scholars (RCHS), students who exhibit a desire to be rural health care providers (not necessarily physicians), but are not eligible for the RMS program. Most of these students use the Master of Science degree as a bridge to a health professional school (medical, osteopathic, physician assistant, nursing, physical therapy, public health, doctor of philosophy, etc.) by demonstrating their ability to handle graduate-level studies and improving admission test scores.

This program directly contributes to The University of Alabama's mission "To advance the ... social condition of the people of the State ..." by helping prepare health professionals for the underserved rural areas of Alabama.

The academic requirement for admission as Rural Medical Scholars is an MCAT score of 495 and an undergraduate GPA of 3.2 or higher. For Rural Community Health Scholars the undergraduate GPA must be 3.0 or higher and a qualifying GRE score is required. The non-thesis research takes the place of a comprehensive exam. Graduate GPA requirements are set by the UA Graduate School.

The program includes two student classifications: the Rural Medical Scholars and Rural Community Health Scholars. The program provides some of the tools necessary for future rural Alabama physicians (Rural Medical Scholars) and other rural health care providers (Rural Community Health Scholars). The courses prepare students to lead in the development and maintenance of community health center practices and other health care practices.

Graduation Requirements (see Degree Requirements section (p. 17) of Graduate Catalog)

Students will complete degree requirements following Plan II (without thesis). Each student must have a cumulative GPA of 3.0 or better for all graduate courses undertaken at UA. Grades below "C" are counted in computing GPA, but they do not carry credit toward a degree. At least 75 percent of the hours taken must have been completed with grades of "A" or "B" at UA.

Required for ALL Rural Community Health Students		Hours
CHS 500	Rural Envir/Occup Health (Fall Semester)	3
CHS 522	Community Clinical Proc	3
CHS 527	Health Policy & Planning (Spring Semester)	3
CHS 532	Comm Clinical Process II	3
Total Hours		12

Rural Medical Scholars Concentration		Hours
CHS 520 or BSC 551	Basic Epidemiology (Spring Semester)	3
CHS 525 or BSC 535	Biostatistics (paired with CHS 523, Fall Semester)	3
CHS 523	Immunology	3
CHS 523	Indep Stdy Community Med (Fall Semester)	1
CHS 591	Clin Corr and Study Strat I (Fall Semester)	2
CHS 592	Clin Corr & Study Strat II (Spring Semester)	2
BSC 524	Human Physiology (Fall Semester)	3
BSC 569	Histology Of Vertebrates (Spring Semester)	4
Total Hours		18

Rural Community Health Scholars Concentration		Hours
Required Courses		
CHS 520	Basic Epidemiology (Spring Semester)	3
CHS 525	Biostatistics (Fall Semester)	3
CHS 530	Stress Management (Fall Semester)	3
BSC 550	Fundamentals of Biochemistry (Fall or Spring Semesters)	3
Credit Hours Subtotal:		12
Electives (6 hrs)		
BSC 524	Human Physiology	3
BSC 535	Immunology	3
BSC 544	General Virology	3
BSC 549	Endocrinology	3
BSC 551	Bch/Molecular Biology II	3
BSC 569	Histology Of Vertebrates	3
NHM 561	Adv. Vitamins and Minerals	3
NHM 562	Metabolism of Energy Nutrients	3
Total Hours		18

College of Education

Department of Curriculum Instruction (p. 503)

Department of Educational Leadership, Policy, and Technology Studies (p. 528)

Department of Educational Studies in Psychology, Research Methodology, and Counseling (p. 550)

Department of Kinesiology (p. 570)

Department of Music Education (p. 576)

Department of Special Education and Multiple Abilities (p. 580)

Masters Degree Programs in Education

The College of Education offers graduate work for the master of arts degree in counselor education (school counseling, clinical mental health counseling and rehabilitation counseling); educational leadership; higher education administration; educational psychology: general educational psychology; educational psychology: school psychometry; elementary education; kinesiology; secondary education (music education is available as a teaching field within secondary education); and special education.

The rules of The University of Alabama Graduate School pertaining to transfer of credit, academic progress, graduation requirements, admission to candidacy and time limits apply to all students in College of Education masters degree programs and are found in the Degree Requirements section of this catalog.

Masters Programs Prerequisites

The prerequisites for programs leading to the master of arts degree in education include:

- the completion of an appropriate baccalaureate curriculum
- and, in some programs, professional teacher certification

For a student in music education, audition, ensemble performance or teaching sample and music history and music theory testing are required prior to or during the first 12 hours of graduate study.

For the Class A Reading Specialist program, two full years of full-time classroom teaching experience are required. Additionally, the Praxis for Teaching Reading is required for those with prerequisite certification in a teaching field *other than* Elementary, Early Childhood or Collaborative (K-6).

Effective July 1, 2017, two full years of full-time, acceptable professional educational work experience will be required for admission to Class A instructional support programs (School Counseling, School Psychometry and Sport Management—also includes Library Media in the College of Communication and Information Sciences).

For a student in educational leadership, a valid Alabama Class B Professional Certificate in a teaching field or a valid Alabama Class A Professional Certificate in a teaching field or instructional support area and three full years of full-time, acceptable professional educational experience in a P-12 setting, which must include at least one full year of full-time P-12 teaching experience, are required. In addition, students preparing for positions in educational leadership are required to complete screening procedures, including special tests, interviews and portfolios.

Masters Degree Requirements

There are two study plans available to students pursuing the master of arts degree. Candidates for the masters degree under Plan I must earn a minimum of 24 semester hours of credit in coursework and must write a thesis. Candidates for the masters degree under Plan II must earn a minimum of 30 semester hours of credit; a thesis is not required.

Masters degree programs leading to professional certification normally require a minimum of 30 semester hours. Nontraditional, alternative certification programs requirements vary; however, they normally require 39–45 graduate hours in addition to any of the applicant's undergraduate deficiencies. Courses that are taken for undergraduate credit may not be repeated for graduate credit (except when allowed in an Accelerated Masters Program). In compliance with regulations established by the Alabama Department of Education and outlined in the Alabama Administrative Code, coursework used to meet Class B certification requirements may not be used to meet requirements for Class A certification in any teaching field or area of instructional support.

A student completing requirements for a masters degree during a semester or summer session who does not need a full class load to meet those requirements may, with approval of the advisor and department head, register for additional courses toward a Class AA Professional Certificate, not to exceed the maximum prescribed class load.

Additional details on all other degree requirements are in the Degree Requirements section of this catalog and may be outlined in the individual program descriptions in this catalog. Under each plan (including the nontraditional, alternative program) the student must pass a comprehensive assessment in the field(s) of study at an appropriate time toward the close of the student's work. The assessment may include, but may not be limited to, an oral exam.

Nontraditional, Alternative Initial Teacher Certification

The College of Education has been approved by the state board of education to offer special programs of study leading to the masters degree for degree holders who have not previously completed a teacher-education program. Regular admission to these programs requires an acceptable score on an entrance examination—the GRE General Test or the Miller Analogies Test (MAT)—and a minimum 3.0 grade point average for all previous college-level work attempted. Individuals may be considered for admittance if the graduate admission test score or GPA does not meet the above criteria. For admission to an Alternative Class

A program, effective July 1, 2017, and thereafter, one must have earned a bachelor's degree with a minimum, overall GPA of 2.75 or a master's degree (or higher) with a minimum GPA of at least 3.0.

Individuals applying to alternative initial teacher certification programs must also meet the minimum qualifications that are expected of candidates entering and completing undergraduate (Class B) certification in the same discipline. This usually means minimum GPA requirements in the core curriculum as well as minimum GPA requirements within the disciplines in which the applicant is seeking certification. Other requirements, such as completion of writing tests and other screening associated with undergraduate certification, must be completed before formal admission to the alternative teacher education program. Some additional undergraduate work may also be required for admission. In addition to admission to the Graduate School, each prospective student must secure an appropriate transcript evaluation letter from personnel in the Office of Student Services and Certification, 104 Carmichael Hall. Students may not complete more than five approved program courses prior to unconditional admission.

Nontraditional, alternative certification programs are available in elementary, English for speakers of other languages (ESOL), foreign languages, music education, physical education, secondary education (most fields), and special education (collaborative, early childhood special education, gifted, and multiple abilities).

To graduate, students in these programs must complete the required semester hours in specific graduate courses. Upon completion of an Alternative Class A (master's level) program, the student is eligible to be recommended for an Alabama Class A Professional Educator Certificate. For most programs, no more than 12 semester hours of graduate courses may be completed in a nontraditional, alternative program before the removal of all admission deficiencies, unless special permission is granted by department heads in conjunction with personnel in the Office of Student Services and Certification, 104 Carmichael Hall. A student with a master's or higher degree in a secondary teaching field (or K-12 in music) generally may apply up to 12 semester hours from that degree to the fulfillment of teaching field requirements.

Clinical Placements

All Class A and Alternative Class A programs require extensive field experiences in diverse settings. The majority of field experiences must occur in P-12 schools, and at least half of the field experiences shall be in the candidate's teaching field or area of instructional support. These placements are in the greater Tuscaloosa area (with the exception of music education and distance learning) in order to facilitate supervision of students. For Early Childhood Special Education and Early Childhood programs, field experiences shall include placements in at least two of the three main types of early education settings: P-3 classrooms, child care centers and homes, and Office of School Readiness programs. With approval, individuals who are employed in positions appropriate to the area of their current program may complete field experiences on the job, but those experiences must be planned with specific purposes and assessment.

All clinical placements in the College of Education relating to educator preparation are coordinated through the Office of Clinical Experiences. For students in the Class A Instructional Leader program, internships are coordinated through the Department of Educational Leadership, Policy, and Technology Studies.

Professional Liability

Students enrolled in College of Education courses that require a clinical placement should have professional liability insurance. Professional

liability insurance may be purchased through an independent insurer or is available to students who are members of the Student Alabama Education Association (SAEA).

Teaching Internship Requirements

The teaching internship (formerly called student teaching) is one of the most important experiences College of Education students have. It is generally regarded as the culminating activity of one's preparation to become a teacher.

At The University of Alabama, the internship is a full-semester, full-time assignment and must be taken in residence.

Both alternative (nontraditional, fifth-year) and graduate students must file internship applications with the Office of Clinical Experiences in 105 Graves Hall during the semester preceding the semester of the planned internship. The application process begins by attending a mandatory application session, which is held the first Wednesday in October for spring-semester interns and the first Wednesday in March for fall-semester interns. The time, date, and place of the application session are announced at the beginning of each semester. The deadline for filing applications for a spring-semester internship is October 31; for a fall-semester internship the deadline is March 31.

Students may apply to enroll for an internship if they meet the following criteria:

- The student must have completed all courses in the major or majors, or must secure written permission to enroll for an internship from the appropriate department head.
- The alternative master's student must show proof of a passing score on the appropriate Praxis assessments.
- The traditional master's student must show proof of a passing score on the appropriate Praxis subject assessment(s) if seeking certification in an area which differs from current certificate.
- The student must have achieved a minimum grade point average of 3.0, both for all University of Alabama courses attempted and for all University of Alabama courses and transfer courses combined.
- The student must have achieved a minimum grade point average of 2.75 in each major, both for University of Alabama courses in each major and for combined University of Alabama courses and transfer courses in each major.
- The student must have achieved a minimum grade point average of 2.75 for professional education coursework.
- The student must have completed all methods courses and appropriate professional coursework with grades of 'C' or better.
- The student must have removed from the transcript any grade of incomplete ('I') recorded in required courses; grades of incomplete are treated as grades of 'F'.

Registration for Internship Credit Hours

Graduate students are required to register for the number of internship credit hours specified by their program. In some programs, graduate students may be allowed to choose a 6-hour registration or a 9-hour registration; course requirements are the same whether 6 hours or 9 hours are taken. Graduate students whose program requires two internship placements should register for two sections of internship (3 hours per section or 4.5 hours per section). Students enrolled for internship must not expect to be enrolled in other courses while interning.

Policy on Internship Placements

All internship placements are coordinated by the College of Education Office of Clinical Experiences. Placement sites are selected to ensure the quality of the internship experience and of the supervision provided by the cooperating teacher. All internship placements are in the greater Tuscaloosa area (with the exception of music education) in order to facilitate supervision of students by University of Alabama faculty or other designees of the department heads. Placements outside the greater Tuscaloosa area are made only if the director of clinical experiences and/or the department head determines that an appropriate local placement is unavailable.

With approval, a candidate admitted to a traditional Class A or an Alternative Class A program who is employed in an Alabama school may complete the internship in the candidate's classroom if the candidate holds a valid Interim Employment Certificate (IEC or SAC) for the appropriate teaching field and assignment.

Students may apply for overseas internships if they meet certain criteria and if appropriate placements can be coordinated by the Consortium for Overseas Student Teaching (COST) and/or The University of Alabama. Applications for overseas internships are taken during January for placements for the next fall semester, and in May for placements the succeeding spring semester. Contact the Office of Clinical Experiences in 101 Graves Hall for additional information.

Internship Assignments

- Early Childhood (P-3rd grade) interns will receive two internship placements in two of the following age ranges: birth-3 years of age, 3-5 years of age, 5-8 years of age.
- Elementary education (K-6) interns will receive a placement in lower elementary (grades K-3) and upper elementary (grades 4-6) unless substantial field experiences are required and completed at both levels.
- Secondary education (6-12) interns with a comprehensive major may receive one or two internship assignments. If a candidate is seeking certification in two or more distinct teaching fields, an additional internship(s) will be required (unless the internship is defined according to the State-approved program.) If a candidate is seeking certification in two or more related fields, the internship may be divided between the two teaching fields.
- Special education-Collaborative (K-6 or 6-12) interns will receive a split internship assignment: half in a severe and profound setting and half in a mild to moderate setting. The placements will be divided according to their certification grade levels. For candidates seeking certification in BOTH Collaborative K-6 and Collaborative (6-12), the internship shall be divided between early childhood/elementary and middle/secondary grades.
- Special education-early childhood (P-3) interns will receive split placements in pre-K and K-3 in both general education and special education.
- MAP (P-6) interns will receive a minimum of four placements covering two semesters: The placements will be P-3 and upper elementary (4-6), and at least two of the following age groups: pre-K through age 3, age 3-5, and age 5-8. Placements will include children with and without identified disabilities.
- P-12 programs in physical education, foreign language, or music education interns should expect to have a split internship assignment with an elementary and a secondary school.
- English for Speakers of Other Languages (ESOL) interns should expect to have a split internship assignment between an elementary

and a secondary school or if ESOL interns are employed full-time as an ESOL teacher in a public school setting, they may complete one semester of internship in their own classroom under the supervision of their building principal and a first-term summer semester of internship in an ESOL summer program coordinated by the Office of Clinical Experiences under the supervision of a University of Alabama ESOL faculty member.

Summer Internship

Summer internships are rarely available and then only to persons who hold an undergraduate degree and certification and have one or two years of successful teaching experience at the level and in the subject for which they are seeking certification (with approval from the department head). In addition, summer internship assignments are allowed only if an appropriate placement can be secured in the Tuscaloosa area and appropriate supervision can be provided. These conditions also apply to those seeking to update or renew their certification or add an additional endorsement to a current certificate. To apply for a summer internship, file an appropriate application with the Office of Clinical Experiences in 105 Graves Hall by March 31 of that year.

Educational Specialist Degree Requirements

The College of Education offers graduate work for the educational specialist (EdS) degree in counselor education; educational leadership; educational psychology; general educational psychology, educational psychology, educational research, and school psychology; elementary education, secondary education (music education is available as a teaching field within secondary education); and special education.

The College of Education conducts its EdS programs in accordance with The University of Alabama Graduate School policies outlined in this catalog. The EdS degree requires a minimum of 30 semester hours of study beyond the master's degree. Effective for candidates admitted July 1, 2017, and thereafter, a cumulative grade point average of not less than 3.50 is required for all courses in a Class AA teaching field or area of instructional support. Additionally, for admission to Class AA instructional support programs (School Counseling or School Psychology), at least two full years of full-time acceptable professional work experience is required. For admission to Class AA Teacher Leader, a minimum of three full years of full-time teaching experience in a P-12 setting is required.

Admission to the Graduate School does not mean that the EdS student is admitted to candidacy for the degree. Requirements for admission to candidacy for the EdS degree are the same as those for the master's degree in the same area. A student should note any foreign language requirement. Each EdS student completes the Admission to Candidacy for the EdS Degree form that is on the Graduate School's website and submits it to the Graduate School. The Graduate School must approve the student's EdS plan of study prior to admission to candidacy for the degree.

A standard form for an EdS plan of study is not available at the Graduate School's website, because each department or program participating in the EdS degree has established a framework of requirements for the degree that indicates the general structure of its program.

Additional information concerning the plan of study, admission to candidacy, admission and degree requirements may be outlined in the individual program descriptions, College of Education Admission requirements (p. 501) and the Graduate School's Admission Criteria and Degree Requirements sections of this catalog.

See the Admission Criteria section of this catalog for more information.

Class AA Certification Programs

Graduate students seeking Class AA certification must enroll in and complete the EdS (or doctoral) State-approved program in that certification area in order to obtain University of Alabama recommendation for Class AA certification. A student who takes a course for credit in a master's level program may not take the same course for credit in a sixth-year program. In compliance with regulations established by the Alabama Department of Education and outlined in the Alabama Administrative Code, coursework used to meet Class B or Class A certification requirements may not be used to meet certification requirements for Class AA certification in any teaching field or area of instructional support.

The College of Education conducts its EdS programs in accordance with The University of Alabama Graduate School policies outlined in the Degree Requirements (p. 17) section of this catalog. The EdS degree requires a minimum of 30 semester hours of study beyond the master's degree. (Students completing an EdS program and also expecting to receive an Alabama Class AA certificate for service in the public schools must complete a minimum of 30 semester hours and achieve a minimum 3.50 grade point average on all work attempted.)

Clinical Placements

All Class AA programs require extensive field experiences in diverse settings. The majority of field experiences must occur in P-12 schools, and at least half of these shall be in the candidate's teaching field or area of instructional support. These placements are in the greater Tuscaloosa area (with the exception of music education and distance learning) in order to facilitate supervision of students. For Early Childhood Special Education and Early Childhood programs, field experiences shall include placements in at least two of the three main types of early education settings: P-3 classrooms, child care centers and homes, and Head Start programs. Placements for students in the Class AA Instructional Leader program are coordinated through the Department of Educational Leadership, Policy, and Technology Studies.

All clinical placements in the College of Education relating to educator preparation are coordinated through the Office of Clinical Experiences.

Professional Liability

Students enrolled in College of Education courses that require a clinical placement should have professional liability insurance. Professional liability insurance may be purchased through an independent insurer or is available to students who are members of the Student Alabama Education Association (SAEA).

Doctoral Programs in Education

Programs leading to the doctor of philosophy (PhD) degree are offered in counselor education, educational leadership, higher education administration, educational psychology, educational research, elementary education, kinesiology, instructional leadership, school psychology, secondary education (music education is available as a teaching field within secondary education), and special education. Programs leading to the doctor of education (EdD) degree are offered in counselor education, educational leadership, higher education administration, educational psychology, elementary education, instructional leadership, secondary education (music education is available within secondary education), and special education. The doctoral programs are designed for school personnel and others engaged in educational service and leadership.

A masters degree from an accredited institution is required for admission into most of the EdD or PhD program in the College of Education. Some program areas, however, will consider applicants with only a bachelor's degree for admission into a 90 hour doctoral degree program. Other objective and subjective criteria are employed to select students whose success can be reasonably predicted. Some doctoral programs have further prerequisites for admission such as a professional teaching certificate and/or certain experience in teaching or a related activity. Those who wish to pursue doctoral study in the College of Education should communicate directly with the head of the department to ensure they meet the prerequisites for the area in which they wish to study.

In planning a program, doctoral students should follow these steps:

Declaration of Intent

If applicable, before establishing a doctoral committee, students must successfully complete a screening process in the department in which they wish to study. The applicant initiates the screening process by filing a declaration of intent form with the appropriate department head. The forms are available in the departmental offices.

Preliminary Conference

As part of the screening process in some departments, appropriate faculty members review information the applicant has supplied and interview the applicant. In this preliminary conference, consideration is given to factors such as the applicant's academic and professional background, test scores, personal traits, professional goals and aspirations, and other factors that pertain to the ability to complete the program successfully and continue a productive career. The applicant is notified of the decision of the screening committee by the department head within a few days following the preliminary conference. The department head notifies the College of Education Office of Student Services of the decision by returning the appropriately marked declaration of intent form.

Appointment of Advisor and Doctoral Program Advisory Committee

Students accepted for doctoral study will be asked to confer with the appropriate department head regarding the appointment of advisors and program advisory committees. Nominations for appointment to these committees are made by the program chairperson through the department head to the dean of the College.

EdD program advisory committees usually consist of a minimum of three members of the graduate faculty: a chairperson who represents the student's major area of study and who will be the major advisor for the student in program planning and research, and two members (one from outside the department of the College in which the student is majoring) who can also be of assistance in their areas of expertise.

PhD program advisory committees must have at least five members: a chairperson, who is drawn from the graduate faculty and who represents the student's major area of study (the chairperson serves as the major advisor in program planning and research) and four members, one of whom must be from outside the department of the student's major.

Program Planning

As soon as possible after the appointment of the doctoral program advisory committee, but no later than the end of the first semester of doctoral study, the student and the major advisor should convene a meeting of the program advisory committee. At this program-planning meeting, the student provides each member with a formal written

summary of graduate study to date. The student and the committee then plan a program of study to meet the academic and professional needs of the student and fulfill all requirements of the program, the College, and the Graduate School. Plan of Study forms for both doctoral degrees may be obtained in the departmental offices.

Official copies of the Plan of Study agreed upon by the student and the committee shall be dated, signed by the committee members and the department head, and distributed to the Office of the Graduate School, to the student's program office for inclusion in the student's program file, to the dean, and to the committee members. Any deviation from the Plan of Study must be approved by the committee and noted by the chairperson on the student's official record. An amended Plan of Study (if needed) must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit for the doctoral degree. Otherwise, a 'hold' may be placed on future registrations.

The program advisory committee continues to assist the student in program planning and advisement until the student satisfactorily completes all major and minor comprehensive examinations.

Degree Requirements

The PhD requires a minimum of 72 hours of graduate study beyond the master's degree, comprising at least 48 hours of coursework and 24 hours of dissertation research. The course of study must include no fewer than 24 semester hours in a major field, a minimum of 12 semester hours in foundational coursework, and a minimum of 12 semester hours in research methods. Although there is no longer a college-wide requirement, individual departments may stipulate additional hours for a minor requirement or research methods. Credit hours designated as dissertation research hours in the College of Education cannot be used to meet credit hour requirements for coursework.

The EdD degree requires a minimum of 72 hours of graduate study beyond the master's degree, including at least 60 hours of coursework and 12 hours of dissertation research. The course of study must include no fewer than 24 hours in a major field, a minimum of 12 semester hours in foundational coursework, and a minimum of 12 semester hours in research methods. Credit hours designated as dissertation research hours in the College of Education cannot be used to meet credit hour requirements for coursework.

Students pursuing PhD and EdD degrees in the College of Education must satisfy the following foundations requirement: 12 hours of graduate coursework comprising (1) any BEF or BEP classes or (2) any non-research methods courses outside the student's department. Foundations courses cannot come from the student's major program. Approved by the program study committee, these classes should introduce the student to theoretical discourses and bodies of knowledge that provide a depth and breadth of understanding necessary for fluency with the research, theory, and scholarship foundational to the student's field of inquiry and dissertation research. A 12–15 semester hour research/statistics competency is also required in all PhD and EdD programs.

Additional information is in the Degree Requirements section of this catalog.

Major and Minor Examinations

Each PhD candidate must demonstrate competence in his or her major fields (and minor fields, if required by the department). Each EdD student must demonstrate competence in the broad area of knowledge and any areas of specialization specified in his or her program of study. Written comprehensive examinations are required to determine competence in the student's major (PhD) or broad area of knowledge (EdD); an oral defense of the written examination may be requested. A student who fails a major or minor examination may repeat it only once.

A student may apply to take the comprehensive examination in the major after filing a Plan of Study, completing at least one semester in residence, and obtaining approval of the department head (or the department head's designee) to take the examination. An examination application should be filed with the appropriate department head at least four weeks in advance of the scheduled testing date.

Comprehensive examinations in minor fields or areas of specialization can be taken after the student has completed all coursework in the minor field. The chairperson of the program or department offering the minor or area of specialization may establish evaluating procedures other than a written comprehensive examination.

Dissertation Committee

The dissertation committee, with the director of the dissertation as its chairperson, is responsible for assisting the doctoral student in developing and conducting dissertation research. Once the dissertation committee is formed, the student's program planning committee is disbanded. To form the dissertation committee, the student meets with the chairperson of the program advisory committee to discuss a potential dissertation topic and identify faculty with relevant expertise who by virtue of full membership in the graduate education faculty may chair the dissertation committee. The student then requests such a faculty member to chair the dissertation committee, and together they recommend at least four additional members of the committee, at least one of whom is from outside the department that includes the student's major field of study.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

Selection of the committee chairperson and members should be based on the relationship between the expertise and scholarly interests of the faculty members and the student's proposed dissertation topic. The student and committee chairperson recommend the committee to the program chairperson who recommends the committee to the department head, who in turn recommends the committee to the dean of the College of Education.

The dissertation committee chairperson provides intense counsel in selecting the dissertation problem, developing the proposal, coordinating input from committee members, chairing committee meetings, guiding the student's dissertation research, guiding the writing of the dissertation, and chairing the oral defense of the dissertation. The dissertation committee assists the student in developing the proposal, conducting dissertation research and writing the dissertation, and judges the adequacy of the student's dissertation defense. Close cooperation and involvement of all committee members are expected at all stages of the dissertation process, from the development of the proposal to successful

oral defense of the dissertation. The student, in consultation with the chairperson of the committee, is responsible for scheduling committee meetings.

Dissertation Proposal

The dissertation is a contribution to research and literature in a field. It represents the student's ability to identify a problem; develop an understanding of the relevant literature and previous research in an area of inquiry; formulate cogent research questions or hypotheses; report and discuss results of investigation; and derive conclusions, implications, and recommendations from results. The dissertation proposal is the first major step in this process.

The topic of the dissertation should evolve from the student's academic and professional interests. The topic will not be accepted until the dissertation committee formally meets and approves a comprehensive dissertation proposal. While a student may present a brief prospectus to the committee informally, the acceptance of the complete dissertation proposal is necessary before the student has approval from the committee to pursue the dissertation, and before the student is admitted to candidacy for the doctoral degree.

The dissertation proposal will include an introduction to the problem, a statement of the problem, research questions or hypotheses, a comprehensive review of literature and related research, a description of the methods of inquiry or research methods to be employed in the investigation, and the results of pilot studies (where appropriate). It is expected that the information presented in the proposal will be comprehensive and will include discussion of the areas just mentioned in a form that is essentially the same as the final dissertation. Some departments require a formal prospectus prior to the dissertation proposal.

Prior to the formal proposal meeting of the dissertation committee, the student should confer with all committee members. The written dissertation proposal must be provided to members of the committee at least 10 working days prior to the proposal meeting. The Graduate School policy on article-style dissertations may be found in the Degree Requirement section of this catalog.

Upon acceptance of the dissertation proposal, including completion of any changes recommended by the committee, each committee member will sign the acceptance page of the dissertation proposal. One copy of the signed proposal will be filed with the chairperson of the dissertation committee and one copy will be forwarded to the program chairperson and department head for the student's permanent file. The student is then eligible for admission to candidacy for the degree; the application for admission to candidacy for degree must be completed. The dissertation proposal will be maintained in the program and departmental office until the student completes and successfully defends the dissertation.

Typically, the student's major advisor (chairperson of the dissertation committee) will serve as the chief advisor for the dissertation research and preparation of the dissertation. However, another advisor may be selected if the choice of topic warrants such action. Such a change must be approved by the program chairperson and department head, in consultation with the student. In addition, more than five faculty members may serve on the dissertation committee. Students are encouraged to seek advice and assistance with their research from any member of the dissertation committee and from staff members in the College of Education Research Assistance Laboratory.

The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadlines, are available at the Graduate School's homepage.

Additional information is in the Degree Requirements section of this catalog. The length of work on dissertation research will vary. In no case shall the student be allowed to take an oral examination on the dissertation before having been admitted to candidacy.

Admission to Candidacy

After approval of the dissertation proposal, and completion of all major and minor examinations, the student is eligible for admission to candidacy for the degree. The Admission to Candidacy for the Doctoral Degree form for the PhD or EdD degree is provided by the Graduate School. The student completes the form; obtains the signatures of the dissertation committee, department head, and other appropriate officials; and has the form forwarded to the dean of the College of Education for signature. The completed candidacy form is submitted to the Graduate School for final approval. The department head reports the results of all comprehensive examinations to the College's Office of Student Services and Certification and to the Graduate School.

No student may be admitted to candidacy in a program requiring teaching experience before completing the minimum number of years of appropriate teaching or other experience acceptable to the dissertation committee. A statement of experience from previous employers may be required.

Once a student has met the requirements for admission to candidacy for a doctoral degree, doctoral students (except those in the DMA program) must pursue completion of the dissertation without interruption by enrolling each semester for at least 3 hours of dissertation research; DMA students must enroll each semester for at least 1 hour of document research. This is true whether or not the student has submitted an application for Admission to Candidacy for the Doctoral Degree. Each PhD student must have completed a minimum of 24 hours of such dissertation work upon completion of the degree. Additional information is in the Degree Requirements section of this catalog.

Oral Examination

Since the dissertation research results from the acceptance of the proposal, a minimum of two semesters normally is anticipated prior to oral defense of the dissertation. This time frame ensures adequate attention to discussion of results, their implications for the field, and recommendations for future scholarship.

When all requirements have been met and the dissertation is completed, the student shall arrange a meeting of the dissertation advisory committee; the student shall distribute copies of the dissertation to the members at least 10 working days prior to this meeting.

At least 10 working days prior to defending the dissertation, the student must send an abstract of the dissertation to all faculty in the College of Education along with an invitation to attend the defense that indicates time and place of the defense. The student must defend the dissertation satisfactorily in that meeting and must pass any other examinations considered appropriate. The record of the student's performance on the final defense of the dissertation will be noted on the proper forms, in accordance with requirements of the Graduate School. These forms will be signed by committee members.

It is the responsibility of the student to submit to the Office of the Graduate School, six weeks prior to graduation, two copies of the dissertation and the abstract in the final, approved form. Further changes or corrections may be suggested by the Graduate School at this time, and these must be completed or reconciled before graduation.

Time Limits for Doctoral Study

All degree requirements must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program.

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program. Such credit must be identified clearly on the Plan of Study and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previous graduate credit to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program.

Time Limits Extension Request

Only under well-documented, extraordinary circumstances beyond the student's control, a student may petition for a one-semester extension to the seven-year time limit that, if recommended by the department head and approved by the college dean and finally the graduate dean or his designee, will not require the student to validate any out-of-date courses. Validation of out-of-date courses is not an option in the College of Education. If a student fails to complete all degree requirements within nine years of his or her admission to the doctoral program or within a Graduate School approved one-semester extension, the student will be officially suspended from the doctoral program and must reapply for admission.

Repeating Courses When Given an Extension

When requests are made for extension of Graduate School deadlines, and it is deemed that an out-of-date course is integral to the degree program, the dean of the College of Education may request permission of the Graduate School for the course to be repeated. In such instances, both grades shall be used in calculation of the GPA.

Residence Requirements for Doctoral Study

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Transfer Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level:

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from a regionally accredited institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree and working in the field or a related field since earning the degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree. For departments participating in this program, the use of this option must be indicated on the Plan of Study.

To participate in Option 2, the Plan of Study must be submitted during the first semester of enrollment. If any coursework from the in-field or related-field master's degree was earned more than six years prior to the date of admission, the graduate program director or department head/chair must submit to the Graduate School for evaluation a Field-Related Employment Since Earning Master's Degree form with the student's CV and a PhD Plan of Study.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the penultimate semester or the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

Each department wanting its doctoral students to be able to choose Option 2 needs to 'opt in' to this option by informing the graduate dean in writing that they wish to be among the approved departments.

See the Admission Criteria section of this catalog for more information.

General Admission Requirements

To be considered for regular admission to a graduate program in the College of Education, a student must satisfy both of the following admission requirements, unless otherwise specified:

- An entrance examination* score of at least 300 on the GRE General Test or a score no lower than the 50th percentile on the Miller Analogies Test (MAT) if the MAT is accepted by the department
- An undergraduate GPA of 3.0 on a 4.0 scale, a 3.0 average for the last 60 semester hours in a degree program, or a 3.0 or higher in a completed graduate degree program

An applicant whose credentials do not meet the above requirements may be considered in some programs for admission if one of the following minimum requirements is satisfied:

- an overall GPA of 2.75
- an entrance examination score no lower than the 40th percentile on the entrance examination required by the department

***Entrance examination: The GRE is REQUIRED for all degree programs, except as indicated below:**

The following programs will accept the GRE or MAT:

- Counselor Education, MA/EdS/PhD
- Elementary Education, MA/EdS
- Educational Leadership, MA/EdS (Class AA Instructional Leader)/EdD
- Educational Psychology (General), MA
- Higher Education Administration, MA/EdD
- Instructional Leadership, PhD (Technology)
- Secondary Education (including Music Education), MA/EdS
- Secondary Education (Music Education only), EdD/PhD
- Special Education, MA/EdS

The following programs do not require an entrance exam:

- Educational Leadership/EDS (Class AA Teacher Leader)
- Instructional Leadership, PhD (Social and Cultural Foundations)
- Instructional Leadership, EdD (Nurse Educator)
- Kinesiology, PhD (Sport Pedagogy focused area of study only)

Admission to graduate programs is competitive. Meeting minimum requirements does not guarantee admission, only that students will be reviewed for admission. Applications are reviewed by departmental screening committees with consideration given to such factors as academic and professional backgrounds, test scores, personal traits, professional goals and aspirations, and other factors that pertain to the ability to complete the program successfully and continue a productive career. The Graduate School makes final admissions decisions based on departmental recommendations and the Graduate School's review of applications.

With approval, a student may enroll for one semester only as a non-degree student in the College of Education and is subject to the conditions outlined in this catalog for non-degree students. Responsibility rests with the student to observe the limitations imposed on credit hours, coursework, and transfer of credit.

An applicant to a College of Education program that leads to professional certification must submit references from current and former professors and/or supervisory personnel knowledgeable of the applicant's academic and professional capabilities.

Admission to the Graduate School is not equivalent to "unconditional admission" to a state-approved educator preparation program. Candidates admitted to the institution to enroll in courses in a Class A, Alternative Class A, or Class AA program (other than Instructional Leader) may complete no more than five approved program courses prior to meeting ALSDE requirements for "unconditional admission." For Class A

and Class AA Instructional Leadership programs, individuals must meet ALSDE requirements for “unconditional admission” before enrolling in ANY instructional leadership courses in the program, as prescribed in the Alabama Administrative Code.

Electronic Learning Management System Requirement

A designated, electronic learning management system is required of all students in programs leading to professional educator certification.

Fingerprinting Requirement

Applicants to a state-approved teacher education program shall be required to be fingerprinted for a criminal history background check through the Alabama State Department of Education to the Alabama Bureau of Investigation (ABI) and the Federal Bureau of Investigation (FBI) pursuant to ACT 2002-457. This includes all students (traditional, alternative, out-of-state, and distance learners) enrolled in MA and EDS programs that lead to Alabama certification, regardless of whether or not they are pursuing Alabama certification. The background check is completed at the student’s expense, and suitability must be documented in the Office of Student Services & Certification before the student is assigned placement in a clinical setting. [Alabama Administrative Code]

A candidate whose suitability determination precludes admission to a state-approved teacher education program has the right to due process procedures in accordance with the current Educator Certification Chapter of the Alabama Administrative Code (Revocation and Suspension of Certificates and Unsuitability Determinations).

Policies for Out-of-State Students at the Master's Level (Class A) and Educational Specialist Level (Class AA) for Any Area Except Educational Administration

Admission requirements for master’s level (Class A) programs for teachers include ‘eligibility for Class B certification in the teaching field(s) in which Class A certification is sought,’ except in a few specified fields.

Admission requirements for educational specialist level (Class AA) programs for teachers include ‘eligibility for Class A certification in the teaching field(s) in which Class AA certification is sought,’ except in a few specified fields.

Foreign Credentials

Coursework and/or a degree accepted from institutions outside the United States shall be substantiated by an evaluation of the foreign credentials from a state, federal, or private foreign credential evaluation service recognized by the Teacher Education and Certification Office. Contact the College’s **Office of Student Services & Certification** for more information.

See the Admission Criteria section of this catalog for more information.

Professional Licensure (Certification)

The curricula offered by the College of Education are designed to prepare teachers and school administrative and supervisory officials for the appropriate certificates. Certification programs are available for the Alabama Class A and Class AA professional certificates. The College of Education, in accordance with the regulations of the Alabama State Board of Education, also provides assistance to individuals who need courses for the renewal of a certificate.

The associate dean for student services in the College of Education has been designated the teacher certification officer for the University. Students who need information about or assistance with certification should consult the associate dean for student services.

Application for Certification

All students must complete the proper application form for Alabama certification. Forms are available online through the Alabama Department of Education. Applications should be submitted to Student Services in 104 Carmichael Hall at least one semester in advance of graduation. A student who does not apply for professional licensure within 60 months after completing the state-approved program will be required to meet the current program. Students who plan to teach in other states must secure the proper professional licensure application forms from those states’ departments of education.

Alabama Class A Professional Certificate

Class A teacher education programs are designed to help teachers more effectively serve the purposes defined for the same teaching field at the Class B level, provided such programs exist. The intent of the fifth-year program is to help the teacher develop higher levels of competence than is possible in the Class B program.

Effective for candidates admitted July 1, 2017, and thereafter, a cumulative GPA of not less than 3.25 is required for all courses used to meet the requirements on the approved program checklist for a Class A teaching field or area of instructional support, and a final comprehensive examination is required.

A survey of special education course is required. An individual who completed a survey of special education course prior to meeting requirements for unconditional admission to a Class A program on July 1, 2017, and thereafter, must take an approved course focused primarily on one of the following categories: methods of accommodating instruction to meet the needs of students with exceptionalities in inclusive settings, multicultural education, teaching English language learners, rural education, or urban education. A course used to meet this requirement for one level of certification may not be used to meet the requirement for a higher level of certification.

Following a review by the Alabama State Board of Education, the Class A Professional Certificate is granted to the student who (a) has applied for and has been recommended for certification by the College of Education, and (b) has completed a pre-planned graduate program, approved by the state board of education, that includes a master’s degree. It is important to remember that the awarding of a master’s or higher degree does not necessarily imply that the student is eligible for Class A certification.

If applicable, applicants for the certificate must also present to the Alabama Department of Education evidence of successful and appropriate educational experience, as follows: for certification as a library/media specialist, two years; as a school counselor or psychometrist, two years; sport management, two years; as an instructional leader, three years. [Effective July 1, 2017, two full years of full-time, acceptable professional educational work experience is required *for admission* to instructional support programs (Library Media, School Counseling, School Psychometry, and Sport Management).]

Applicants for *initial* certification in a teaching field or area of instructional support must meet the requirements of the Alabama Educator Certification Assessment Program (AECAP). Information about Praxis assessments is available at <https://www.ets.org/praxis/al> or in the Office of Student Services & Certification (104 Carmichael Hall).

An individual who completes an Alabama State-approved program must submit an application for Alabama certification within 60 calendar months of the program completion date. The Class A certificate is valid for five years and may be renewed according to regulations of the **Alabama State Board of Education**. Individuals are responsible

for meeting renewal requirements and submitting the application for renewal.

Alabama Class AA Professional Certificate

The essential objective of the sixth-year program is to extend upward the level of competence of the teacher. Following a review by the Alabama State Board of Education, the Class AA Professional Certificate is granted to students who (a) have applied for and are recommended for certification by the College of Education, and (b) have completed a pre-planned graduate program, approved by the state board of education. Students seeking Class AA professional certification must enroll in and complete the EdS (or doctoral) degree program in the desired certification area in order to obtain the University's recommendation for Class AA professional certification. Courses used to qualify for a lower-level supporting certificate may not be used again as part of a higher-level certification program.

Effective for candidates admitted July 1, 2017, and thereafter, a cumulative GPA of not less than 3.50 is required for all courses used to meet the requirements on the approved program checklist for a Class AA teaching field or area of instructional support; and a final comprehensive examination is required.

A survey of special education course is required. An individual who completed a survey of special education course prior to meeting requirements for unconditional admission to a Class AA program on July 1, 2017, and thereafter, must take a course focused primarily on one of the following categories: methods of accommodating instruction to meet the needs of students with exceptionalities in inclusive settings, multicultural education, teaching English language learners, rural education, or urban education. A course used to meet this requirement for one level of certification may not be used to meet the requirement for a higher level of certification.

Applicants for *initial* certification in a teaching field or area of instructional support must meet the requirements of the Alabama Educator Certification Assessment Program (AECAP). Information about Praxis assessments is available at <https://www.ets.org/praxis/al> or in the Office of Student Services & Certification (104 Carmichael Hall).

A maximum of 15 semester hours of appropriate post-master's-degree credit earned through an institution approved to offer graduate programs beyond the master's level in the field of study in which the credits were earned may, with approval by the department head or his or her designee, be applied toward the Class AA Professional Certificate. It is important to remember that the awarding of a graduate degree does not necessarily imply that the student is eligible for Alabama certification.

An individual who completes an Alabama State-approved program must submit an application for Alabama certification within 60 calendar months of the program completion date. The Class AA certificate is valid for five years and may be renewed according to regulations of the **Alabama State Board of Education**. Individuals are responsible for meeting renewal requirements and submitting the application for renewal.

Alternative Approaches to Certification

In addition to 'regular' certification programs, the Alabama State Board of Education offers alternative approaches to certification. Some of these include: (a) Alternative Class A approach (see information in this catalog); (b) provisional certificate in a teaching field; (c) provisional certificate in Library Media or School Counseling; (d) CACREP-accredited School Counseling Program approach; (e) Nationally Certified School Psychologist approach; and (f) National Board for Professional Teaching

Standards approach. Information regarding these approaches is available via the **Alabama Department of Education**.

Policies for Out-of-State Students at Master's Level (Class A) and Educational Specialist Level (Class AA) for Any Area *Except* Educational Administration

Students planning to teach outside the state of Alabama are held personally responsible for knowledge of professional licensure requirements in those states.

Admission requirements for master's level (Class A) programs for teachers include 'eligibility for Class B certification in the teaching field(s) in which Class A certification is sought,' except in a few specified fields.

Admission requirements for educational specialist level (Class AA) programs for teachers include 'eligibility for Class A certification in the teaching field(s) in which Class A certification is sought,' except in a few specified fields.

Out-of-state students who do not meet the above admission requirements to enroll in courses at the respective levels may be recommended to other state departments of education based only on completion of coursework, not completion of approved programs. Thus, these students will not be eligible for Alabama certification and, if and when the students wish to receive Alabama certification and teach in Alabama, they must present verification of eligibility for an appropriate prerequisite Alabama certificate before being recommended for Alabama certification.

Foreign Credentials

Coursework and/or a degree accepted from institutions outside the United States shall be substantiated by an evaluation of the foreign credentials from a state, federal, or private foreign credential evaluation service recognized by the Teacher Education and Certification Office. Contact the College's **Office of Student Services and Certification** for more information.

Changes in Certification Requirements

The programs listed in this catalog that lead to Alabama Class A and Class AA professional certificates for service in the public schools may be altered to meet certification standards adopted by the Alabama State Board of Education. Check with the appropriate department head for information.

Department of Curriculum & Instruction

- Majors
 - Elementary Education, MA (p. 512)
 - Elementary Education, EdS (p. 511)
 - Elementary Education, EdD (p. 511)
 - Elementary Education, PhD (p. 514)
-
- Secondary Education, MA (p. 519)
- Secondary Education, EdS (p. 515)
- Secondary Education, EdD (p. 514)
- Secondary Education, PhD (p. 527)
- Certificate in Literacy Research, Theory and Pedagogy (p. 528)

Program Coordinators

- Holly Swain, Elementary
- Karen Spector, Secondary
- Latrise Johnson, Literacy

Professors

- Miguel Mantero
- Elizabeth K. Wilson

Associate professors

- Cory Callahan
- Julianne Coleman
- Janie Hubbard
- Latrise Johnson
- Jonathan Shemwell
- Karen Spector
- Jeremy Zelkowski

Assistant professors

- Tracey Hodges
- Alison Hooper
- Todd Hutner
- Evthokia Saclarides
- Jee Kyung Suh
- Casedy Thomas
- Bedrettin Yazan
- Sheunghyun Yeo

Clinical associate professor

- Melisa Fowler

Clinical assistant professors

- Cailin Kerch
- Lisa Matherson
- Holly Swain

Elementary Education Programs

CEE515 Science in Early Childhood and Elementary School

Hours 3

Designed to expand knowledge and competencies of early childhood and elementary teachers of science with specific focus on current standards, research, and inquiry models of instruction.

CEE516 Social Science in Early Childhood and Elementary School

Hours 3

The focus is on current trends in early childhood and elementary social studies, with particular attention to innovative instructional modes and to relating learning to the learners' social environment.

CEE517 Lang Arts In Eley Sch

Hours 3

Designed to extend and strengthen the knowledge and competencies of experienced teachers of communication arts and skills in the elementary school.

CEE525 Issues Trends in Early Childhood and Elem School Science

Hours 3

Focus on current research and trends in early childhood and elementary science with respect to historical, political, and socio-cultural contexts.

CEE526 Implementing Early Childhood and Elementary Social Studies

Hours 3

The focus is on considering and applying to one's own classroom the research base of investigating social studies curricula and instruction in early childhood and elementary education.

CEE530 Modern Elementary School Programs

Hours 3

The evolving elementary school and its program, with emphasis on analysis of current trends that directly affect modern school practices in a societal context.

CEE532 Early Childhood and Elementary School Curriculum

Hours 3

The purpose of this course is to focus on historical, current trends, and projective perspectives that influence the evolving early childhood and elementary school curriculum framework.

CEE544 Current Trends and Research in Early Childhood Education

Hours 3

Students will review current trends and research related to early childhood education, including curriculum, assessment, play, quality, and family engagement. Students will synthesize and apply research and discuss implications for working with children birth through age eight.

CEE550 Intro to Teaching Early Childhood and Elementary School Science

Hours 3

Introduction to the teaching of science. Current research is emphasized supporting best instructional practices in science.

CEE560 Intro to Teaching Early Childhood and Elementary Social Studies

Hours 3

Teaching P-6 social studies using research-based instructional strategies and curriculum.

CEE565 Classics & Modern Literature for Early Childhood and Elementary Education

Hours 3

Designed to extend and strengthen the knowledge and competencies of experienced teachers in the following areas: major developments in literature for children; genres of children's literature; and effective methods of helping early childhood and elementary children enjoy and use literature.

CEE570 Teach Reading in Early Childhood and Elementary School

Hours 3

The course provides a foundation in the materials and methods of teaching of early childhood and elementary reading with emphasis on development, assessment, and instruction for individual and small groups of students. Intensive field experience is required.

CEE574 Guiding Early Childhood and Elementary Pupil Learning

Hours 3

Focuses on understanding how students learn, what physiological and environmental factors influence learning and how teachers can facilitate learning using brain-compatible learning. Included are theories-to-applications of brain-based learning research to classroom instructional situations in early childhood and elementary education.

CEE578 Teaching Language Arts in the Early Childhood and Elementary School

Hours 3

Deepening understanding of the materials for teaching of language arts in early childhood and elementary schools with emphasis on planning and implementing a writing program. Intensive field experience. Writing proficiency within the discipline is required for a passing grade in the course.

CEE580 Concepts of Early Childhood and Elementary School Mathematics

Hours 3

Focuses on the current research in P-6 mathematics education concerning how children learn mathematics.

CEE581 Early Childhood and Elementary Math Curriculum Research

Hours 3

Students learn the role and influence of mathematics curriculum and its interconnectedness to instruction and reflect about school, district, state and/or national curriculums. Explore current issues with US mathematics curriculum and unpack curriculum into intended, enacted, and assessed components for early childhood and elementary education.

CEE582 Teaching Mathematics to Early Childhood and Elementary Students

Hours 3

This course prepares students to effectively teach mathematics in P-6. Emphasis is on the current research in mathematics education.

CEE594 Problems

Hours 1-6

Opportunities to study or work independently on topics or projects of individual concern. Credit is based on the nature and degree of student involvement.

CEE595 Practicum in Early Childhood and Elementary Education

Hours 3

Supervised opportunities to apply knowledge and skills in a P-6 setting. Credit is based on the nature and degree of student involvement. Admission to TEP Program is required.

Prerequisite(s): CRD 369, CEE 320, CEE 491, and MUE 385

Prerequisite(s) with concurrency: CEE 365, CEE 401, CEE 492, CEE 570, and CEE 582

CEE596 Advanced Practicum

Hours 3

A field-based course providing graduate students with opportunities to practice authentic classroom application of various content areas in P-6 education. Admission to TEP Program is required.

Prerequisite(s): CEE 365, CEE 492, CEE 570, CEE 582 and CEE 595

Prerequisite(s) with concurrency: CEE 401, CEE 550, CEE 560, CEE 578, BER 450

CEE597 Internship in Early Childhood Education and Elementary Education

Hours 3-12

Observation, participation, and teaching experiences supervised by selected cooperating teachers in P-6 schools. Additional supervision is provided by College of Education personnel.

Prerequisite(s): CEE 401, CEE 550, CEE 560, CEE 578, CEE 596, and BER 450

Prerequisite(s) with concurrency: EDU 500

CEE598 Non-Thesis Research

Hours 1-3

No description available

CEE616 Adv Soc Studies Elem Sch

Hours 3

The focus is on current trends and research in elementary social studies with particular attention to innovative instructional modes and relating learning to the learner's social environment.

CEE687 Topical Research Review

Hours 3

Supervised opportunities to apply knowledge and skills in a professional setting. Credit is based on the nature and degree of student involvement.

CEE690 Advanced Seminar

Hours 1-3

In-class opportunities to analyze and discuss current topics, problems, and/or projects of collective concern. Topics vary.

CEE694 Problems

Hours 1-6

Opportunities to study or work independently on topics or projects of individual concern. Credit is based on the nature and degree of student involvement.

CEE695 Practicum

Hours 1-12

Supervised opportunities to apply knowledge and skills in a professional setting. Credit is based on the nature and degree of student involvement.

CEE697 Specialist Degree Res

Hours 1-6

Systematic classroom inquiry is used to engage students in a teacher action research project.

Prerequisite(s): CEE 687

CEE698 Non-Thesis Research

Hours 1-3

No description available

CEE699 Dissertation Research

Hours 1-12

No description available

Curriculum and Instruction Courses

CIE523 Teaching Visual Arts

Hours 3

This course will focus on the practice of teaching art education in pre-kindergarten, primary, middle and secondary levels. The theory supporting engaging art education and the available and appropriate tools, strategies and resources will be investigated. Students will develop a working knowledge of art materials and methods appropriate for each level of growth.

Prerequisite(s): CSE 390, EDU 200, SPE 500, CEE 320, BEF 510

Prerequisite(s) with concurrency: CIE 592, CRD 512

CIE524 Improving Visual Arts Instruction

Hours 3

This course will focus on the practice of teaching visual arts education in pre-kindergarten, primary, middle and secondary levels. The theory supporting engaging visual arts education and the available and appropriate tools, strategies and resources will be investigated. Students will develop a working knowledge of art materials and methods appropriate for each level of growth.

Prerequisite(s): CSE 390, EDU 200, SPE 500, CRD 512, BEF 510, CIE 523, CIE 592

Prerequisite(s) with concurrency: EDU 500 and CIE 597

CIE560 Principles in Mathematics Education: Equity & Access Issues

Hours 3

This course explores the principles and foundations of effective, high-leverage mathematics teaching practices and their subsequent impact on students with diverse backgrounds. Teachers, administrators, and/or others are introduced to beliefs, practices, and situations that are related to maximizing student potential and learning opportunities. Access and equity are well-defined, developed, implemented, and assessed for all. This course is for Class B or Class A Educator license.

CIE562 Tesol: Basic Methods

Hours 3

Theories, methods, and strategies for English as a second language that focus on communicative competence and cross-cultural understanding. Admission to TEP Program is required.

Prerequisite(s) with concurrency: CSE 592

CIE567 Improv Foreign Lang Instruct

Hours 3

Critical examination of theoretical perspectives, methods, major issues, and controversies pertinent to teaching foreign language; use of technology in language instruction is a critical component.

CIE575 Teaching Emergent Multilinguals in Public Schools

W

Hours 3

This course explores the pedagogies of translingual literacies to prepare teachers to serve emergent multilinguals in the U.S. public schools. It offers teacher candidates classroom strategies to make content comprehensive and accessible to emergent multilinguals. Writing proficiency is required for a passing grade in this course. A student who does not write with the skill normally required of an upper-division student will not earn a passing grade, no matter how well the student performs in other areas of the course.

Writing

CIE576 Linguistics Classroom Teachers

Hours 3

This linguistic course enables teachers to understand the basics of how the English language functions. Provides information essential for dealing with students whose native language is not English. Offers useful information about various English dialects as well.

CIE577 Second Language Acquisition

Hours 3

Introduction to and analysis of the main issues and theories in second language acquisition (SLA); students deduce and demonstrate instructional implications.

CIE578 Second Lang Test Assess Evaln

Hours 3

Preparation in the background and skills necessary to construct classroom-based tests, appropriately use published tests, and understand second or foreign language program evaluation.

CIE579 Tch English For Lang Prog/Pol

Hours 3

Theories of language learning, acquiring a second language, and current linguistic theories; emphasis is on programs, policies, and instructional methods of ESL education.

CIE580 Teaching Foreign Languages

Hours 3

Theories, methods, and strategies for foreign language teaching that focus on communicative competence and cross-cultural understanding; use of technology in language education is a critical component. Admission to the TEP Program is required.

Prerequisite(s) with concurrency: CSE 592

CIE582 Dev Util Instr MatrIs

Hours 3

No description available

CIE592 Field Work

Hours 1-3

A clinical experience taken concurrently with the methods course and designed to facilitate students' development of pedagogical skills, effective thinking, and professional problem solving.

CIE597 Elementary/Secondary Internsh

Hours 3-9

Elementary/Secondary Internship.

CIE599 Special Topics in Early Childhood, Elementary, and/or Secondary Education

Hours 1-6

This course, offered on campus or abroad, provides opportunities to engage with topics or projects of collective concern in early childhood, elementary, and/or secondary education. Topics vary. May be repeated. Offered according to demand.

Prerequisite(s): Permission of instructor

CIE605 Teachers and Teaching Practices in Classrooms across the World

Hours 3

The focus of this course is research on teachers and their teaching practice in real classrooms.

CIE606 New Literacies

Hours 3

This course explores and applies theories of new literacies communication, learning, and research.

CIE609 Discourse & Pedagogy

Hours 3

This seminar will provide foundational training for doing discourse analytic work within research of teaching and learning, with a focus on the integration of theory and methodology. Participants will be asked to conduct an analysis of classroom discourse for final evaluation.

CIE610 Effective Teaching

Hours 3

Examination of the knowledge base in effective teaching practice through in-depth study of the research literature on classroom instructional practices and conditions, and on the classroom teacher. Designed specifically for doctoral-level students.

CIE620 Design Res Classrm Teach

Hours 3

The practice and use of reflection and action research with emphasis on developing professional skills in performing and applying research on classroom teaching and learning leading to teacher empowerment and school reform. Designed specifically for doctoral-level students.

CIE621 Writing for Academic Publication

Hours 3

This course will provide doctoral students with information about academic writing and project management. The tools, strategies and resources will be useful as students plan their thesis or dissertation and prepare research for dissemination. Students will learn writing habits, strategies for synthesizing research, and techniques for writing with clarity.

CIE625 Res Sem Science Curriculum

Hours 3

Designed to enable students to understand and synthesize current research and to develop a theoretical framework in the science curriculum for K-12.

CIE626 Res Sem Social Studies Curricl

Hours 3

Designed to enable students to understand and synthesize current research and to develop a theoretical framework in social studies education for K-12.

CIE627 Second Language Literacy

Hours 3

This course is designed to provide the student with an introduction to the major issues in research and instruction in second language (L2) literacy (reading and writing). An emphasis in this course is on literacy as a cognitive skill. The psycholinguistic processes of reading and writing in a second language will be addressed.

CIE630 Curric Classroom Teacher

Hours 3

This course discusses the major issues in curriculum design and implementation for the classroom teacher. Designed specifically for doctoral-level students.

CIE640 Sem Teachr Educ Program

Hours 3

The course focuses on issues, problems, trends, and research associated with undergraduate and graduate teacher education and certification programs in Alabama, the U.S., and the world. Designed specifically for doctoral-level students.

CIE644 Student Teach Supervision

Hours 3

Organization and administration of student-teaching programs and methods of supervising student-teaching in schools. Designed specifically for doctoral-level students.

CIE645 Prof Cont: Tching & Lrning Com

Hours 3

Research-based focus using theoretical frameworks to examine and analyze the professional development continuum.

CIE656 Sem For Language Eductn Resear

Hours 3

Examination and critical analysis of a wide range of perspectives from the professional literature on teaching and learning a foreign language.

CIE660 Cognitive Perspectives

Hours 3

The course focuses on systematic descriptions and analysis of major learning theories for classroom application. The intent is to contribute education insight toward more effective teaching through cognitive processes.

CIE670 Critical Inquiry Curric Pedago

Hours 3

Examinations of different conceptualizations of curriculum and pedagogy in K-12; emphasis on critical theory and postmodern theory and critique.

CIE675 Theory and Research on Emergent Multilinguals

Hours 3

This course explores the current research base and theoretical frameworks for doctoral students to understand the pedagogies of translangual literacies and study emergent multilinguals in the U.S. public schools.

CIE676 Linguistics Classroom Teachers

Hours 3

This course involves advanced investigation within general areas of applied linguistic studies such as phonology, morphology, syntax, semantics, discourse, pragmatics, writing systems, etc., and their impact on second language acquisition.

CIE680 Sem In Math Educ Research

Hours 3

Designed to enable students to understand and synthesize current research and to develop a theoretical framework in mathematics education.

CIE686 Research on Science Teaching

Hours 3

Principles and practices of research into science teaching with a focus on building researchers' professional identities in the field. Topics include the field-specific nature, purposes, methods, rhetoric and impact of research into science teaching.

Prerequisite(s): BER 600, BER 631, and BER 640. Instructor Permission required.

CIE692 Field Work

Hours 1-3

Field-based opportunities to study or work on topics or projects of collective concern.

CIE693 Workshop

Hours 1-6

In-class opportunities to study or work on topics or projects of collective concern. Topics vary. May be repeated. Offered according to demand.

Reading Education

CRD500 Teaching Reading to Diverse Learners

Hours 3

A foundation in the materials and methods for teaching reading and the language arts K-12, with emphasis on intervention programs, assessment, and instruction for individual and small groups of students. Intensive field experience is required.

Prerequisite(s): CRD 369

CRD510 Expanding Reading

Hours 3

A comprehensive study of the major factors involved in teaching reading at the intermediate grade levels. Techniques for teaching word recognition and comprehension skills are studied extensively.

CRD511 Beginning Reading in Pre-K and Primary Grades

Hours 3

Attends to the theory and practice of beginning reading; key areas of study include diagnostic and evaluative procedures and the organization and implementation of appropriate instruction for P-6. A field component is required.

CRD512 Impr Read Second Schools

Hours 3

A comprehensive study of the major components involved in literacy instruction at the secondary level. A field component is required. This course should be taken concurrently with the content methods course and CSE 592.

CRD553 Foundations Reading Pk-12

Hours 3

A comprehensive study of the theoretical foundations and history of literacy development and instruction in PK-12 settings.

CRD569 Introduction to Literacy Education

Hours 3

This course provides an overview to the foundations of literacy development and instruction grades PK-12.

CRD590 Seminar In Literacy Coaching

Hours 3

A comprehensive study of the major theories of and components involved in providing professional development in literacy to teachers and schools.

CRD593 Practicum in Literacy Coaching

Hours 3

This course provides students with the ability to implement the knowledge base of current research in coaching teachers' literacy instruction by conducting literacy coaching and literacy professional development in P-12 schools.

CRD595 Practicum In Reading

Hours 1-12

Provides graduate students supervised opportunities to apply knowledge and skills in primary grade settings (preschool-2nd).

Prerequisite(s): Corequisites: CRD 510, CRD 511, and CRD 512

CRD653 Foundations of Literacy Education P-12

Hours 3

This course explores multiple theories of literacy from a variety of perspectives and lenses. Additional areas of emphasis include a comprehensive study of the theoretical foundations and the history of literacy development and instruction in PK-12 settings, non-traditional settings (e.g. out of school context(s), and social contexts.

Prerequisite(s): Permission of the instructor.

CRD654 Re-envisioning Reading Assessment and Instruction

Hours 3

Provides advanced study of theoretical perspectives of diagnostic methods and materials for P-12 students at risk of reading failure.

CRD690 Advanced Seminar Crd

Hours 1-3

Provides students with a knowledge base of the relationship between theory, research and practice in regard to K-12 literacy education.

CRD693 Advanced Workshop

Hours 1-3

In-class opportunities to study or work on topics or projects of collective concern. Topics vary. May be repeated.

CRD695 Adv Practicum Readg Education

Hours 3

Provides graduate students supervised opportunities to apply knowledge and skills in intermediate grade settings (3rd-6th).

Prerequisite(s) with concurrency: CRD 510. and and Corequisite: CRD 654

CRD696 Adv Reading Specialist Practic

Hours 3

Provides reading specialist graduate students supervised opportunities to apply knowledge and skills in middle school and high school settings (7th-12th).

Prerequisite(s) with concurrency: CRD 654

Secondary Education Courses

CSE530 Mod Sec School Program

Hours 3

The evolving secondary school and its program, with emphasis on analysis of current trends that directly affect modern school practices in a societal context.

CSE532 Secondary Sch Curric

Hours 3

The evolving secondary school curriculum, from historical, current trends, and projective perspectives.

CSE555 Adolescent Literature

Hours 3

An introduction to literature appropriate for the adolescent reader; reading patterns and major concerns of adolescents.

CSE563 Improvg English Instr

Hours 3

Principles of learning applied to concepts, skills, attitudes, and problem solving in English and speech; diagnosis, enrichment, remedial teaching, and evaluation.

CSE564 Imprvg Soc Sci Instr

Hours 3

Exploration and examination of methods and materials for improving social studies instruction. Focuses on teaching for diverse learners, constructivist methods, critical thinking, interdisciplinary teaching, and various technologies as they apply to secondary social studies classrooms.

CSE565 Improvg Science Instr

Hours 3

Principles of learning applied to concepts, skills, attitudes, and problem solving in science; diagnosis, enrichment, remedial teaching, and classroom evaluation, and application and evaluation of technologies.

CSE566 Principles of Mathematics Education: Teaching, Learning & Curriculum

Hours 3

Principles of learning applied to concepts, skills, attitudes, and problem solving; proper use and evaluation of teaching aids; construction and utilization of teaching instruments; and examination and exploration of alternative assessment strategies and technologies for use in secondary mathematics classrooms.

CSE569 Pedagogical Grammar

Hours 3

Exploration of structural, transformational, and traditional approaches to teaching grammar.

CSE570 Teaching Writing 6-12

Hours 3

This course is designed to prepare prospective and current English teachers to successfully teach and evaluate writing in grades 6-12.

CSE574 Guiding Early Childhood and Elementary Pupil Learning

Hours 3

Focuses on understanding how students learn, what psychological and environmental factors influence learning, and how teachers can facilitate meaningful classroom instructional learning through insights into brain compatible learning, included are theories-to-applications of brain-based learning research to classroom instructional situations in early childhood and elementary education.

CSE575 Principles of Mathematics Education: Tools, Technology, Assessment

Hours 3

This course focuses on the teaching secondary mathematics with the use of new and emerging technologies. It explores the appropriate use of technologies to enhance conceptual understanding and problem solving in mathematics and aims to to develop classroom lessons and assessments for a technology classroom.

CSE576 Improving Science Teaching

Hours 3

Examination and evaluation of emerging and existing technologies specific to secondary science teaching. Students will grow their capacity to employ technologies to plan, enact, and access science teaching and learning.

CSE579 Teach Sec School English

Hours 3

Methods and media essential to effective instruction in English in the secondary school.

Prerequisite(s) with concurrency: CSE 592, CRD 512, BER 550

CSE580 Teach Sec Sch For Lang

Hours 3

Theories, methods, techniques, and essential media for teaching foreign languages effectively in the secondary school. Admission to TEP Program is required.

Prerequisite(s) with concurrency: CSE 592 OR CRD 512

CSE583 Teach Sec School Math

Hours 3

Methods, media, and techniques of teaching mathematics in the secondary school, including selected topics in mathematics and exploration and examination of various technologies for use in secondary mathematics classrooms, including, but not limited to, calculators and various computer software.

Prerequisite(s): CSE 406 with a minimum passing grade of C-

Prerequisite(s) with concurrency: CSE 592, CRD 512

CSE585 Advanced Teaching Inquiry in Secondary Social Studies

Hours 3

This course is designed to assist students' understanding of and application of powerful, inquiry-based strategies to the design of meaningful 21st century social studies instruction and assessment.

Prerequisite(s): TEP

CSE586 Teach Sec School Science

Hours 3

Methods and technologies essential to effective instruction in science in the secondary school.

CSE587 Teach Sec School Soc Sci

Hours 3

Theories and methods of teaching social studies in secondary schools, including examination and exploration of instructional materials, various technologies, constructivist methods, and assessments.

CSE592 Field Work

Hours 1-3

A clinical experience taken concurrently with the methods course and designed to facilitate students' development of pedagogical skills, effective thinking, and professional problem solving.

Prerequisite(s): Unconditional admission to the Teacher Education Program (TEP)

CSE593 Workshop

Hours 1-3

In-class opportunities to study or work on topics or projects of collective concern. Topics vary. May be repeated.

CSE594 Problems

Hours 1-6

Opportunities to study or work independently on topics or projects of individual concern. Credit is based on the nature and degree of student involvement.

CSE595 Practicum

Hours 3-6

Focuses on analysis and performance of teaching strategies and the evaluation of teaching-learning problems.

CSE597 Internship

Hours 3-12

Full-time internship as a teacher in the major teaching field.

Prerequisite(s): CSE 579 OR CSE 580 OR CSE 583 OR CSE 586 OR CSE 587 or CIE 580 OR CIE 582

CSE598 Non-Thesis Research

Hours 1-6

No description available

CSE663 Sec School English

Hours 3

Literature, research, and content in English and speech; current trends; experimental programs; gradation or sequence of subject matter; criteria for program evaluation; and basic issues.

CSE664 Sec Sch Social Science

Hours 3

Focuses on curriculum and research in social studies education, including materials development and current issues in the field.

CSE665 Sec School Science

Hours 3

Literature, research, and content in science; current trends; experimental programs; gradation of subject matter; criteria for program evaluation; and basic issues.

CSE666 Sec School Mathematics

Hours 3

Principles of learning applied to concepts, skills, attitudes, and problem solving; proper use and evaluation of teaching aids; construction and utilization of teaching instruments; and examination and exploration of alternative assessment strategies and technologies for use in secondary mathematics classrooms.

CSE670 Res & Theory In Sec Ed

Hours 3

An examination of the relationship between theory and research. Students learn to search and evaluate the research literature and develop a proposal for research.

CSE675 Imprvg Math Teaching w/Tech

Hours 3

Focuses on the implementation, refinement, and assessment of mathematics teaching using advanced and new technologies including advancing critical thinking and cognitive task levels of classroom mathematics instructions.

CSE690 Advanced Seminar

Hours 1-3

In-class opportunities to analyze and discuss current topics, problems, and projects of collective concern. Topics vary.

CSE693 Advanced Workshop

Hours 1-9

In-class opportunities to study or work on topics or projects of collective concern. Topics vary. May be repeated.

Prerequisite(s): CSE 670

CSE694 Advanced Problems

Hours 1-6

Opportunities to study or work independently on topics or projects of individual concern. Credit is based on the nature and degree of student involvement.

CSE695 Practicum

Hours 1-12

Supervised opportunities to apply knowledge and skills in a professional setting. Credit is based on the nature and degree of student involvement.

CSE697 Specialist Degree Res

Hours 1-6

Systematic classroom inquiry is used to engage students in a teacher action research project. Advisor recommendation required.

Prerequisite(s): CSE 670

CSE698 Non-Thesis Research

Hours 1-3

No description available

CSE699 Dissertation Research

Hours 1-15

No description available

Faculty

Program Coordinators

Holly Swain, Elementary

Karen Spector, Secondary

Latrise Johnson, Literacy

Professors

Miguel Mantero

Elizabeth K. Wilson

Associate professors

Cory Callahan

Julianne Coleman

Janie Hubbard

Latrise Johnson

Jonathan Shemwell

Karen Spector

Jeremy Zelkowski

Assistant professors

Tracey Hodges

Alison Hooper

Todd Hutner

Evthokia Saclarides

Jee Kyung Suh

Casedy Thomas

Bedrettin Yazan

Sheunghyun Yeo

Clinical associate professor

Melisa Fowler

Clinical assistant professors

Cailin Kerch

Lisa Matherson

Holly Swain

Elementary Education, Ed.D.

The EdD in Elementary Education is designed to prepare accomplished practitioners for school leadership positions or for academic work in higher education settings. Normally, three years of teaching experience is required for consideration into the EdD program.

Admission Requirements:

To be considered for regular admission, applicants must present a GPA of 3.0 on a 4.0 scale and a GRE score of 300 or higher. Three years of teaching are also required.

Degree Requirements:

- major coursework (CEE/CIE/CRD), 36 hours
- doctoral core coursework, 12 hours
- doctoral seminar course (CIE 693 Workshop), 3 hours
- research coursework as specified, 18 hours (minimum)
- humanistic/behavioral courses, 12 hours (minimum)

- dissertation research (CEE 699 Dissertation Research*), 12 hours (minimum)

*Students must be continuously enrolled in CEE 699 Dissertation Research once they begin work on the dissertation.

A list of courses that fulfill these requirements may be obtained from the departmental office in Graves Hall.

The *Graduate Catalog* is published annually. Students should obtain the most recent program requirements from their program advisors.

Elementary Education, Ed.S.

The educational specialist program in Elementary Education leads to Class AA Elementary certification.

The Graduate Catalog is published annually. State-approved program checklists may be updated more frequently and are thus likely to provide the most up-to date information about requirements. A current program checklist may be obtained from the program office in 204 Graves Hall. Students should consult their advisors each semester before registering.

Admission Requirements

Admission requires master's level certification in Elementary Education. An applicant who holds both Class B Elementary certification AND Class A Reading is also eligible.

An entrance exam score (at least 300 on the GRE or the 50th percentile or above on the MAT) is needed for regular admission.

Admission requirements for the Graduate School (Admission Criteria) and the College of Education (General Admission (p. 501)) are detailed in earlier sections of this catalog.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

This course listing applies to those who begin this program June 1, 2017. Candidates earning graduate credit prior to this date may elect to utilize this program. A minimum of 30 hrs of appropriate work beyond the MA degree and the completion of a comprehensive assessment are required for the educational specialist degree. In lieu of a comprehensive exam, candidates will be assessed against the completion of a professional portfolio. Candidates must present a GPA of at least 3.50 on all courses in the program, with no grade below a C.

Code and Title	Hours
Foundations of Professional Studies:	
(Choose one of the following SDE approved diversity courses.)	3
BEF 503 History Of Amer Educn	
BEF 507 Sociology Of Education	
BEF 534 Multicultural Education	
BEF 575 Found Educn Through Film	
BEF 607 Readings In Soc Of Ed	
BEF 650 Critical Race Theory In Educ	
BEF 667 Multicult Soc Ed Leadershp	
BEF 681 Ethics And Education	
Educational Research: ^{1, 2}	
(Choose ONE from the following.)	3
BER 540 Statistical Methods In Educ	
BER 600 Quant Research Methods	
BER 603 Survey Research In Educ	
BER 631 Inqry As Interp: Qual I	

BER 550 is required, in addition to another Educ Research choice, IF an evaluation of teaching and learning course was not part of the undergraduate program or another graduate program.

Teaching Field:		
CIE 625	Res Sem Science Curriculum	3
CIE 626	Res Sem Social Studies Curricl	3
CIE 680	Sem In Math Educ Research	3
CRD 690	Advanced Seminar Crd	3
Additional Requirements:		
CEE 695 or Practicum		
CIE 620 Design Res Classrm Teach		
or additional research course approved by advisor		
Elective:		
Advisor-approved elective		3
Special Education Coursework:		
SPE 500 is only required if a special education survey course was not part of the undergraduate program or another graduate program.		0-3
Action Research (These courses are offered as the last courses in the program.):		
CEE 687	Topical Research Review	3
CEE 697	Specialist Degree Res (or advisor approved elective)	3
Total Hours		30-33

¹BER 500 Intro Educatn Research or the equivalent is required before beginning the research courses.

²The research courses must be taken before CEE 687 Topical Research Review.

A current program checklist may be obtained from the departmental office in 204 Graves Hall. A maximum of 6 hrs of approved transfer credit (maximum of nine hours from UAB/UAH) may be applied toward the degree.

Certification

The Alabama State Board of Education grants Class AA professional educator certification in Elementary (K-6). To be eligible, candidates must hold appropriate, prerequisite Class A certification and must complete all requirements for the EDS degree as described in this catalog, including a comprehensive assessment. According to Alabama regulations, individuals admitted to a Class AA program based on a professional educator certificate from another state must earn the prerequisite Alabama certification before applying for Alabama Class AA (specialist level) certification.

Elementary Education, MA

Traditional Class A Program

The department offers a traditional Class A program for those with appropriate prerequisite certification in Elementary Education (or an approved equivalent). This program leads to Alabama Class A certification in Elementary Education (K-6).

Alternative Class A Program (Nontraditional, Initial Teacher Certification)

The department offers an Alternative Class A program that does not require prior certification in a teaching field. This program leads to

Alabama Class A certification in Elementary Education (K-6) with dual certification in Early Childhood (P-3) and is designed to allow individuals with undergraduate degrees in non-teaching fields to enter the field of education.

The Graduate Catalog is published annually. State-approved program checklists may be updated more frequently and are thus likely to provide the most up-to date information about requirements. A current program checklist may be obtained from the program office in 204 Graves Hall. Students should consult their advisors each semester before registering.

Traditional Class A Elementary (K-6) Certification

Admission Requirements

In addition to meeting admission requirements for the Graduate School and the College of Education, applicants must hold appropriate prior certification in Elementary Education (or the approved equivalent). An entrance exam score (at least 300 on the GRE or the 50th percentile or above on the MAT) is needed for regular admission. Fingerprinting/background clearance is required for admission.

Admission requirements for the Graduate School (Admission Criteria (p. 7)) and the College of Education (General Admission (p. 501)) are detailed in earlier sections of this catalog.

Degree Requirements

This course listing applies to those who begin this program June 1, 2019. Candidates earning graduate credit prior to this date may elect to utilize this program. A minimum of 30 hrs of course credit must be earned, and a comprehensive assessment must be successfully completed. An extensive professional portfolio, to be completed by candidates, will be used as a comprehensive assessment in lieu of a comprehensive exam. Candidates must present a GPA of at least 3.25 on all courses in the program, with no grade below a C.

Code and Title	Hours	
Curriculum and Instruction		
CEE 532	Early Child/Elem Sch Curric	3
CEE 574	Guid Early Chld/Elem Pupil Lea	3
Foundations of Professional Studies		
(Choose ONE of the following SDE approved diversity courses.)		3
BEF 503	History Of Amer Educn	
BEF 507	Sociology Of Education	
BEF 534	Multicultural Education	
BEF 575	Found Educn Through Film	
BEF 607	Readings In Soc Of Ed	
BEF 650	Critical Race Theory In Educ	
BEF 667	Multicult Soc Ed Leadershp	
BEF 681	Ethics And Education	

Educational Research

BER 500	Intro Educatn Research	3
BER 550 is also required if an evaluation of teaching and learning course was not part of the undergraduate program or another graduate program.		0-3

Teaching Field

(Select 12 hours from the following courses. Include at least one specialty option with two courses. Two specialty options are strongly recommended.)

CEE 565	Clas & Mod Lit Early Child/Ele	
& CEE 517	and Lang Arts In Elemy Sch	
CRD 510	Expanding Reading	
& CRD 511	and Begin Rding Pre-K-Prim Grades	
CEE 580	Concepts of EC/ELE School Math	
& CEE 581	and Early Child/Elem Math Curr Res	
CEE 515	Science Early Childhood/Elem	
& CEE 525	and Issues Trends Early Child/Elem	
CEE 516	Social Sci in Early Child/Elem	
& CEE 526	and Imp Early Child/Elem Soc Stu	

Additional Requirements/Electives

CAT 531	Computer Based Instruction	3
Advisor-approved elective		3
SPE 500 is required if a special education survey course was not part of the undergraduate program or another graduate program.		0-3
Total Hours		30-36

The Graduate Catalog is published annually. State-approved program checklists may be updated more frequently and are thus likely to provide the most up-to date information about requirements. Students should consult their advisors each semester before registering. A current program checklist should be obtained from the program office in 204 Graves Hall. Students may not count more than six hours in certain seminar/workshop/problems courses toward the completion of the degree. A maximum of 12 hours of transfer credit, if approved by the student’s advisor, may be applied toward the degree. Students should see their advisors regarding which courses are appropriate for transfer credit.

Additional requirements of the Graduate School and the College of Education are detailed in other sections of this catalog.

Certification

The Alabama State Board of Education grants Class A professional educator certification in Elementary Education (K-6). To be eligible, candidates must hold appropriate prerequisite certification and must complete all requirements for the MA degree in the chosen program as described in this catalog, including a comprehensive assessment, state assessments (if applicable), and the *Praxis* subject assessment(s). According to Alabama regulations, individuals admitted to a Class A program based on a professional educator certificate from another state must earn the prerequisite Alabama certification before applying for Alabama Class A (master’s level) certification.

Alternative Class A Elementary (K-6) with dual certification in Early Childhood (P-3) (Nontraditional, Initial Teacher Certification Program)

Admission Requirements

An entrance exam score (at least 300 on the GRE or the 50th percentile or above on the MAT) is needed for regular admission.

Admission requirements for the Graduate School (Admission Criteria (p. 7)) and the College of Education (General Admission (p. 501)) are detailed in earlier sections of this catalog.

For admission to the Alternative Class A (non-traditional) program in elementary education, applicants must meet the following requirements:

- **Transcript evaluation:** Applicants should contact the Office of Student Services & Certification for a transcript evaluation to determine prerequisite courses.
- **Degree requirement:** An appropriate bachelor’s degree from a regionally accredited institution with a minimum overall GPA of 2.75 OR a master’s degree with a GPA of at least 3.0 is required.
- **General Studies and Teaching Field:** For Alternative Class A in Elementary, applicants must earn passing scores on **all** subtests of Praxis 5001--Elementary Education: Multiple Subjects.
- **Fingerprinting/background clearance**

Degree Requirements

This course listing applies to those who begin this program June 1, 2019. Candidates earning graduate credit prior to this date may elect to utilize this program. A minimum of 40 semester hours of specific graduate credit plus some undergraduate prerequisites are required for certification. The program of study must be planned with an advisor. Candidates must present a GPA of at least 3.25 on all courses in the program, with no grade below a C, and a passing score on a comprehensive assessment is required. The extensive professional portfolio completed by candidates will be used as a comprehensive assessment in lieu of a comprehensive exam.

Code and Title	Hours
Curriculum and Instruction (Choose ONE course.):	
CEE 532 or Early Child/Elem Sch Curric	3
CEE 574 Guid Early Chld/Elem Pupil Lea	
Foundations of Professional Studies	
BEF 510 Phil Hist Socl Founds Ed *	3
Technology	
CAT 531 Computer Based Instruction	3
Teaching Field	
CEE 401 Managing Effective Classrooms	3
CEE 550 Intro Teach EC/Elem Schl Sci	3
CEE 560 Intro Teach ED/ELE Soc Studies	3
CEE 570 Teach Reading in ELE School	3
CEE 578 Teach Lang Arts Early Chi/Elem	3
CEE 582 Teach Math to EC/ELE Students	3
CEE 595 Practicum in EC/ELE	3
CEE 596 Advanced Practicum	3
Special Education Coursework	
SPE 500 is required if SPE 300 was not completed prior to unconditional admission to this program.	
Internship	
CEE 597 Internship in EC/ELE ¹	6
EDU 500 Internship Seminar	1
Total Hours	40-43

Footnotes

- * Approved diversity course
- ¹ The early childhood placement will include at least two of the following age groups: birth-age 3, age 3-5, and age 5-8. The elementary placement(s) will include upper and lower grades unless substantial field experiences are completed at both levels.

The Graduate Catalog is published annually. State-approved program checklists may be updated more frequently and are thus likely to provide

the most up-to date information about requirements. Students should consult their advisors each semester before registering.

Certification

The Alabama State Board of Education grants Class A professional educator certification in Elementary Education (K-6) and Early Childhood (P-3). To be eligible, candidates must complete all requirements of the Alternative Class A program, including a comprehensive assessment, state assessments (if applicable), and the *Praxis* subject assessment(s).

Non-Certification Overseas Program for Elementary Education, MA

This is a non-certification program offered only to overseas students. Completion of this program does not lead to professional educator licensure or certification.

Admission Requirements

An entrance exam score (at least 300 on the GRE or the 50th percentile or above on the MAT) is needed for regular admission.

Admission requirements for the Graduate School (Admission Criteria (p. 7)) and the College of Education (General Admission (p. 501)) are detailed in earlier sections of this catalog.

Degree Requirements

A minimum of 30 hours of course credit must be earned, and a comprehensive assessment must be successfully completed. Candidates must present a GPA of at least 3.25 on all courses in the program, with no grade below a C.

Code and Title	Hours
Group I: Elementary Education Courses	
AREA 1. Required Courses. Students select ONE course from the following:	3
CEE 530 Modern Elementary School Progr	
CEE 532 Early Child/Elem Sch Curric	
AREA 2. Program Specifics. Students select FIVE courses from the following—OR select three or four courses from Program Specifics plus 6 or 3 hours of graduate credit courses* in the student's subject field.	15
CEE 515 Science Early Childhood/Elem	
CEE 516 Social Sci in Early Child/Elem	
CEE 517 Lang Arts In Elemy Sch	
CEE 580 Concepts of EC/ELE School Math	
CRD 510 Expanding Reading	
CIE 577 Second Language Acquisition	
AREA 3. Educational Research	
BER 500 Intro Educatn Research	3
Credit Hours Subtotal:	21
Group II: Electives	
Students select THREE courses from the list below. Students may also choose courses not taken from the Group I list above or courses specifically approved by the Office of International Programs.	9
BEF 503 History Of Amer Educn	
BER 550 Eval Classroom Learning	
CAT 531 Computer Based Instruction	
CEE 565 Clas & Mod Lit Early Child/Ele	

CEE 594	Problems	
CIE 562	Tesol: Basic Methods	
CIE 576	Linguistics Classroom Teachers	
CRD 511	Begin Rding Pre-K-Prim Grades	
SPE 500	Intro Exc Childr/Youth	
SPE 591	Adv Academc Methods Elem	
Total Hours		30

Footnotes

- * Courses must have a graduate-level equivalent at The University of Alabama, be part of the curriculum in a graduate degree program, and be from a regionally accredited institution. Students must secure permission to enroll in transfer courses prior to enrolling in those courses.

Elementary Education, Ph.D.

The PhD in Elementary Education is a research degree designed primarily, although not exclusively, for work in higher education settings, especially in teacher education programs. Normally, three years of teaching experience is required for consideration into the PhD program.

Admission Requirements:

To be considered for regular admission, applicants must present a GPA of 3.0 on a 4.0 scale and a GRE score of 300 or higher. Three years of teaching are also required.

Degree Requirements:

- major coursework (CEE/CIE/CRD), 24 hours
- doctoral core coursework, 12 hours
- doctoral seminar course (CIE 693 Workshop), 3 hours
- research coursework as specified, 18 hours (minimum)
- humanistic/behavioral courses, 12 hours (minimum)
- dissertation research (CEE 699 Dissertation Research*), 24 hours (minimum)

*Students must be continuously enrolled in CEE 699 Dissertation Research once they begin work on the dissertation.

A list of courses that fulfill these requirements may be obtained from the departmental office in Graves Hall.

The *Graduate Catalog* is published annually. Students should obtain the most recent program requirements from their program advisors.

Secondary Education, Ed.D.

The EdD in secondary education is primarily, but not exclusively, designed to prepare accomplished school practitioners for leadership positions in school settings. The EdD can also qualify a individual for a position in higher education, especially in a teacher education program. Normally, three years of teaching experience is required for consideration into the program.

Admission Requirements:

To be considered for regular admission, applicants must present a GPA of 3.0 on a 4.0 scale and a GRE score of 300 or higher. Three years of teaching is also required.

Degree Requirements:

- major field coursework (CSE/CIE/CRD), 27 hours
- subject field coursework, 24 hours

- research coursework, 18 hours (minimum)
- foundations of professional studies, 12 hours
- dissertation research, 12 hours (minimum)

A list of courses that fulfill these requirements may be obtained from the departmental office in Graves Hall.

The *Graduate Catalog* is published annually. Students should obtain the most recent program requirements from their program advisors.

Secondary Education, Ed.S.

Programs leading to Class AA certification in Secondary Education (6-12) are available in

- Biology
- Chemistry
- English for Speakers of Other Languages
- English Language Arts (comprehensive)
- Foreign Language (French or Spanish)
- General Science (comprehensive)
- Geography
- History
- Mathematics
- Physics
- Social Science (comprehensive)

The Graduate Catalog is published annually. State-approved program checklists may be updated more frequently and are thus likely to provide the most up-to-date information about requirements. A current program checklist may be obtained from the program office in 204 Graves Hall. Students should consult their advisors each semester before registering.

Admission Requirements

Admission requires appropriate, prerequisite master's level certification.

An entrance exam score (at least 300 on the GRE or the 50th percentile or above on the MAT) is needed for regular admission.

Admission requirements for the Graduate School (Admission Criteria) and the College of Education (General Admission (p. 501)) are detailed in earlier sections of this catalog.

See the Admission Criteria section of this catalog for more information.

Class AA Certification

The Alabama State Board of Education grants Class AA professional educator certification in Secondary Education (6-12) teaching fields and P-12 teaching fields. To be eligible, candidates must hold appropriate prerequisite certification and must complete all requirements of the State-approved program, including a comprehensive assessment. The extensive professional portfolio completed by candidates will be used as a comprehensive assessment in lieu of a comprehensive exam.

According to Alabama regulations, individuals admitted to a Class AA program based on a professional educator certificate from another state must earn the prerequisite Alabama certification before applying for Alabama Class AA (specialist level) certification.

Degree Requirements

A minimum of 30 hours of appropriate work beyond the MA degree and the completion of a research project are required for the educational specialist degree.

Students must be certain that their planned programs meet all certification requirements according to programs approved by the state department of education. Approved program checklists are available from the program office.

NOTE: The comprehensive fields of general science, general social science, and English language arts require at least one course in two areas within the broader field as follows:

- English language arts must include courses from at least two of the following areas: EN, JN, COM or TH
- General science must include courses from at least two of the following areas: BSC, CH, PH or GEO.
- General social science must include courses from at least two of the following areas: HY, SOC, PY, PSC, GY or EC

Candidates moving from the comprehensive fields of general science or general social science to a single teaching field must earn passing scores on the appropriate *Praxis* subject assessment for certification in the single teaching field. For example, a student admitted with Class A general science certification who completes teaching field coursework only in physics must earn a passing score on the *Praxis* for physics to earn Class AA physics certification.

These course listings apply to candidates having appropriate prior certification who begin this program at UA on June 1, 2017. Candidates earning graduate credit prior to this date may elect to utilize this program. Candidates must present a GPA of at least 3.50 on all courses in the program below, with no grade below a C.

Biology (6-12), Class AA

Code and Title	Hours
Required Courses:	
CSE 665 Sec School Science	3
CSE 670 Res & Theory In Sec Ed	3
CSE 693 or Advanced Workshop	3
CSE 697 Specialist Degree Res	
Foundations of Professional Studies:	
(Choose ONE of these SDE approved diversity courses.)	
BEF 503 History Of Amer Educn	
BEF 507 Sociology Of Education	
BEF 534 Multicultural Education	
BEF 575 Found Educn Through Film	
BEF 607 Readings In Soc Of Ed	
BEF 650 Critical Race Theory In Educ	
BEF 667 Multicult Soc Ed Leadershp	
BEF 681 Ethics And Education	
Educational Research:	
Choose BER 540, BER 600, or BER 631.	3
Teaching field courses (advisor approved, graduate level)	
Additional Requirements:	
CIE 625 Res Sem Science Curriculum	3
CIE 620 Design Res Classrm Teach	3
SPE 500 is only required if a special education survey course was not completed as part of the undergraduate program or another graduate program.	0-3
Total Hours	33-36

Chemistry (6-12), Class AA

Code and Title	Hours
Required Courses:	
CSE 665 Sec School Science	3
CSE 670 Res & Theory In Sec Ed	3
CSE 693 or Advanced Workshop	3
CSE 697 Specialist Degree Res	
Foundations of Professional Studies:	
(Choose ONE of these SDE approved diversity courses.)	3
BEF 503 History Of Amer Educn	
BEF 507 Sociology Of Education	
BEF 534 Multicultural Education	
BEF 575 Found Educn Through Film	
BEF 607 Readings In Soc Of Ed	
BEF 650 Critical Race Theory In Educ	
BEF 667 Multicult Soc Ed Leadershp	
BEF 681 Ethics And Education	
Educational Research:	
Choose BER 540, BER 600, or BER 631.	3
Teaching field courses (advisor approved, graduate level)	
	12
Additional Requirements:	
CIE 625 Res Sem Science Curriculum	3
CIE 620 Design Res Classrm Teach	3
SPE 500 is only required if a special education survey course was not completed as part of the undergraduate program or another graduate program.	0-3
Total Hours	33-36

English Language Arts (6-12), Class AA

Code and Title	Hours
Required Courses:	
CSE 663 Sec School English	3
CSE 670 Res & Theory In Sec Ed	3
CSE 693 or Advanced Workshop	3
CSE 697 Specialist Degree Res	
Foundations of Professional Studies:	
(Choose ONE of these SDE approved diversity courses.)	3
BEF 503 History Of Amer Educn	
BEF 507 Sociology Of Education	
BEF 534 Multicultural Education	
BEF 575 Found Educn Through Film	
BEF 607 Readings In Soc Of Ed	
BEF 650 Critical Race Theory In Educ	
BEF 667 Multicult Soc Ed Leadershp	
BEF 681 Ethics And Education	
Educational Research:	
Choose BER 540, BER 600, or BER 631.	3
Teaching field courses in at least two areas of ELA (advisor approved, graduate level)	
	12
Additional Requirements:	
CRD 690 Advanced Seminar Crd	3
or advisor approved elective	

SPE 500 is required if a special education survey course was not completed as part of the undergraduate program or another graduate program. 0-3

Total Hours 30-33

English for Speakers of Other Languages (P-12), Class AA

Code and Title	Hours
Curriculum and Teaching:	
Required 3-hour course (see advisor)	3
Choose ONE option: OPTION1: CEE 687 and CEE 697 or OPTION 2: CSE 670 and CSE 693 or CSE 697	6
Foundations of Professional Studies:	
(Choose ONE of these SDE approved diversity courses.)	3
BEF 503 History Of Amer Educn	
BEF 507 Sociology Of Education	
BEF 534 Multicultural Education	
BEF 575 Found Educn Through Film	
BEF 607 Readings In Soc Of Ed	
BEF 650 Critical Race Theory In Educ	
BEF 667 Multicult Soc Ed Leadershp	
BEF 681 Ethics And Education	
Educational Research:	
Choose BER 540, BER 600, or BER 631.	3
Teaching field courses (advisor approved, graduate level)	
	12
Additional Requirements/Electives:	
Advisor approved elective (600-level)	3
SPE 500 is only required if a special education survey course was not completed as part of the undergraduate program or another graduate program.	0-3
Total Hours	30-33

French or Spanish (6-12), Class AA

Code and Title	Hours
Curriculum and Teaching:	
Required 3-hour course (see advisor)	3
CSE 670 Res & Theory In Sec Ed	3
CSE 693 or Advanced Workshop	3
CSE 697 Specialist Degree Res	
Foundations of Professional Studies:	
(Choose ONE of these SDE approved diversity courses.)	3
BEF 503 History Of Amer Educn	
BEF 507 Sociology Of Education	
BEF 534 Multicultural Education	
BEF 575 Found Educn Through Film	
BEF 607 Readings In Soc Of Ed	
BEF 650 Critical Race Theory In Educ	
BEF 667 Multicult Soc Ed Leadershp	
BEF 681 Ethics And Education	
Educational Research:	
Choose BER 540, BER 600, or BER 631.	3
Teaching field courses in ONE foreign language (advisor approved, graduate level)	
	12

Additional Requirements:		
CIE 656	Sem For Language Eductn Resear	3
SPE 500 is only required if a special education survey course was not completed as part of the undergraduate program or another graduate program.		0-3
Total Hours		30-33

French or Spanish (P-12), Class AA

Code and Title		Hours
Required Courses:		
Required 3-hour course (see advisor)		3
Choose ONE option: OPTION1: CEE 687 and CEE 697 or OPTION 2: CSE 670 and CSE 693 or CSE 697		6
Foundations of Professional Studies:		
(Choose ONE of these SDE approved diversity courses.)		3
BEF 503	History Of Amer Educn	
BEF 507	Sociology Of Education	
BEF 534	Multicultural Education	
BEF 575	Found Educn Through Film	
BEF 607	Readings In Soc Of Ed	
BEF 650	Critical Race Theory In Educ	
BEF 667	Multicult Soc Ed Leadershp	
BEF 681	Ethics And Education	
Educational Research:		
BER 540 or	Statistical Methods In Educ	3
BER 631	Inqry As Interp: Qual I	
Teaching field courses in ONE foreign language (advisor approved, graduate level)		12
Additional Requirements:		
CIE 656	Sem For Language Eductn Resear	3
SPE 500 is only required if a special education survey course was not completed as part of the undergraduate program or another graduate program.		0-3
Total Hours		30-33

General Science (6-12), Class AA

Code and Title		Hours
Required Courses:		
CSE 665	Sec School Science	3
CSE 670	Res & Theory In Sec Ed	3
CSE 693 or	Advanced Workshop	3
CSE 697	Specialist Degree Res	
Foundations of Professional Studies:		
(Choose ONE of these SDE approved diversity courses.)		3
BEF 503	History Of Amer Educn	
BEF 507	Sociology Of Education	
BEF 534	Multicultural Education	
BEF 575	Found Educn Through Film	
BEF 607	Readings In Soc Of Ed	
BEF 650	Critical Race Theory In Educ	
BEF 667	Multicult Soc Ed Leadershp	
BEF 681	Ethics And Education	
Educational Research:		

Choose BER 540, BER 600, or BER 631.		3
Teaching field courses in at least two areas-BSC, PH, CH, or GEO (advisor approved, graduate level)		12
Additional Requirements:		
CIE 625	Res Sem Science Curriculum	3
CIE 620	Design Res Classrm Teach	3
SPE 500 is only required if a special education survey course was not completed as part of the undergraduate program or another graduate program.		0-3
Total Hours		33-36

General Social Science (6-12), Class AA

Code and Title		Hours
Required Courses:		
CSE 664	Sec Sch Social Science	3
CSE 670	Res & Theory In Sec Ed	3
CSE 693 or	Advanced Workshop	3
CSE 697	Specialist Degree Res	
Foundations of Professional Studies:		
(Choose ONE of these SDE approved diversity courses.)		3
BEF 503	History Of Amer Educn	
BEF 507	Sociology Of Education	
BEF 534	Multicultural Education	
BEF 575	Found Educn Through Film	
BEF 607	Readings In Soc Of Ed	
BEF 650	Critical Race Theory In Educ	
BEF 667	Multicult Soc Ed Leadershp	
BEF 681	Ethics And Education	
Educational Research:		
Choose BER 540, BER 600, or BER 631.		3
Teaching field courses in at least two areas-HY, SOC, PY, PSC, GY, or EC (advisor approved, graduate level)		12
Additional Requirements:		
CIE 626	Res Sem Social Studies Curricl	3
SPE 500 is only required if a special education survey course was not completed as part of the undergraduate program or another graduate program.		0-3
Total Hours		30-33

Geography (6-12), Class AA

Code and Title		Hours
Required Courses:		
CSE 664	Sec Sch Social Science	3
CSE 670	Res & Theory In Sec Ed	3
CSE 693 or	Advanced Workshop	3
CSE 697	Specialist Degree Res	
Foundations of Professional Studies:		
(Choose ONE of these SDE approved diversity courses.)		3
BEF 503	History Of Amer Educn	
BEF 507	Sociology Of Education	
BEF 534	Multicultural Education	
BEF 575	Found Educn Through Film	
BEF 607	Readings In Soc Of Ed	

BEF 650	Critical Race Theory In Educ	
BEF 667	Multicult Soc Ed Leadershp	
BEF 681	Ethics And Education	
Educational Research:		
Educational Research: Choose BER 540, BER 600, or BER 631.		3
Teaching field courses (advisor approved, graduate level)		12
Additional Requirements:		
CIE 626	Res Sem Social Studies Curricl	3
SPE 500	is only required if a special education survey course was not completed as part of the undergraduate program or another graduate program.	0-3
Total Hours		30-33

History (6-12), Class AA

Code and Title	Hours
Required Courses:	
CSE 664	Sec Sch Social Science 3
CSE 670	Res & Theory In Sec Ed 3
CSE 693 or CSE 697	Advanced Workshop Specialist Degree Res 3
Foundations of Professional Studies:	
(Choose ONE of these SDE approved diversity courses.) 3	
BEF 503	History Of Amer Educn
BEF 507	Sociology Of Education
BEF 534	Multicultural Education
BEF 575	Found Educn Through Film
BEF 607	Readings In Soc Of Ed
BEF 650	Critical Race Theory In Educ
BEF 667	Multicult Soc Ed Leadershp
BEF 681	Ethics And Education
Educational Research:	
Choose BER 540, BER 600, or BER 631. 3	
Teaching field courses (advisor approved, graduate level) 12	
Additional Requirements:	
CIE 626	Res Sem Social Studies Curricl 3
SPE 500	is only required if a special education survey course was not completed as part of the undergraduate program or another graduate program. 0-3
Total Hours 30-33	

Mathematics (6-12), Class AA

Code and Title	Hours
Required Courses:	
CSE 666	Sec School Mathematics 3
CSE 670	Res & Theory In Sec Ed 3
CIE 680	Sem In Math Educ Research 3
CSE 693 or CSE 697	Advanced Workshop Specialist Degree Res 3
Foundations of Professional Studies:	
(Choose ONE of these SDE approved diversity courses.) 3	
BEF 503	History Of Amer Educn
BEF 507	Sociology Of Education
BEF 534	Multicultural Education

BEF 575	Found Educn Through Film	
BEF 607	Readings In Soc Of Ed	
BEF 650	Critical Race Theory In Educ	
BEF 667	Multicult Soc Ed Leadershp	
BEF 681	Ethics And Education	
Educational Research:		
Choose two from BER 540, BER 600, and BER 631.		6
Teaching field courses (advisor approved, graduate level)		10-12
Additional Requirements:		
CSE 675	is required if CSE 575 was not completed in the MA program.	0-3
SPE 500	is required if a special education survey course was not completed as part of the undergraduate program or another graduate program.	0-3
Total Hours		31-39

Physics (6-12), Class AA

Code and Title	Hours	
Required Courses:		
CSE 665	Sec School Science 3	
CSE 670	Res & Theory In Sec Ed 3	
CSE 693 or CSE 697	Advanced Workshop Specialist Degree Res 3	
Foundations of Professional Studies:		
(Choose ONE of these SDE approved diversity courses.) 3		
BEF 503	History Of Amer Educn	
BEF 507	Sociology Of Education	
BEF 534	Multicultural Education	
BEF 575	Found Educn Through Film	
BEF 607	Readings In Soc Of Ed	
BEF 650	Critical Race Theory In Educ	
BEF 667	Multicult Soc Ed Leadershp	
BEF 681	Ethics And Education	
Educational Research:		
Choose BER 540, BER 600, or BER 631. 3		
Teaching field courses (advisor approved, graduate level)		12
Additional Requirements:		
CIE 620	Design Res Classrm Teach 3	
CIE 625	Res Sem Science Curriculum 3	
SPE 500 is required if a special education survey course was not completed as part of the undergraduate program or another graduate program. 0-3		
Total Hours 33-36		

Postsecondary Instruction

Graduate students in the EdS program who have an interest in teaching in postsecondary institutions may take advantage of the program's flexibility to acquire a maximum of 18 hours in cognate field courses. Students who have this option in mind should coordinate the program of study carefully with their advisors.

Secondary Education, MA

Traditional Class A and Alternative Class A certification programs in Secondary Education (6-12) are available in

- Biology
- Chemistry
- English for Speakers of Other Languages
- English Language Arts (comprehensive)
- Foreign Language (French, German, Latin, or Spanish)
- General Science (comprehensive)
- Geography
- History
- Mathematics
- Physics
- Social Science (comprehensive)

Also offered is a master's degree program leading to Class A certification as a Reading Specialist (P-12).

The Graduate Catalog is published annually. State-approved program checklists may be updated more frequently and are thus likely to provide the most up-to-date information about requirements. A current program checklist may be obtained from the program office in 204 Graves Hall. Students should consult their advisors each semester before registering.

Admission Requirements

Traditional Class A Programs

In addition to meeting admission requirements for the Graduate School and the College of Education, applicants must hold appropriate prior certification (or the approved equivalent). An entrance exam score (at least 300 on the GRE or the 50th percentile or above on the MAT) is needed for regular admission.

Admission requirements for the Graduate School (Admission Criteria) and the College of Education (General Admission (p. 501)) are detailed in earlier sections of this catalog.

See the Admission Criteria section of this catalog for more information.

Class A Certification

The Alabama State Board of Education grants Class A professional educator certification in Secondary Education (6-12) teaching fields and P-12 teaching fields. To be eligible, candidates must hold appropriate prerequisite certification and must complete all requirements for the MA degree in the chosen program as described in this catalog, including a comprehensive assessment, state assessments (if applicable), and the *Praxis* subject assessment(s). The extensive professional portfolio completed by candidates will be used as a comprehensive assessment in lieu of a comprehensive exam.

According to Alabama regulations, individuals admitted to a Class A program based on a professional educator certificate from another state must earn the prerequisite Alabama certification before applying for Alabama Class A (master's level) certification.

Degree Requirements

A minimum of 30 hours of course credit must be earned; see specific program checklists. The program of study must be planned with an advisor.

NOTE: The comprehensive fields of General Science, General Social Science, and English Language Arts require at least one course in two areas within the broader field as follows:

- English Language Arts must include courses from at least two of the following areas: EN, JN, COM, or TH
- General Science must include courses from at least two of the following areas: BSC, CH, PH, or GEO.
- General Social Science must include courses from at least two of the following areas: HY, SOC, PY, PSC, GY, or EC

Candidates moving from the comprehensive fields of general science or general social science to a single teaching field must earn passing scores on the appropriate *Praxis* subject assessment for certification in the single teaching field. For example, a student admitted with Class B General Science certification who completes teaching field coursework only in biology must earn a passing score on the *Praxis* for biology to earn Class A Biology certification. Individuals who intend to earn Class AA certification in a secondary education field must hold valid Class A certification in the same teaching field as the Class AA program.

Unless otherwise specified, these course listings apply to candidates having appropriate prior certification who begin this program at UA on June 1, 2017. Candidates earning graduate credit prior to this date may elect to utilize this program. Candidates must present a GPA of at least 3.25 on all courses in the program below, with no grade below a C.

Alternative Class A (Master's-Level), Nontraditional, Initial Teacher Certification Program

The department of Curriculum & Instruction offers Alternative Class A programs that do not require prior certification in a teaching field. These programs lead to Alabama Class A certification in Secondary Education (6-12) and are designed to allow individuals with undergraduate degrees in non-teaching fields to enter the field of education.

Admission

An entrance exam score (at least 300 on the GRE or the 50th percentile or above on the MAT) is needed for regular admission.

Admission requirements for the Graduate School (Admission Criteria) and the College of Education (General Admission (p. 501)) are detailed in earlier sections of this catalog.

See the Admission Criteria section of this catalog for more information.

Admission to an Alternative Class A program requires admission to the Graduate School and the completion of specified undergraduate prerequisite courses. For admission to the Alternative Class A (non-traditional) program in secondary education, applicants must meet the following requirements:

- **Transcript evaluation:** Applicants should contact the Office of Student Services & Certification for a transcript evaluation to determine prerequisite courses and other requirements.
- **Degree requirement:** An appropriate bachelor's degree from a regionally accredited institution with a minimum overall GPA of 2.75 OR a master's degree with a GPA of at least 3.0 is required.
- **Teaching Field:** For single teaching fields at the secondary level (6-12), applicants must have an academic content major (or the equivalent) in the teaching field OR passing scores on the appropriate *Praxis* subject assessment. For comprehensive teaching fields at the secondary level (English Language Arts, General Science, or

General Social Science), applicants must have an academic content major (or the equivalent) in the teaching field plus one course in each of the four areas of the teaching field OR passing scores on the appropriate Praxis subject assessment. For English for Speakers of Other Languages (P-12), applicants must have an academic content major (or the equivalent) in English or a foreign language OR passing scores on the appropriate Praxis subject assessment. The transcript evaluation will determine if an applicant meets the teaching field requirement.

- Fingerprinting/background clearance

Alternative Class A Certification

The Alabama State Board of Education grants Class A professional educator certification in Secondary Education (6-12) teaching fields and P-12 teaching fields. To be eligible, candidates must complete all requirements of the Alternative Class A program, including a comprehensive assessment, state assessments (if applicable), and the *Praxis* subject assessment(s). The extensive professional portfolio completed by candidates will be used as a comprehensive assessment in lieu of a comprehensive exam.

Alternative Class A Requirements

A minimum of 37 semester hours of specific graduate credit plus some undergraduate prerequisites are required for the certificate. The program of study must be planned with an advisor.

These course listings apply to candidates having completed a baccalaureate degree at a regionally accredited college or university who begin the program June 1, 2017 and thereafter. Candidates earning graduate credit prior to this date may elect to utilize this program. Candidates must present a GPA of at least 3.25 on all courses in the program below, with no grade below a C.

Postsecondary Instruction

Graduate students in the MA program who have an interest in teaching in postsecondary institutions may take advantage of the program's flexibility to acquire a maximum of 18 hours in cognate field courses. Students who have this option in mind should coordinate the program of study carefully with their advisors.

Concentrations for Traditional Class A Teaching Fields

General Social Sciences Concentration

Code and Title	Hours
Select 500 Level (or above) advisor-approved teaching field content courses	12
History	
Sociology	
Psychology	
Geography	
Economics	
Political Science	
Supporting Coursework	
CSE 564 Imprvg Soc Sci Instr	3
Advisor Approved Elective	3
Total Hours	18

Teaching Fields included in the General Social Sciences Concentration:

General Social Science (6-12), Traditional Class A

Code and Title	Hours
Required Courses:	
CSE 530 Mod Sec School Program	3
CSE 564 Imprvg Soc Sci Instr	3
Teaching field courses (graduate level HY, SOC, PY, PSC, GY or EC)*	12
Foundations of Professional Studies:	
(Choose one of these SDE approved diversity courses.)	3
BEF 503 History Of Amer Educn	
BEF 507 Sociology Of Education	
BEF 534 Multicultural Education	
BEF 575 Found Educn Through Film	
BEF 607 Readings In Soc Of Ed	
BEF 650 Critical Race Theory In Educ	
BEF 667 Multicult Soc Ed Leadershp	
BEF 681 Ethics And Education	
Educational Research:	
BER 500 Intro Educatn Research	3
Additional requirements/electives:	
CAT 531 Computer Based Instruction	3
Advisor approved elective	3
SPE 500 is only required if a survey of special education course was not taken as part of the undergraduate program or another graduate program.	0-3
Total Hours	30-33

Footnotes

- * Teaching field courses must include at least two fields (HY, SOC, PY, PSC, GY, or EC).

Geography (6-12), Traditional Class A

Code and Title	Hours
Required Courses:	
CSE 530 Mod Sec School Program	3
CSE 564 Imprvg Soc Sci Instr	3
Teaching field courses (graduate level, advisor approved)	12
Foundations of Professional Studies:	
(Choose one of these SDE approved diversity courses.)	3
BEF 503 History Of Amer Educn	
BEF 507 Sociology Of Education	
BEF 534 Multicultural Education	
BEF 575 Found Educn Through Film	
BEF 607 Readings In Soc Of Ed	
BEF 650 Critical Race Theory In Educ	
BEF 667 Multicult Soc Ed Leadershp	
BEF 681 Ethics And Education	
Educational Research:	
BER 500 Intro Educatn Research	3
Additional requirements/electives:	
CAT 531 Computer Based Instruction	3

Advisor approved elective	3
SPE 500 is only required if a survey of special education course was not taken as part of the undergraduate program or another graduate program.	0-3
Total Hours	30-33

History (6-12), Traditional Class A

Code and Title **Hours**

Required Courses:

CSE 530	Mod Sec School Program	3
CSE 564	Imprvg Soc Sci Instr	3

Teaching field courses (graduate level) **12**

Foundations of Professional Studies:

(Choose one of these SDE approved diversity courses.) **3**

BEF 503	History Of Amer Educn	
BEF 507	Sociology Of Education	
BEF 534	Multicultural Education	
BEF 575	Found Educn Through Film	
BEF 607	Readings In Soc Of Ed	
BEF 650	Critical Race Theory In Educ	
BEF 667	Multicult Soc Ed Leadershp	
BEF 681	Ethics And Education	

Educational Research:

BER 500	Intro Educatn Research	3
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Additional requirements/electives:

CAT 531	Computer Based Instruction	3
Advisor approved elective		3
SPE 500 is only required if a survey of special education course was not taken as part of the undergraduate program or another graduate program.		0-3

Total Hours **30-33**

English Language Arts Concentration

English Language Arts Concentration **Hours**

Select 500 Level or above Courses in Two Disciplines **12**

English	
Journalism	
Creative Media	
Communication Studies	
Theatre	

Supporting Coursework

CSE 563	Improvng English Instr	3
Advisor Approved Elective		3

Total Hours **18**

Teaching Fields included in the English Language Arts Concentration:

English Language Arts (6-12), Traditional Class A

Code and Title **Hours**

Required Courses:

CSE 530	Mod Sec School Program	3
CSE 563	Improvng English Instr	3

Teaching field courses (graduate level EN, JCM, COM or TH) * **12**

Foundations of Professional Studies:

(Choose ONE of these SDE approved diversity courses.) **3**

BEF 503	History Of Amer Educn	
BEF 507	Sociology Of Education	
BEF 534	Multicultural Education	
BEF 575	Found Educn Through Film	
BEF 607	Readings In Soc Of Ed	
BEF 650	Critical Race Theory In Educ	
BEF 667	Multicult Soc Ed Leadershp	
BEF 681	Ethics And Education	

Educational Research:

BER 500	Intro Educatn Research	3
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Additional requirements/electives:

CAT 531	Computer Based Instruction	3
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Advisor approved elective **3**

SPE 500 is only required if a survey of special education course was not taken as part of the undergraduate program or another graduate program. **0-3**

Total Hours **30-33**

Footnotes

* Teaching field courses must include at least two fields (EN, JCM, COM or TH)

Mathematics Concentration

Code and Title **Hours**

Select 500 Level or above Course in Math **10-12**

Math

Supporting Coursework

CIE 560	Principles Math Ed Equity Acces	3
CSE 566	Princpls MathEd: Tech/Lrn/Cur	3
CSE 575	Principles Math: Tech/Assess	3

Total Hours **19-21**

Teaching Fields included in the Mathematics Concentration:

Mathematics (6-12), Traditional Class A

Code and Title **Hours**

Required Courses:

CSE 530	Mod Sec School Program	3
CSE 566	Princpls MathEd: Tech/Lrn/Cur	3
CSE 575	Principles Math: Tech/Assess	3

Teaching field courses (graduate level, advisor approved) **10-12**

Foundations of Professional Studies:

(Choose one of these SDE approved diversity courses.) **3**

BEF 503	History Of Amer Educn	
BEF 507	Sociology Of Education	
BEF 534	Multicultural Education	
BEF 575	Found Educn Through Film	
BEF 607	Readings In Soc Of Ed	
BEF 650	Critical Race Theory In Educ	
BEF 667	Multicult Soc Ed Leadershp	
BEF 681	Ethics And Education	

Educational Research:		
BER 500	Intro Educatn Research	3
Additional requirements/electives:		
CIE 560	Principles Math Ed Equity Acces	3
CAT 531 or advisor approved tech		3
SPE 500 is only required if a survey of special education course was not taken as part of the undergraduate program or another graduate program.		0-3
Total Hours		31-36

General Science Concentration

Code and Title	Hours
Select 500 level (or above) advisor-approved teaching field content courses	12
Biological Sciences	
Chemistry	
Physics	
Geology	
Supporting Coursework	
CSE 576	Improving Science Teaching 3
CSE 565	Improv Science Instr 3
Total Hours	18

Teaching Fields included in the General Science Concentration:

General Science (6-12), Traditional Class A

Code and Title	Hours
Required Courses:	
CSE 530	Mod Sec School Program 3
CSE 576	Improving Science Teaching 3
CSE 565	Improv Science Instr 3
Teaching field courses (graduate level BSC, CH, PH, or GEO) *	12
Foundations of Professional Studies:	
(Choose one of these SDE approved diversity courses.)	3
BEF 503	History Of Amer Educn
BEF 507	Sociology Of Education
BEF 534	Multicultural Education
BEF 575	Found Educn Through Film
BEF 607	Readings In Soc Of Ed
BEF 650	Critical Race Theory In Educ
BEF 667	Multicult Soc Ed Leadershp
BEF 681	Ethics And Education
Educational Research:	
BER 500 or CSE 595	Intro Educatn Research Practicum 3
Additional requirements:	
CAT 531	Computer Based Instruction 3
SPE 500 is only required if a survey of special education course was not taken as part of the undergraduate program or another graduate program.	0-3
Total Hours	30-33

Footnotes

* Teaching field courses must include at least two fields (BSC, CH, PH, or GEO).

Biology (6-12), Traditional Class A

Code and Title	Hours
Required courses:	
CSE 530	Mod Sec School Program 3
CSE 576	Improving Science Teaching 3
CSE 565	Improv Science Instr 3
Teaching field courses (graduate level)	12
Foundations of Professional Studies:	
(Choose ONE of these SDE approved diversity courses.)	3
BEF 503	History Of Amer Educn
BEF 507	Sociology Of Education
BEF 534	Multicultural Education
BEF 575	Found Educn Through Film
BEF 607	Readings In Soc Of Ed
BEF 650	Critical Race Theory In Educ
BEF 667	Multicult Soc Ed Leadershp
BEF 681	Ethics And Education
Educational Research:	
BER 500	Intro Educatn Research 3
Additional requirements:	
CAT 531	Computer Based Instruction 3
SPE 500 is only required if a survey of special education course was not taken as part of the undergraduate program or another graduate program.	0-3
Total Hours	30-33

Chemistry (6-12), Traditional Class A

Code and Title	Hours
Required courses:	
CSE 530	Mod Sec School Program 3
CSE 576	Improving Science Teaching 3
CSE 565	Improv Science Instr 3
Teaching field courses (graduate level, advisor approved)	12
Foundations of Professional Studies:	
(Choose ONE of these SDE approved diversity courses.)	3
BEF 503	History Of Amer Educn
BEF 507	Sociology Of Education
BEF 534	Multicultural Education
BEF 575	Found Educn Through Film
BEF 607	Readings In Soc Of Ed
BEF 650	Critical Race Theory In Educ
BEF 667	Multicult Soc Ed Leadershp
BEF 681	Ethics And Education
Educational Research:	
BER 500 or CSE 595	Intro Educatn Research Practicum 3
Additional requirements:	
CAT 531	Computer Based Instruction 3

SPE 500 is only required if a survey of special education course was not taken as part of the undergraduate program or another graduate program. 0-3

Total Hours 30-33

Physics (6-12), Traditional Class A

Code and Title Hours

Required courses:

CSE 530 Mod Sec School Program 3

CSE 576 Improving Science Teaching 3

CSE 565 Improvg Science Instr 3

Teaching field courses (graduate level, advisor approved) 12

Foundations of Professional Studies:

(Choose one of these SDE approved diversity courses.) 3

BEF 503 History Of Amer Educn

BEF 507 Sociology Of Education

BEF 534 Multicultural Education

BEF 575 Found Educn Through Film

BEF 607 Readings In Soc Of Ed

BEF 650 Critical Race Theory In Educ

BEF 667 Multicult Soc Ed Leadershp

BEF 681 Ethics And Education

Educational Research:

BER 500 or Intro Educatn Research 3

CSE 595 Practicum

Additional requirements:

CAT 531 Computer Based Instruction 3

SPE 500 is only required if a survey of special education course was not taken as part of the undergraduate program or another graduate program. 0-3

Total Hours 30-33

Additional Teaching Fields and Overseas Program

Biology (6-12), Alternative Class A

Code and Title Hours

Curriculum and Teaching:

CSE 565 Improvg Science Instr 3

CSE 592 Field Work 3

CSE 586 Teach Sec School Science 3

Teaching field courses (advisor approved, graduate level) 12

Professional Studies:

BEF 510 Phil Hist Socl Founds Ed * 3

Evaluation of Teaching and Learning:

BER 550 Eval Classroom Learning 3

Literacy:

CRD 512 Impr Read Second Schools 3

Special Education coursework:

SPE 500 is required if SPE 300 was not completed prior to unconditional admission. 0-3

Full-time Internship:

CSE 597 Internship 6

EDU 500 Internship Seminar 1

Total Hours 37-40

Footnotes

* SDE approved diversity course

Chemistry (6-12), Alternative Class A

Code and Title Hours

Curriculum and Teaching:

CSE 565 Improvg Science Instr 3

CSE 592 Field Work 3

CSE 586 Teach Sec School Science 3

Teaching field courses (advisor approved, graduate level) 12

Professional Studies:

BEF 510 Phil Hist Socl Founds Ed * 3

Evaluation of Teaching and Learning:

BER 550 Eval Classroom Learning 3

Literacy:

CRD 512 Impr Read Second Schools 3

Special Education coursework:

SPE 500 is required if SPE 300 was not completed prior to unconditional admission. 0-3

Full-time Internship:

CSE 597 Internship 6

EDU 500 Internship Seminar 1

Total Hours 37-40

Footnotes

* SDE approved diversity course

English for Speakers of Other Languages (P-12), Traditional Class A

Code and Title Hours

Required Courses:

CIE 582 Dev Util Instr Matrls 3

Foundations of Professional Studies:

BEF 534 Multicultural Education * 3

Technology:

CAT 531 Computer Based Instruction 3

Educational Research:

CIE 578 Second Lang Test Assess Evaln 3

Teaching Field:

CIE 579 Tch English For Lang Prog/Pol 3

CIE 576 Linguistics Classroom Teachers * 3

CIE 577 Second Language Acquisition * 3

Choose ONE from CRD 510 or CRD 511 or CEE 565 or CSE 555 3

Internship:

CIE 597 Elementary/Secondary Internsh 6

Additional Requirements:

SPE 500 is only required if a special education survey course was not part of the undergraduate program or another graduate program. 0-3

Total Hours 30-33

Footnotes

* SDE approved diversity course

English for Speakers of Other Languages (P-12), Alternative Class A

Code and Title	Hours
Curriculum and Teaching:	
CIE 579 Tch English For Lang Prog/Pol	3
CIE 562 Tesol: Basic Methods	3
CIE 582 Dev Util Instr Matrls	3
Teaching Field:	
CIE 576 Linguistics Classroom Teachers	3
CIE 577 Second Language Acquisition	3
CIE 592 Field Work	3
Summer Block in Cultural and Linguistic Immersion: Choose CIE 594 via Summer FL Study Abroad OR one advisor approved graduate course providing immersion in a foreign language and/or culture.	3
Professional Studies:	
BEF 510 Phil Hist Socl Founds Ed *	3
Evaluation of Teaching and Learning:	
CIE 578 Second Lang Test Assess Evaln	3
Literacy:	
CRD 512 Impr Read Second Schools	3
Special Education coursework:	
SPE 500 is required unless SPE 300 was completed prior to unconditional admission to this program.	0-3
Full-time Internship:	
CIE 597 Elementary/Secondary Internsh	6
EDU 500 Internship Seminar	1
Total Hours	37-40

Footnotes

* SDE approved diversity course

English Language Arts (6-12), Alternative Class A

Code and Title	Hours
Curriculum and Teaching:	
CSE 579 Teach Sec School English	3
CSE 592 Field Work	3
CSE 563 Improvg English Instr	3
Teaching field courses (graduate level EN, JCM, COM, or TH) **	12
Professional Studies:	
BEF 510 Phil Hist Socl Founds Ed *	3
Evaluation of Teaching and Learning:	
BER 550 Eval Classroom Learning	3
Literacy:	
CRD 512 Impr Read Second Schools	3
Special Education coursework:	
SPE 500 is required if SPE 300 was not completed prior to unconditional admission.	0-3
Full-time Internship:	

CSE 597 Internship	6
EDU 500 Internship Seminar	1
Total Hours	37-40

Footnotes

* SDE approved diversity course

** Teaching field courses must include at least two fields (EN, JCM, COM, or TH).

French, German, Latin, OR Spanish (6-12), Traditional Class A

Code and Title	Hours
Required Courses:	
CSE 530 Mod Sec School Program	3
CIE 567 Improv Foreign Lang Instruct	3
Teaching field courses in one foreign language (advisor approved, graduate level)	12
Foundations of Professional Studies:	
(Choose BEF 534 or ONE advisor-approved course from these SDE approved diversity courses.)	3
BEF 534 Multicultural Education	
BEF 503 History Of Amer Educn	
BEF 507 Sociology Of Education	
BEF 575 Found Educn Through Film	
BEF 607 Readings In Soc Of Ed	
BEF 650 Critical Race Theory In Educ	
BEF 667 Multicult Soc Ed Leadership	
BEF 681 Ethics And Education	
Educational Research:	
CIE 578 or BER 500 Second Lang Test Assess Evaln Intro Educatn Research	3
Additional requirements/electives:	
CAT 531 Computer Based Instruction	3
Advisor-approved elective	3
SPE 500 is only required if a special education survey course as not part of the undergraduate program or another graduate program.	0-3
Total Hours	30-33

French, German, Latin, OR Spanish (6-12)-Alternative Class A

Code and Title	Hours
Curriculum and Teaching:	
CIE 567 Improv Foreign Lang Instruct	3
CIE 580 Teaching Foreign Languages *	3
CIE 592 Field Work *	3
Teaching field courses in ONE foreign language (advisor approved, graduate level) ***	12
Foundations of Professional Studies:	
BEF 510 Phil Hist Socl Founds Ed **	3
Evaluation of Teaching and Learning:	
CIE 578 Second Lang Test Assess Evaln	3
Literacy:	

CRD 512	Impr Read Second Schools	3
Special Education coursework:		
SPE 500 is required if SPE 300 was not completed prior to unconditional admission.		0-3
Full-time Internship:		
CSE 597	Internship	6
EDU 500	Internship Seminar	1
Total Hours		37-40

Footnotes

- * CIE 580 and CSE 592 must be taken concurrently.
 ** SDE approved diversity course
 *** At least 3 hours in the teaching field must be in foreign language study abroad or advisor-approved graduate course in foreign language and/or foreign culture.

French, German, Latin, OR Spanish (P-12), Traditional Class A

Code and Title	Hours
Required Courses:	
CEE 574	Guid Early Chld/Elem Pupil Lea 3
CSE 530	Mod Sec School Program 3
CIE 567	Improv Foreign Lang Instruct 3
CIE 578	Second Lang Test Assess Evaln 3
Teaching field courses in ONE foreign language (advisor approved, graduate level) 12	
Foundations of Professional Studies:	
(Choose BEF 534 or ONE advisor-approved course from these SDE approved diversity courses.) 3	
BEF 534	Multicultural Education
BEF 503	History Of Amer Educn
BEF 507	Sociology Of Education
BEF 575	Found Educn Through Film
BEF 607	Readings In Soc Of Ed
BEF 650	Critical Race Theory In Educ
BEF 667	Multicult Soc Ed Leadership
BEF 681	Ethics And Education
Additional requirements:	
CAT 531	Computer Based Instruction 3
SPE 500 is only required if a special education survey course as not part of the undergraduate program or another graduate program. 0-3	
Total Hours 30-33	

French, German, Latin, OR Spanish (P-12)-Alternative Class A

Code and Title	Hours
Curriculum and Teaching:	
CIE 567	Improv Foreign Lang Instruct 3
CIE 580	Teaching Foreign Languages * 3
CIE 592	Field Work * 3
Teaching field courses in ONE foreign language (advisor approved, graduate level) *** 12	

Foundations of Professional Studies:		
BEF 510	Phil Hist Socl Found Ed **	3
Evaluation of Teaching and Learning:		
CIE 578	Second Lang Test Assess Evaln	3
Literacy:		
CRD 512	Impr Read Second Schools	3
Special Education coursework:		
SPE 500 is required if SPE 300 was not completed prior to unconditional admission.		0-3
Full-time Internship:		
CIE 597	Elementary/Secondary Internsh	6
EDU 500	Internship Seminar	1
Total Hours		37-40

Footnotes

- * CIE 580 and CSE 592 must be taken concurrently.
 ** SDE approved diversity course
 *** At least 3 hours in the teaching field must be in foreign language study abroad or advisor-approved graduate course in foreign language and/or foreign culture.

General Science (6-12), Alternative Class A

Code and Title	Hours
Curriculum and Teaching:	
CSE 565	Improv Science Instr 3
CSE 586	Teach Sec School Science 3
CSE 592	Field Work 3
Teaching field courses (advisor approved, graduate level BSC, CH, PH, or GEO) ** 12	
Professional Studies:	
BEF 510	Phil Hist Socl Found Ed * 3
Evaluation of Teaching and Learning:	
BER 550	Eval Classroom Learning 3
Literacy:	
CRD 512	Impr Read Second Schools 3
Special Education coursework:	
SPE 500 is required unless SPE 300 was completed prior to unconditional admission. 0-3	
Full-time Internship:	
CSE 597	Internship 6
EDU 500	Internship Seminar 1
Total Hours 37-40	

Footnotes

- * SDE approved diversity course
 ** Teaching field courses must include at least two fields (BSC, CH, PH, or GEO).

General Social Science (6-12), Alternative Class A

Code and Title	Hours
Curriculum and Teaching:	
CSE 587	Teach Sec School Soc Sci 3

CSE 592	Field Work	3
CSE 564	Imprvg Soc Sci Instr	3
CSE 585	Inquiry in Social Studies	3
Teaching field courses (advisor approved, graduate level) **		12
Professional Studies:		
BEF 510	Phil Hist Socl Founds Ed *	3
Evaluation of Teaching and Learning:		
BER 550	Eval Classroom Learning	3
Literacy:		
CRD 512	Impr Read Second Schools	3
Special Education coursework:		
SPE 500 is required if SPE 300 was not completed prior to unconditional admission.		0-3
Full-time internship:		
CSE 597	Internship	6
EDU 500	Internship Seminar	1
Total Hours		40-43

Footnotes

* SDE approved diversity course

** Teaching field courses must include at least two fields.

Geography (6-12), Alternative Class A

Code and Title	Hours
Curriculum and Teaching:	
CSE 587	Teach Sec School Soc Sci 3
CSE 592	Field Work 3
CSE 564	Imprvg Soc Sci Instr 3
CSE 585	Inquiry in Social Studies 3
Teaching field courses (advisor approved, graduate level) 12	
Professional Studies:	
BEF 510	Phil Hist Socl Founds Ed * 3
Evaluation of Teaching and Learning:	
BER 550	Eval Classroom Learning 3
Literacy:	
CRD 512	Impr Read Second Schools 3
Special Education coursework:	
SPE 500 is required if SPE 300 was not completed prior to unconditional admission. 0-3	
Full-time Internship:	
CSE 597	Internship 6
EDU 500	Internship Seminar 1
Total Hours 40-43	

Footnotes

* SDE approved diversity course

History (6-12), Alternative Class A

Code and Title	Hours
Curriculum and Teaching:	
CSE 587	Teach Sec School Soc Sci 3
CSE 592	Field Work 3
CSE 564	Imprvg Soc Sci Instr 3
CSE 585	Inquiry in Social Studies 3

Teaching field courses (advisor approved, graduate level) 12	
Professional Studies:	
BEF 510	Phil Hist Socl Founds Ed * 3
Evaluation of Teaching and Learning:	
BER 550	Eval Classroom Learning 3
Literacy:	
CRD 512	Impr Read Second Schools 3
Special Education coursework:	
SPE 500 is required if SPE 300 was not completed prior to unconditional admission. 0-3	
Full-time Internship:	
CSE 597	Internship 6
EDU 500	Internship Seminar 1
Total Hours 40-43	

Footnotes

* SDE approved diversity course

Mathematics (6-12), Alternative Class A

Code and Title	Hours
Curriculum and Teaching:	
CSE 583	Teach Sec School Math 3
CSE 592	Field Work 3
CSE 566	Princpls MathEd: Tech/Lrn/Cur 3
Teaching field courses (advisor approved, graduate level) 12	
Professional Studies:	
BEF 510	Phil Hist Socl Founds Ed * 3
Evaluation of Teaching and Learning:	
BER 550	Eval Classroom Learning 3
Literacy:	
CRD 512	Impr Read Second Schools 3
Special Education coursework:	
SPE 500 is required if SPE 300 was not completed prior to unconditional admission. 0-3	
Full-time Internship:	
CSE 597	Internship 6
EDU 500	Internship Seminar 1
Total Hours 37-40	

Footnotes

* SDE approved diversity course

Physics (6-12), Alternative Class A

Code and Title	Hours
Curriculum and Teaching:	
CSE 565	Imprvg Science Instr 3
CSE 592	Field Work 3
CSE 586	Teach Sec School Science 3
Teaching field courses (advisor approved, graduate level) 12	
Professional Studies:	
BEF 510	Phil Hist Socl Founds Ed * 3
Evaluation of Teaching and Learning:	
BER 550	Eval Classroom Learning 3
Literacy:	

CRD 512	Impr Read Second Schools	3
Special Education coursework:		
SPE 500 is required if SPE 300 was not completed prior to unconditional admission.		0-3
Full-time Internship:		
CSE 597	Internship	6
EDU 500	Internship Seminar	1
Total Hours		37-40

Footnotes

* SDE approved diversity course

Reading Specialist (P-12)*, Traditional Class A

Reading Specialist (P-12), Traditional Class A		Hours
Foundations of Professional Studies:		
CIE 577	Second Language Acquisition **	3
Instructional Support Area:		
CRD 510	Expanding Reading	3
CRD 511	Begin Rding Pre-K-Prim Grades	3
CRD 590	Seminar In Literacy Coaching	3
CRD 654	Re-envisioning Reading	3
Educational Research:		
BER 500 or	Intro Educatn Research	3
BER 550	Eval Classroom Learning	
or advisor-approved research course		
Internship and Practicum:		
CRD 593	Practicum in Literacy Coaching	3
CRD 595	Practicum In Reading	3
CRD 695	Adv Practicum Readg Education	3
CRD 696	Adv Reading Specialist Practic	3
Additional requirements:		
SPE 500 is only required if a special education survey course was not part of the undergraduate program or another graduate program.		0-3
Total Hours		30-33

Footnotes

* Admission to Reading Specialist (P-12) requires two full years of full-time teaching experience. The Praxis for Teaching Reading is also required for applicants who hold the prerequisite certification *in an area other than* Early Childhood, Elementary, or Collaborative (K-6).

** SDE approved diversity course

Non-Certification Overseas Program for Secondary Education, MA

This is a non-certification program offered only to overseas students. Completion of this program does not lead to professional educator licensure or certification.

Admission Requirements

An entrance exam score (at least 300 on the GRE or the 50th percentile or above on the MAT) is needed for regular admission.

Admission requirements for the Graduate School (Admission Criteria) and the College of Education (General Admission (p. 501)) are detailed in earlier sections of this catalog.

Degree Requirements

A minimum of 30 hours of course credit must be earned, and a comprehensive assessment must be successfully completed. Candidates must present a GPA of at least 3.25 on all courses in the program, with no grade below a C.

Overseas Program Course Requirements Hours

Group I: Secondary Education Courses		
AREA 1. Required Courses. Students select ONE course from the following:		3
CSE 530	Mod Sec School Program	
CSE 532	Secondary Sch Curric	
AREA 2. Program Specifics. Students select FIVE courses from the following—OR select three or four courses from Program Specifics plus 6 or 3 hours of graduate credit courses* in the student's subject field.		15
CSE 563	Imprvg English Instr	
CSE 564	Imprvg Soc Sci Instr	
CSE 565	Imprvg Science Instr	
CSE 566	Prncpls MathEd: Tech/Lrn/Cur	
CRD 512	Impr Read Second Schools	
CIE 577	Second Language Acquisition	
AREA 3. Educational Research		
BER 500	Intro Educatn Research	3
Credit Hours Subtotal:		21
Group II: Electives		
Students select THREE courses from the list below. Students may also choose courses not taken from the Group I list above or courses specifically approved by the Office of International Programs.		9
BEF 503	History Of Amer Educn	
BER 550	Eval Classroom Learning	
CAT 531	Computer Based Instruction	
CIE 562	Tesol: Basic Methods	
CIE 576	Linguistics Classroom Teachers	
CSE 555	Adolescent Literature	
CSE 594	Problems	
CRD 511	Begin Rding Pre-K-Prim Grades	
SPE 500	Intro Exc Childr/Youth	
SPE 592	Adv Academc Methods Sec	
Total Hours		30

Footnotes

* Courses must have a graduate-level equivalent at The University of Alabama, be part of the curriculum in a graduate degree program, and be from a regionally accredited institution. Students must secure permission to enroll in transfer courses prior to enrolling in those courses.

Secondary Education, Ph.D.

The PhD in secondary education primarily designed for students who intend to become researchers, usually in a higher education setting.

Normally, three years of teaching experience is a qualifying consideration for admission into the PhD program.

Admission Requirements:

To be considered for regular admission, applicants must present a GPA of 3.0 on a 4.0 scale and a GRE score of 300 or higher. Three years of teaching are also required.

Degree Requirements:

- major field coursework (CSE/CIE/CRD), 24 hours
- minor field coursework (relevant to content/discipline/subject specific/teaching field), 24 hours
- research coursework, 15 hours (minimum)
- foundations of professional studies, 12 hours
- dissertation research, 24 hours (minimum)

A list of courses that fulfill these requirements may be obtained from the departmental office in Graves Hall.

The *Graduate Catalog* is published annually. Students should obtain the most recent program requirements from their program advisors.

See the Admission Criteria section of this catalog for more information.

Certificate in Literacy Research, Theory, and Pedagogy

The Certificate in Literacy Research, Theory, and Pedagogy provides educators with the expertise to address the local/state/national concerns of literacy levels.

NOTE: This certificate is not a credential for teacher certification/licensure.

Special Certificate Admission

All applicants apply to the program through the Graduate School website.

The application will include the requested materials, including a Statement of Purpose focusing on the student's goals in pursuing a Literacy Education Certificate. Applicants also submit a writing sample directly to the department for faculty consideration when the faculty review the Graduate School certificate program application.

General Requirements:

- The prerequisite for this Certificate is that students have a Master's degree in education (or a related field) from the University of Alabama or another institution OR are enrolled in a doctoral program on campus and be accepted to the Literacy Research, Theory and Pedagogy Certificate Program by the Graduate School and departmental faculty.
- Applications will consist of evidence of having a Master's degree, a statement of purpose, and writing sample.
- Minimum Required Hours: 15

Course Requirements

Code and Title	Hours
Select 12 hours from the following:	12
CSE 690 Advanced Seminar	
CEE 690 Advanced Seminar	
CRD 690 Advanced Seminar Crd	
CIE 627 Second Language Literacy	
CIE 606 New Literacies	
CIE 609 Discourse & Pedagogy	

CRD 653 Literacy Foundations P-12	
Choose ONE of the following electives	3
CIE 610 Effective Teaching	
CIE 620 Design Res Classrm Teach	
CIE 640 Sem Teachr Educ Program	
CIE 645 Prof Cont: Tchng & Lrning Com	
CIE 660 Cognitive Perspectives	
CIE 670 Critical Inquiry Curric Pedago	
Total Hours	15

- Transfer credit will not be accepted.
- Time limit of six (6) years.
- Conferred by The University of Alabama. *This certificate is not a credential for teacher certification/licensure.*
- *Coursework from this certificate program cannot be used to meet requirements for any other academic program.*

Department of Educational Leadership, Policy, and Technology Studies

The department offers Class A and Class AA certification programs in educational leadership; master's degrees in educational leadership, higher education administration, and instructional technology; EdS degrees in educational leadership; and EdD and PhD degrees in educational leadership, higher education administration, and instructional leadership. Within the Instructional Leadership doctorates, students may pursue concentrations in Nurse Education (EdD), Instructional Technology (PhD) or Social and Cultural Studies in Education (PhD). The department provides learning opportunities for educators who hold or aspire to leadership responsibilities in educational settings. Courses are designed to provide students with technical, interpersonal, and conceptual skills essential to theory and practice.

- Majors
 - Educational Leadership, MA (p. 544)
 - Educational Leadership, EdS (p. 541)
 - Educational Leadership, EdD (p. 538)
 - Educational Leadership, PhD (p. 537)
 - Higher Education Administration, MA (p. 545)
 - Higher Education Administration, EdD (p. 545)
 - Higher Education Administration, PhD (p. 546)
 - Instructional Leadership, EdD (p. 547)
 - Instructional Leadership, PhD (p. 548)
 - Instructional Technology, MA (p. 549)
- Graduate Certificates
 - College Teaching (p. 537)
 - Instructional Technology (p. 549)
 - Social and Cultural Studies (p. 550)

Educational Leadership

Degrees offered by the Educational Leadership Program include the MA, EdS, EdD, and PhD. In addition, study options are available to provide eligibility for both Class A and Class AA certification. Admission and degree requirements for the Graduate School, the College of Education, and the ELPTS department are detailed in earlier sections of this catalog.

Instructional Leadership

The Instructional Leadership Program is dedicated to the advancement of knowledge, the improvement of professional practice, and service to learning communities. We develop future scholars, researchers, and instructional leaders for schools, colleges, and other learning institutions. Our work is guided by the principles of reflective practice, professional growth, individual responsibility, the pursuit of social justice, an ethic of caring, and a commitment to the communities we serve.

Higher Education Administration

The Higher Education Administration Program is exclusively graduate-level. Through its varied course offerings and structured learning experiences, it meaningfully serves a broad clientele, especially current and future administrators of two- and four-year colleges and universities. Course offerings are designed primarily to train, sensitize, and broaden the information base of administrators and personnel already affiliated with institutions of higher learning, and to prepare others for employment with institutions of higher learning in Alabama, the Southeast, and the nation. The program offerings also complement other courses of study undertaken by graduate students pursuing other majors within the area, the College, and the University. The program in higher education administration offers the following degrees: the MA, EdD, and PhD.

Computers and Applied Technology

The Computers and Applied Technology Program provides supporting coursework in computer technology for students throughout the College.

Department Head

- Frankie Santos Laanan

Professors

- Natalie Adams
- Angela Benson
- Nathaniel James Bray
- Nirmala Erevelles
- Peter S. Hlebowitsh
- Karri Holley
- Bob L. Johnson
- Stephen G. Katsinas
- Frankie Santos Laanan
- Claire Howell Major
- Douglas McKnight
- John Petrovic
- Stephen Tomlinson
- Vivian Wright

Associate professors

- Becky Atkinson
- Andre R. Denham
- David Hardy
- Roxanne Mitchell
- Margaret L. Rice
- Jing Ping Sun

Assistant professors

- Bryan Mann
- Steve Mobley, Jr.
- Krystal Williams

Clinical associate professors

- Arleene Breaux
- Brenda Mendiola

Clinical assistant professors

- William Bergeron
- Yvette Bynum

Educational Leadership

AEL520 Leadership for Communities

Hours 3

A study of individual and group leadership skills for purpose of addressing issues that impact student learning, engaging families in decisions at the school and district levels and building community support for schools.

Prerequisite(s): SPE 300 or SPE 500

AEL521 Leadership for Improvement

Hours 3

Prepares prospective educational administrators for grade P-12 to provide the instructional leadership for continuous improvement of schools. Focuses on knowledge and understanding about learning methods and strategies for program planning, design, implementation and evaluation.

Prerequisite(s): SPE 300 or SPE 500

AEL522 Teaching and Learning

Hours 3

Places emphasis on developing the school leader's knowledge of teaching and learning and her/his abilities to lead, coach, participate in and enhance teacher dialogue about student learning.

Prerequisite(s): SPE 300 or SPE 500

AEL523 Human Resource Development

Hours 3

Basic concepts of effective supervision, including supervisory roles and functions, communicative interaction and formative and summative strategies for improving instruction.

Prerequisite(s): SPE 300 or SPE 500

AEL524 Ethics and Law

Hours 3

A study of ethics and law as it relates to the educational leader's role as the first citizen of the school/district community.

Prerequisite(s): SPE 300 or SPE 500

AEL525 Management

Hours 3

A study of theories, principles and practices of managing an educational organization. Emphasis will be on the practical management of the local school.

Prerequisite(s): SPE 300 or SPE 500

AEL526 Data Informed Decision Making

Hours 3

Uses school based data as a vehicle to illustrate the applicability of decision making models in the resolution of school problems.

Prerequisite(s): SPE 300 or SPE 500

AEL527 Internship in Educ Leadership

Hours 1.5

Applies theory, knowledge and skills in meaningful and practical experiences in actual school settings. Students are required to complete two semesters of internship for a total of 3 hours credit.

Prerequisite(s): SPE 300 or SPE 500

AEL530 Introduction to Educational Leadership

Hours 3

This course is an introduction to leadership theory and practice. It focuses on both individual and group leadership skills and how they are used to affect student learning and the engagement of the broader learning community. The collaborative development of a school's mission and the examination of the critical issues that school leaders commonly face will be examined.

AEL531 Evidence-based Decision Making

Hours 3

This course uses school performance data to illustrate the applicability of decision-making models for the resolution of school-based problems.

AEL532 Supervision and Mentoring

Hours 3

This course examines strategic approaches to instructional leadership, supervision and mentoring. The focus of the course centers on the knowledge base, the interpersonal and technical skills, as well as the mentoring proficiencies that is required of an instructional leader.

AEL533 Management and Strategic Planning

Hours 3

This course is a study of the theories, principles, and practices of managing an educational organization with an emphasis on the practical management of the local school. It addresses the role that instructional leaders play in advancing student learning through the effective, efficient, and equitable utilization of resources.

AEL534 Leadership and Organizational Theory

Hours 3

This course focuses on the analysis of concepts and issues related to the organization and administration of the school. The course is a general introduction to the study of educational administration that puts a focus on key leadership skills.

AEL535 Leadership of Curriculum and Instruction

Hours 3

This course is designed to prepare prospective educational administrators in the area of curriculum and instruction. The course focuses on research insights related to teaching and learning as well as on key principles and concepts for curriculum design, curriculum implementation and curriculum evaluation.

AEL608 Educ Fin Theory/Pract

Hours 3

A study of litigation, legislation, and implementation of public-school finance programs in the 50 states. Concentrates on four aspects of equity: resource equity, input equity, output equity, and tax equity.

AEL612 Instruc Supv Mentor Trng

Hours 3

A comprehensive critical examination of advanced philosophy, theory, and research of instructional supervision, including an interdisciplinary focus on forces impinging upon instruction. Implications of these findings for individual and group development and the improvement of instruction and the instructional environment are emphasized.

AEL618 Adv Educational Law

Hours 3

Emphasizes original legal research by the student. After reviewing general principles of educational law, each student selects a topic for intense research. With the instructor's assistance, each student will prepare a publishable article on some area of educational law. Proper use of legal notations, forms, and research methods is stressed.

AEL619 Politics Of Education

Hours 3

Study of politics as it relates to educational decision making, with emphasis on political theory, history of politics in education, and the legislative process. Offered once during the academic year.

AEL630 School Partnerships

Hours 3

This advanced course examines basic principles, strategies, and components of school and community partnerships and the obstacles to forging effective and successful partnerships from a solid theoretical foundation in community sociology and its relationship to school reform. In addition, it analyzes how social and cultural differences impact the ways in which business, schools, families/parents, and communities interact, relate, and conflict.

AEL631 Strategic Leadership

Hours 3

Application of Leadership theories to district level leadership practice, with an emphasis on strategies and tactics for planning. Includes field experience.

AEL632 Leading Learning Through the Curriculum

Hours 3

Knowledge, skills and understandings about curriculum discourses and assumptions underlying historical, social and contemporary thought, practice and research applying to curriculum leadership.

Prerequisite(s): AEL 521

AEL633 Leading, Developing, and Mentoring for Adult Learners

Hours 3

Emphasis is on advanced study of leading learning communities, developing adult learners and strategies for teachers to ensure all students learn.

Prerequisite(s): AEL 522 and AEL 631

AEL634 Development and Supervision of Human Resources

Hours 3

Analysis of personnel functions, emphasizing philosophy, theory, skills and research on professional development for adult learners in professional learning communities.

Prerequisite(s): AEL 523

AEL635 Ethical, Legal, and Policy Issues in Schools

Hours 3

Advanced ethics and law for school administrators with emphasis on relationships between these and policy for school leaders.

AEL636 School Finance and Financial Management

Hours 3

An introduction to school and school systems business management and related technologies, fund accounting; GAAP; budgets; asset stewardship and internal control; purchasing and contracts; local school revenues, reporting and relationships to school support organizations and student activities.

AEL637 Leadership and Social Systems

Hours 3

A study of the interplay between leader behavior and schools from social systems theory and practical implications for improving instruction.

AEL638 Solving Problems of Practice

Hours 3

Directed opportunities to use educational leadership knowledge and skills to design field-based projects and evaluate solutions.

AEL645 Int Comm & Collaboration

Hours 3

Study of research, literature, theory and skills involved in interpersonal communications, conflict resolution and collaboration within school settings. Prepares leaders to work in collaborative teams.

AEL649 Advanced Research

Hours 1-6

Directed research activities related to educational leadership topics. Enrollment is subject to program regulations and permission of the student's program committee. Credit is based on the nature and degree of student involvement.

AEL650 Organizational Theory

Hours 3

An exploration of the relationship among concepts, generalizations, and theoretical models found in the behavioral and social sciences. The application of these to administrative practice in educational settings is addressed.

AEL661 Major Issues and Trends in Educational Leadership

Hours 3

This course provides an advanced analysis of the current issues and trends commonly affecting the decisions of school leaders.

AEL664 Educational Policy and the Dynamics of Change

Hours 3

Components of change will be identified and theories of social and personal dynamics will be adapted and applied to planned programs of change in education.

AEL667 Multicult Soc Ed Leadshp

Hours 3

An advanced inquiry into contemporary social and cultural dimensions of education and their relationships to leadership. Includes issues of diversity, gender, ethnicity, pluralism, and equality.

AEL669 Curriculum Study Schoolg

Hours 3

An inquiry into the curriculum of schooling. Critical analysis of the relationship of curricular decision making to social and political systems and other school context variables is emphasized. Application is made to contemporary issues and problems in school leadership and restructuring.

AEL671 Survey of Instructional Supervision

Hours 3

A critical examination of research in supervision and leadership to improve instructional capacities and diverse student learning.

AEL675 Leadership for Organizational Improvement: Theory into Practice

Hours 3

This is a second-level course on organizational theory that is a continuation of the work begun in AEL 650. The course presents a deep exposure to the research literature on organizational theory, taken from various theoretical perspectives, with the expectation of fashioning a dissertation problem.

AEL681 Ethics and Education

Hours 3

An exploration and examination of traditional and contemporary ethical issues confronting educational leaders, managers, and teachers at all levels of the educational process. Emphasis on an interdisciplinary approach to foundations in ethical theory and establishing a conceptual framework for the resolution of moral and ethical questions prevalent across the educational spectrum.

AEL682 Lead & Org/Theory & Appl

Hours 3

An examination of historical and contemporary theories, models, concepts, and practices for effective and efficient approaches to leadership within organizations and how these apply to educational settings.

AEL695 Sem Curriculum Leadership

Hours 3

An advanced seminar for students to explore, discuss, and interpret contemporary curriculum practice and research. Provides students with opportunities for critical inquiry into an area of specialized need and interest.

AEL697 Seminar in Educational Leadership

Hours 3

An advanced seminar for students to explore research in educational leadership and conduct critical inquiries into areas of specialized interest.

AEL699 Dissertation Research

Hours 1-12

Twelve semester hours (EdD) or 24 semester hours (PhD) required. Directed dissertation research in the area of educational leadership. Student must maintain continuous enrollment for a minimum of 3 semester hours per semester until the dissertation is completed. Enrollment is subject to program regulations and permission of the student's dissertation committee.

Higher Education

AHE500 Perspect High Educ Admin

Hours 3

How higher education has been shaped by the major trends in American society, how it has contributed to the development of this country, and what may be expected of higher education in the future. Higher education is also viewed in institutional and conceptual forms from the perspective of students, faculty, and administrators.

AHE503 Learning with Technology in Higher Education

Hours 3

This course provides students with an overview of the main issues surrounding the use of technology for the advancement of teaching in higher education settings. It includes some hands-on experiences designed to enhance the productivity and creativity of learning in both classroom and online environments.

AHE507 Student Development Theory I

Hours 3

Introduction to the theoretical basis for the delivery of services through organizational student development, and a study of the research basis for student development.

AHE510 The Community College

Hours 3

An overview of the development, format, issues, and purposes of the contemporary community and junior college.

AHE520 Student In Higher Eductn

Hours 3

A survey of the needs, characteristics, and cultures of the American college student within various types of higher education institutions.

AHE521 Student Affairs

Hours 3

An overview of the organization, personnel, and practices of student affairs and related higher education functions in U.S. colleges and universities. The course is designed to increase student understanding of how student services, student activities, and student development tasks are organized, administered, and assessed. Students will explore the main issues, roles, constituencies and expectations affecting individual professionals as well as the profession as a whole.

AHE530 Law & Higher Education

Hours 3

Investigates and explicates the structure and background of law and equity in higher education, with emphasis on how statutory law, administrative law, and case law respond to and affect faculty, students, administrators, and trustees. Constitutional law, contracts, torts, the law of private associations, civil rights statutes, executive orders, injunctions, specific performance, corporate and partnership law, law of agency, and laws on liability are studied as they apply to higher education.

AHE540 Org and Governance

Hours 3

Overview of the organization, administrative roles and positions, administrative process, and administrator relationships within various institutions of higher learning.

AHE548 Leadership in Higher Education

Hours 3

Overview of theory, practice and issues related to leadership in American Higher Education.

AHE550 Financing Higher Eductn

Hours 3

An overview of the budgeting processes, sources of revenue, types of expenditures, and issues and innovations in financing various types of contemporary institutions of higher education. Also a survey of the various business and planning operations vital to the operation of colleges and universities.

AHE560 Comparatv Higher Eductn

Hours 3

This course is designed to provide a cross-cultural perspective on issues related to higher education throughout the world. The course will focus on topics such as reform, students and student activism, internal and external governance of universities, unions, and the academic profession in key world regions.

AHE590 Ind Study In Higher Ed

Hours 3-6

Directed independent study in the literature of higher education, designed for the student seeking a minor or pursuing master's work in the program in higher education (AHE).

AHE591 Seminar Higher Education

Hours 3

A topical seminar on a current issue or problem in higher or postsecondary education. On occasion, the seminar involves travel or on-site visitations to institutions or oversight bodies.

AHE592 Internship in Higher Education

Hours 3

The application of theory, knowledge, and skills in authentic educational settings. Students are required to complete one semester of internship for a total of three hours credit.

AHE593 Student Affairs Capstone Seminar

Hours 3

The Student Affairs Capstone Seminar will be the final course for students in the Higher Education Master's Program. The course focuses on leadership and organizational change in student affairs in postsecondary education.

Prerequisite(s): Instructor permission

AHE599 Thesis Research

Hours 1-6

Directed thesis research.

AHE601 Professional Sem High Ed

Hours 3

This course is designed for students newly admitted to the doctoral program in higher education administration. As such, the seminar concentrates on issues and concerns that arise as part of the doctoral experience. Course activities and experiences may vary according to the professional experience and academic background of course participants.

AHE602 Problems In Higher Education

Hours 3

Seminar studying the current issues and trends related to higher education.

AHE603 College & University Teaching

Hours 3

An intensive graduate seminar that provides an overview of the issues, principles, and practices associated with effective college teaching. Topics include learning and diversity; teaching models and strategies; teacher and student behaviors and learning outcomes; and instructional improvement strategies.

AHE610 Academic Culture & Learn

Hours 3

An intensive examination of the student, faculty, and administrative cultures in higher education environments. The impact of various internal and external factors on institutional culture and behavior will also be studied, particularly as they relate to teaching, learning, research, and service.

AHE621 Power Politics Change

Hours 3

No description available

AHE625 Community College Leadership

Hours 3

This course provides an overview of issues pertaining to leadership in American community colleges.

AHE640 Organizational Change

Hours 3

Colleges and universities face tremendous challenges; the need for change, and for change agents, has never been greater. This course examines organizational change both theoretically and practically in higher education.

AHE642 Sem Inst Resrch & Assesm

Hours 3

An overview of the institutional research and analysis techniques utilized in contemporary higher education. The course is configured for those with an interest in conducting institutional research and/or working in offices of institutional research on the campus, system, and/or state level.

AHE644 Sem Acad Progrm Dev Eval

Hours 3

Design and management of academic programs; study of institutional structures for academic affairs; practice in program review for instructional improvement; and overview of graduate programs (general and liberal education, as well as occupational and professional education).

AHE645 Higher Education and Student Affairs Assessment

Hours 3

This course will explore assessment in higher education and student affairs, including the history and significance of assessment, perspectives from associations, fundamental perspectives, ethics, practical considerations, and future directions. We will also study specific processes for creating assessment initiatives, including developing outcomes, instrumentation, data collection, sampling, data analysis, dissemination, and utilizing results.

Prerequisite(s): AHE 645 has no prerequisites.

AHE670 Higher Education Policy

Hours 3

This course will introduce students to the essential elements of higher education policy and finance. Students will examine the main financing options of colleges and universities; college costs and pricing; financial aid policy, and emerging policy issues.

AHE680 Readings in HE

Hours 3

The purpose of this course is to provide students with skills that enable them to understand and synthesize current research in higher education.

AHE685 Implementing Multicultural and Diversity Initiatives in Higher Education Practice

Hours 3

This course is designed to provide overview of issues related to multiculturalism and diversity in American Higher Education and to help students learn how these issues influence higher education practices.

AHE688 Mentored Teaching

Hours 3

This course provides students with a mentored experiential learning opportunity to develop competency and mastery in course construction and delivery in the higher education environment.

AHE689 Mentored Research

Hours 3

This course provides students with mentored experiential learning opportunity to develop competency and mastery in research and analytical skills. To be taken at or near end of students research requirements.

AHE690 Direct Doctoral Study

Hours 1-6

Directed individual study and analysis of a problem confronting higher education. Note: Frequently, special one-time-only seminars focusing on a particular aspect of higher education are offered by program faculty under this course number.

AHE699 Dissertation Research

Hours 1-15

Directed dissertation research in the field of higher education. Enrollment is subject to program regulations and permission of the student's dissertation committee chairperson. Also offered in summer school.

Instructional Leadership

AIL600 Integr Tech Educ & Train

Hours 3

An examination of advanced applications of current and emerging instructional technological applications in a variety of settings and in the context of various fields of study and job environments. Technologies and applications addressed in current course include computers, the Internet, presentation media, and multimedia. Cognitive, product, and skill competencies are included. Cognitive competencies are integrated into product and skills evaluations. Products are required to reflect some competencies, while skills competencies are either observed directly or inferred from the products.

AIL601 Prin Instruct Technology

Hours 3

Advanced theory and applications of educational technology. Including the effects of technology on thinking and learning, and the effects of technology in problem solving and other higher-level thinking skills, the course examines current research on computerized learning (CAI, simulation, and tutorials) and other relevant topics such as virtual reality, games and gaming theory, hypertext (design and comprehension), presentation software, groupware for cooperative learning, and telecommunications (distant and/or distributed learning).

AIL602 Electrn Instruct Design

Hours 3

Designed to develop basic knowledge and skills for electronic instructional design -analysis, design, production, evaluation, and revision - for specific electronic projects.

AIL603 Telecommctn & Networks

Hours 3

Designed to explore design, layout, and installation of local and wide area networks. Addresses topologies, ethernet standards, physical layer, network operating software, data-link layer, file server, network cards, hubs, peripherals, routers, and other network operations.

AIL604 Distance Technologies

Hours 3

Prepares students with knowledge and skills in methods of distance education, which incorporates telecommunications and computer technology to instruct students at remote locations or to serve as an adjunct to classroom instruction. The technology used includes telephony, cable television, satellite communications, videocassettes, videoconferencing, computer-mediated instruction, and/or online computer communication via the Internet.

AIL605 Interact Multimedia Proc

Hours 3

Prepares students with knowledge and skills in modeling, simulation, testing, or analysis or training in real-world contexts using interactive multimedia processes.

AIL606 Software Technology

Hours 3

Intended for students who have had some prior programming experience; otherwise, students will need to develop competencies prior to taking this course. Issues include matching the capabilities of the medium to the intellectual structure of the subject, who directs the interaction between human and computer; the size of the intellectual field; and pedagogical concerns in choosing the operations of a software environment. Students are expected to design and complete a project at the end of the course.

AIL607 Readings in Instructional Technology

Hours 3

This course is designed to aid students in understanding and synthesizing research and developing theoretical approaches to the study of instructional technology.

AIL630 Technology Management

Hours 3

This course introduces learners to theories and models for managing technology as an instrument of change and performance improvement in schools and organizations.

AIL631 Administrative Technology

Hours 3

This course introduces learners to the primary administrative technologies available for administrators and the critical technology issues educational and organizational leaders face.

AIL689 Practicum in Instructional Technology

Hours 3-6

Students pursue research in the Instructional Technology program. They are required to develop, implement, and analyze research; and report findings in APA format.

AIL690 Sem Instructional Technology

Hours 3

No description available

AIL691 Doctoral Seminar: Instructional Technology

Hours 1

This doctoral seminar presents opportunities to study or work independently on topics or projects of collective concern in the IT doctoral program.

AIL695 The Dissertation in Nurse Education

Hours 3

This capstone course explores the writing of a dissertation in Nursing Education; including the organization of the argument, the framing of research questions, the description of field research, the analysis data, and the reporting and discussion of findings.

AIL699 Dissertation Research

Hours 1-12

Twelve semester hours (EdD) or 24 semester hours (PhD) required. Directed dissertation research in the area of instructional leadership. Students must maintain continuous enrollment for a minimum of 3 semester hours per semester each fall and spring semester until the dissertation is completed. Enrollment is subject to program regulations and permission of the student's dissertation committee.

Educational Foundations

BEF503 History Of Amer Educn

Hours 3

An interpretive history of the educational and social movements and conflicts leading to understanding contemporary issues of educational aims, curriculum, teaching methodology, administrative policy, and the professionalization of teaching. Offered in alternate semesters and in summer school.

BEF504 Philosophy Of Educ

Hours 3

An examination into the meaning and purpose of education in light of major philosophical problems of knowledge, value, and reality. Offered in alternate semesters and in summer school.

BEF507 Sociology Of Education

Hours 3

A sociological emphasis on cultural factors (such as ethnic background; socioeconomic status; family, peers, and community; and sex-role stereotyping) that influence education in a pluralistic society.

BEF510 Phil Hist Socl Found Ed

Hours 3

Drawing on interdisciplinary study in philosophy, history, and sociology, this course examines the purposes and development of schools in relation to the social, cultural, political, and intellectual makeup of society.

BEF512 Church State & School

Hours 3

A critical interpretation of the First Amendment and the separation of church and state in American education.

BEF534 Multicultural Education

Hours 3

Studies in selected aspects of the social, cultural, and political foundations of society, with a critical evaluation of their relevance for understanding diversity in educational institutions and in creating pedagogies that meet the diverse needs of students.

BEF538 Values and Ethics in Interprofessional Education

Hours 3

Online course. An examination of how psychological, sociological, and philosophical research on the nature of ethical judgment, social norms, and moral knowledge informs interprofessional practice. Online course.

BEF575 Found Educn Through Film

Hours 3

One of the most powerful media for awakening and reflecting on ideas is film. This course uses various films with educational themes to examine social and philosophical issues in education.

BEF577 Readings in Critical Sociology of Education

Hours 3

Readings in Critical Sociology of Education will provide graduate students with post introduction type of readings into significant theories and theorists of the sociology of education from a critical perspective.

This perspective will give students a conceptual tool to interpret important theoretical frameworks necessary for research into educational issues. Prerequisite - Admission into Graduate School.

BEF585 Language Politics & Education

Hours 3

This course provides students a broad overview of language policy and planning. Drawing on international case studies, students will identify different foci of language planning, including status, corpus, and acquisition planning, as well as the different linguistic and political views that inform policy.

BEF607 Readings In Soc Of Ed

Hours 3

Individualized readings in the sociology of education, with a focus on the educator as reflective practitioner and facilitator of learning.

BEF638 Civil Rights, Law, and Equity in P-12 Education

Hours 3

This course introduces students to legal and policy initiatives aimed at expanding educational civil rights and limiting educational and social inequities. This course helps analyze key legal cases, especially decisions from the United States Supreme Court. The course also allows students to understand the social movements that have led to policies related to civil rights in education.

BEF639 Educ Theory And Policy

Hours 3

A critique of educational theory (learning, curricular, instructional, administrative) and its implications for policy making.

BEF640 Studies History Of Education

Hours 3

A critical examination of significant events, movements, or individuals in the history of education.

BEF641 Studies Social Foundatn Educatn

Hours 3

A special topics course providing an in-depth analysis of important individuals, theories, and contemporary issues in the social foundations of education.

BEF642 Studies Philosophy Education

Hours 3

This course provides in-depth analyses of important individuals, ideas, or concepts that have helped to develop, expand, or shed light on our philosophical understandings of the myriad and contested purposes, policies, and practices of schooling.

BEF644 Phil Science Rel Ed Res

Hours 3

An inquiry into the basic assumptions and principles underlying scientific research in education. Offered spring semester.

BEF650 Critical Race Theory In Educ

Hours 3

This seminar explores the history, theory, and educational implications of critical race theory in the areas of pedagogy, curriculum, and educational policy.

BEF653 Studies in Higher Ed History

Hours 3

A critical examination of significant events, movements, or individuals in the history of higher education.

BEF654 Phil & Amer Higher Ed

Hours 3

An analysis of the language, concepts, and value judgments embedded in higher-education policy issues.

BEF667 Multicult Soc Ed Leadership

Hours 3

An advanced inquiry into contemporary social and cultural dimensions of education and their relationships to leadership. Includes issues of diversity, gender, ethnicity, pluralism, and equality.

BEF681 Ethics And Education

Hours 3

An exploration and examination of traditional and contemporary ethical issues confronting educational leaders, managers, and teachers at all levels of the educational process. Emphasis on an interdisciplinary approach to foundations in ethical theory and establishing a conceptual framework for the resolution of moral and ethical questions prevalent across the educational spectrum.

BEF698 Non-Dissertation Research

Hours 1

Individual research in history, philosophy, or sociology of education.

Computers and Applied Technology

CAT531 Computer Based Instruction

Hours 3

This is an introductory course in the fundamentals of computer applications for educational use. The course explores current and emerging tools and trends for online learning strategies, communication, productivity, presentation, research, and classroom administration.

CAT589 Pract Res Educ Comptr Tech

Hours 3

Students pursue individual research in educational computer technology; they are required to implement, analyze, and report findings in APA format.

Instructional Technology

INTE532 Instructional Technology Design

Hours 3

This course provides an introduction to the elements of instructional design and their application to the design of technology-mediated instruction, with a primary focus on blended and online learning.

INTE533 Online Teaching and Learning

Hours 3

This course provides students with knowledge and skills in the methods of online teaching and learning, including the creation of effective online learning environments.

INTE534 Issues and Trends in Instructional Technology

Hours 3

Study of current issues and trends affecting the use of technology in training, instruction, and implementation. Includes an examination of emerging technologies: legal, social, cultural, cyber ethics and security, and ethical issues affecting technology: technology funding, technology planning and professional development.

INTE535 Analysis, Implementation, and Evaluation of Assistive Technology

Hours 3

Study of hardware and software applications designed to meet the needs of those with developmentally and physical abilities. Topics include: adaptive/assistive technologies and services to improve learning environments; accessibility standards for traditional classrooms and online learning environments; selecting and using adaptive and/or assistive hardware and software applications; evaluation and selection of adaptive and assistive technology.

INTE536 Assessment and Evaluation of Instructional Technology

Hours 3

Procedures for evaluating educational programs, training systems, emerging learning technologies, and new technology applications. Topics include the evaluations of instructional or performance improvement programs; models for formative and summative evaluations.

INTE537 Game-Based Learning

Hours 3

Study of current issues and trends related to the use of games (both analog and digital) for pedagogical purposes. Includes an examination of theoretical and empirical support for game-based learning; educational game design theory; game development; game-based learning pedagogical models; integration of games in the formal classroom.

INTE538 mLearning

Hours 3

This course provides an introduction to mobile learning (mLearning) in higher education, K-12 and business environments. During the course, students will design and evaluate a mobile app for use in higher education, K-12 or business learning environments.

INTE539 Special Topics in Instructional Technology

Hours 3

The course will include an in-depth study of a particular topic, contemporary issue or concern. Investigation of unique problems and new developments in instructional technology will occur. Specific topics will be announced in the Schedule of Classes each time the course is offered or students will select individual topics to study in-depth.

INTE540 Planning and Managing Technology Projects

Hours 3

This course introduces learners to theories, models, tools and processes for planning and managing technology projects as mechanisms of change and performance improvement in schools and organizations.

INTE541 IT Leadership and Administrative Technologies

Hours 3

This course introduces learners to administrative technologies and critical technology issues facing educational and organizational leaders. Technologies covered in the course include data management systems and course management systems. Issues include policies for safe and legal use of technology resources; diversity and social justice; ethical use of technology; and professional development.

INTE589 Instructional Technology Research and Product Development Hours 3

This culminating course is intended to give students an experience of the 'what' and 'how' in instructional technology research (action research) and/or product development through collaboration with businesses, schools and/or community entities.

Prerequisite(s): CAT 531, INTE 532, INTE 533

Faculty

Department Head

Frankie Santos Laanan

Professors

Natalie Adams

Angela Benson

Nathaniel James Bray

Nirmala Erevelles

Peter S. Hlebowitsh

Karri Holley

Bob L. Johnson

Stephen G. Katsinas

Frankie Santos Laanan

Claire Howell Major

Douglas McKnight

John Petrovic

Stephen Tomlinson

Vivian Wright

Associate professors

Becky Atkinson

Andre R. Denham

David Hardy

Roxanne Mitchell

Margaret L. Rice

Jing Ping Sun

Assistant professors

Bryan Mann

Steve Mobley, Jr.

Krystal Williams

Clinical associate professors

Arleene Breaux

Brenda Mendiola

Clinical assistant professors

William Bergeron

Yvette Bynum

Educational Leadership, Ph.D.

The primary purpose of the Doctor of Philosophy (Ph.D.) degree is to prepare students for careers as researchers, either in the professoriate

or in the policy arena. As a result, the Ph.D. degree supports an extensive list of research course requirements, an on-campus residency requirement, dialogic interactions with peers, collaborative work with faculty, and participation expectations at research conferences.

See the Admission Criteria section of this catalog for more information.

Admission Requirements

Doctoral students are admitted annually. Each applicant should submit a complete application for admission before the deadline of **April 1** for fall admission. (Applications past the deadline will be considered if space allows or due to exceptional circumstances).

Potential applicants should be aware that admission to the UA doctoral programs is a competitive process and that submitting an application does not guarantee admission. Minimum entrance requirements include

- Master's Degree – An earned master's degree from an accredited institution
- Minimum GPA of 3.0 on a 4.0 scale
- The GRE General Test is required for entrance into the PhD program. Test scores at or above the 50th percentile on the Verbal and Quantitative Reasoning subscales of the GRE are needed. Scores must be less than 5 years old from the applicant's admission deadline.

Application materials also include official transcripts, three letters of recommendation, a departmental application, vita or résumé, writing sample, and statement of purpose.

Admission forms and requirements, specific program parameters, departmental policies, and contact information for each doctoral degree are available on the departmental website.

Degree Requirements

A minimum of 75 semester credit hours beyond the Master's degree is required for completion of the PhD program. These hours are distributed as follows:

- Students must successfully complete the 15-hour AEL Core plus 9 additional hours of AEL electives.
- A 12-hour set of Education Foundation courses is also required. Students may take any graduate level BEF or BEP course and/or any non-research methods courses outside of the AEL Program to fulfill this requirement.
- Students must also complete 15 semester hours of Educational Research (BER) and enroll in a minimum of 24 hours of dissertation AEL 699 Dissertation Research.

College Teaching, Graduate Certificate

The Graduate Certificate in College Teaching is a 12-credit (4-course) sequence designed to help graduate students advance their understanding of teaching and learning in a variety of higher education settings. Students enrolled in the certificate program will be immersed in the theory, research and practices of the higher education literature. The intent of the Graduate Certificate in College Teaching is to help professionals better understand the increasingly complex and diversifying features of college teaching. The Certificate is specifically designed to help with the development of strong student learning goals for the purpose of improving instructional and assessment methods. The program also focuses on understanding the characteristics of the United

States professoriate. Students who complete the Certificate will have it listed on their transcripts.

Interested students should apply through the Graduate School's Online Application Center. The time limit to complete the certificate requirements is four years.

NOTE: This certificate is not a credential for teacher certification/licensure.

See the Admission Criteria section of this catalog for more information.

The Graduate Certificate in College Teaching involves a shortlist of required courses and an elective related to a specific area of interest. Students also participate in a mentored teaching experience. The coursework includes:

Code and Title	Hours
AHE 602 Problems In Higher Education	3
AHE 603 College & University Teaching	3
AHE 688 Mentored Teaching	3
Please select from the following electives:	3
AHE 507 Student Development Theory I	
AHE 610 Academic Culture & Learn	
AHE 644 Sem Acad Progm Dev Eval	
AIL 602 Electrnc Instruct Design	
AIL 604 Distance Technologies	
BEP 672 Teaching Ed Psych Coll	
BSC 695 Spec Topics Biolog Sci	
COM 501 Intro Tchng Public Speaking (may repeat 3 times)	
COM 505 Intro to Teaching Comm Studies (may repeat 3 times)	
COM 524 Forensics Pedagogy	
COM 551 Instructional Communication	
FR 512 Practicum Appl Linguist	
GN 514 Teaching Methodology	
HY 600 Teaching History (1 credit hour)	
JCM 536 Teaching Multimedia News	
MATH 591 Teaching College Math	
NUR 531 Nsg Fac Roles and Resp	
NUR 532 Instructional Media for Nursing Education (prerequisite: NUR 531)	
NUR 620 Curriculum Theory & Practice	
PY 695 Teaching Of Psychology	
SP 502 Pract Appl Linguistics	
WS 503 Teaching Gender & Race	
or another advisor-approved elective	
Total Hours	12

Educational Leadership, Ed.D.

The EdD is a professional degree designed to meet the needs of individuals seeking to improve their knowledge and skills as educational leader/practitioners. The EdD is designed to promote a standard of excellence intended to meet the growing demands faced by educational leaders in a context defined by instructional leadership, public accountability for teaching-learning results, increased globalization, diversity, and the emergence of new digital technologies. The EdD programs are guided by a model of professional inquiry and reflection that emphasizes the development and improvement of systematic

decision skills to address the problems, challenges, and opportunities of practice. Students examine the core content domains of strategic and instructional leadership, organizational theory, data-driven decision-making, law, supervision and evaluation, design, implementation, assessment and evaluation of curricular programs, professional development, school economics and budget planning, and other key content areas. Knowledge from these domains is designed to facilitate the process of framing and critically addressing the problems of practice. Although the primary purpose of the EdD degree is focused on practice and leadership, the research rigor of the EdD experience can qualify an individual for a position as a professor in a college of education.

Admission and Application Process Description

Doctoral students are admitted annually for fall admission. Students are encouraged to submit their applications for admission before April 1.

For additional information, please contact Kimberly West, Program Assistant for ELPTS: kewest4@ua.edu. (willi077@bamaed.ua.edu)

I Application and Entrance Requirements

Potential applicants should be aware that admission to the UA doctoral programs is a competitive process and that submitting an application does not guarantee admission. Minimum entrance requirements include the following:

1. An earned Master's degree from an accredited institution
2. A minimum GPA of 3.0 on a 4.0 scale
3. GRE/MAT Exam – While the Graduate Record Exam (GRE) is preferred, potential applicants are required to report scores from the GRE or Miller's Analogy Test (MAT). Test scores at or above the 50th percentile on the Verbal and Quantitative Reasoning subscales of the GRE are needed. A score at or above the 50th percentile on the MAT is needed. Please note that scores submitted for consideration for admission must be less than 5 years old at the time of application.
4. Other Requirements include:
 - a. Reference Letters – The application must include letters of professional and academic reference letters, including one from a current supervisor, as described in the Graduate School Application Process;
 - b. Purpose, Rationale and Career Statement – A statement of purpose which addresses the following: (1) the student's rationale for applying for the Ed.D.; (2) a statement regarding career/professional goals; and (3) a statement of how the student's rationale and career goals are consistent with the purpose of the Ed.D. degree as articulated by the Department and Program.
 - c. Writing Sample – An academic or professional writing sample written by the applicant within the last year that provides evidence of the student's writing ability.
 - d. Professional Experience – It should be noted that for the Ed.D. degree, experience in teaching and/or leadership are key factors considered in the admission process.

Application Process and Procedures

The process consists of the following:

1. Step 1: Graduate School Application – Applicants must first submit an application to the University of Alabama's Graduate School at: <http://graduate.ua.edu/application/>
2. Step 2: Department of ELPTS Application – After completing the application to the Graduate School, students must then complete the ELPTS Department's Application for Admission to the Ed.D. program. Please note, the application is not considered complete until students

have submitted: (1) the Graduate School Application; and (2) The Departmental Application. The following items should be sent to Kimberly West (kewest4@ua.edu) (willi077@bamaed.ua.edu) at the following mailing address: Program in Educational Leadership, Department of Educational Leadership, Policy, and Technology Studies, University of Alabama, Box 870302, Tuscaloosa, AL 35487-0302.

- a. Completed Departmental Application – Contact Kimberly West (kewest4@ua.edu) for the departmental application.
- b. Vita – Applicants are required to include a vitae or resume.
- c. Writing Sample – Applicants are required to include a recent sample (within the last year) of their academic/professional writing.

Program Prerequisites

Applicants must provide evidence of the following:

1. Masters degree – Prior to acceptance applicants must provide evidence in the admission process and *before* the final admission decision that they have earned a Masters degree in education or a closely related and relevant field from an accredited institution.
2. Course Prerequisites – Prior to admission, applicants must provide evidence that they have completed courses in the following areas with the following parameters:
3. Special Education Course – Applicants must have taken a special education course with a grade of ‘B’ or better.
4. Graduate Level Statistics Research Course – In addition, if applicants have not taken BER 540 Statistical Methods In Educ or an acceptable/pre- approved masters-level equivalent within the last four years with a grade of ‘B’ or better, then if accepted into the doctoral program, students must complete this course before beginning the 12 hour research requirement.

Program and Course Requirements for Degree

A minimum of 72 semester credit hours beyond the Masters degree is required for completion of the Ed.D. program. These 72 hours must consist of the following courses: Educational Leadership Courses (AEL) = 36 hours; Educational Foundations Courses (BEF) = 12 hours; Educational Research (BER) =12 hours; Dissertation Hours = 12 hours. It should be noted that depending on coursework prior to admission to the Ed.D. program, that prerequisites for more advanced study in educational leadership may be required.

Educational Leadership (AEL) Course Requirements: *36 hours*: Ed.D. students must successfully complete a total of 36 semester hours to qualify for the degree. These requirements must be distributed as follows:

Core Educational Leadership (AEL) Requirements: *15 hours* –All doctoral students in Educational Leadership are required to take the core AEL course requirements at the University of Alabama. The AEL core consists of following 600-level courses:

Code and Title	Hours
Core Educational Leadership (AEL) Requirements	15
AEL 650 Organizational Theory	
AEL 671 Survey Instructnl Superv	
AEL 682 Lead & Org/Theory & Appl	
AEL 619 Politics Of Education	
AEL 675 Leadership/Organization Improv	
Educational Leadership (AEL) Electives ¹	21
Total Hours	36

Footnotes

¹ Beyond the AEL 15 hour core requirements, Ed.D. students are required to take 21 hours of AEL electives. All electives must be at the 600 or doctoral level. In conjunction with his/her/their advisor, the student is to select courses listed in the Graduate Catalog (p. 528).

Transfer Parameters on AEL courses – Please note that as of April 2019, the following policies guide the transference of courses into the Ed.D. program:

- Applicants with an Ed.S. in leadership from The University of Alabama – For students with an Ed.S. from The University of Alabama *and* at the discretion of a student’s program of study committee, up to 27 hours of the AEL Ed.S. may be counted toward the Ed.D. degree *if* the following parameters are met: (1) the course was completed no more than 5 years from the date of the student’s admittance, (2) a grade ‘B’ or better (note, not a ‘B-’) was earned in the course, and (3) the course is not an independent study nor a “practicum” type course.
- Applicants with an Ed.S. in leadership not from University of Alabama – (*Effective April 1, 2017*) For students who have completed an Ed.S. at institutions other than the University of Alabama *and* at the discretion of a student’s Program of Study committee, up to 27 hours of their Ed.S. program may be counted to the Ed.D. degree *if* the following parameters are met: (1) the institution from which the student took these courses is accredited; (2) the course(s) addresses a major curricular component of the Ed.D. program at the University of Alabama as captured in the Program’s current array of doctoral AEL courses; (3) the course(s) was completed no more than 5 years from the date of the student’s admittance, (4) a grade ‘B’ or better (note, not a ‘B-’) was earned in the course(s), and (5) the course is not an independent study nor a practicum course.
- Applicants with an Ed.S. in a specific curricular area of education, or in Teacher Leadership rather than in educational leadership. Under review – TBD.

Foundations Course Requirements: 12 hours

Students are *required* to take a minimum of 12 semester hours of graduate coursework from content areas outside of the Educational Leadership Program. For these 12 hours students are expected to select courses from areas that will inform their research and professional interests and that, when considered as a whole, cohere thematically. This rationale for course selection in fulfilling this requirement contrasts with electing to take a course simply because it was convenient to one’s schedule. Research courses *cannot* be used to meet this requirement. All choices must be approved by the student’s Advisor and Program of Study Committee. The following should guide students’ choices:

1. Selection Parameters – Foundations course hours must be met with courses outside of the student’s program area. For example, while these courses can be within the Department they must be outside of the Educational Leadership Program *or* within the larger College, e.g., Educational Psychology, Curriculum and Instruction, etc. *or* outside of the College of Education, e.g., Political Science, Business, Sociology, Anthropology, Law, etc. All courses must be approved by the student’s Advisor and by his/her/their Program of Study Committee. *Note:* Courses from a student’s master’s degree *can* be used to fulfill this requirement. However, it should be noted that while master’s level courses fulfill the 12-hour Foundations Requirement, they *may not* count toward the 72 hours beyond the masters needed to fulfill the requirements for the Ed.D. Hence, students using any courses from the master’s degree to fulfill the 12-hour foundation

requirement will need to take additional 600-level courses to meet the 72-hour requirement.

2. Recommended Courses – Given the importance of ethics and cultural diversity to leadership, the following courses are recommended, but not required.

AEL 667 Multicult Soc Ed Leadshp / BEF 667 Multicult Soc Ed Leadership

AEL 681 Ethics and Education / BEF 681 Ethics And Education

Note: Students who sign up for the 681 or 667 as AEL courses to fulfill this Foundations Requirement may not count these as part of the 24 hour AEL elective requirement. Instead they should enroll in these courses as BEF courses.

Research Requirements: 12 hours: Students are required to take a minimum 12 hours of course work in quantitative and qualitative research methods.

1. Prerequisite Statistics Requirement: BER 540 Statistical Methods In Educ – If students have not taken BER 540 Statistical Methods In Educ or an acceptable/pre-approved masters- level equivalent within the last four years with a grade of 'B' or better, then students must complete this course before beginning the 12 hour research requirement. This prerequisite *cannot* be used to fulfill the 12-hour Research Requirement.
2. Research Course Requirements – Students are encouraged to choose research courses that focus on the specific methods they will use in their dissertation study. All students are required to take at least one 600-level methods course in quantitative methods. Likewise, all students are required to take at least one 600-level methods course in qualitative methods. Recommend Courses include:
 - BER 630 Case Study Research Methods
 - BER 631 Inqry As Interp: Qual I
 - BER 632 Reflect Resist: Qual II
 - BER 633 Ethics & Aesthc:Qual III
 - BER 640 Quantitative II
 - BER 641 Multivariate Statistics
 - BER 646 Structural Equation Modl
 - BER 647 Exp Res Design: Single Case
 - BER 657 Psychometric Theory
 - BER 660 Eval I:Theory & Practice
 - BER 661 Evaluation 2
3. Transfer Parameters for Research Courses (*Effective April 1, 2012*) – Given the importance of research methods to doctoral study and the propensity of human knowledge to recede if not used on a consistent basis, faculty and students are strongly encouraged to minimize the number of research courses transferred into the doctoral program. Graduate level statistics courses taught by research faculty at other universities may be accepted for transfer only if the following conditions are met: (a) the institution from which the student took these courses is accredited; (b) the course taken was a doctoral level course; (c) the course was completed no more than 4 years from the date of the student's admittance to the UA doctoral program, and (d) the student received a grade of 'B' or better (note, not a 'B-') in the course.

Dissertation Research Requirements: *12 hours:* Ed.D. students are required to complete a minimum of 12 hours of AEL 699 Dissertation Research. Policies regarding registration for this course are as follows:

1. Passing of Comprehensive Exam required – Students cannot register for AEL 699 Dissertation Research until after they have passed the Doctoral Comprehensive Exam.
2. Continuous enrollment required – Continuous enrollment in AEL 699 Dissertation Research is required until the dissertation is completed. It should be noted that unless they are drawing on the resources of the University and making use of their dissertation advisor, students do not need to register for dissertation hours in the Summer. However, students working with and being advised by their chair during the Summer must register for dissertation hours in the Summer.
3. Minimum number of hours allowed for registration: *3 semester hours* – While the number of hours per semester will vary depending on the advice to the student given by his/her committee chair in conjunction with the work load of the student, students must register for a minimum of 3 hours per semester. It should further be noted that if students complete their dissertation work prior to having registered for 12 hours of AEL 699 Dissertation Research, that the Registrar's Office will require the student to enroll in and pay for the full 12 hour requirement prior to graduation.

III. Doctoral Comprehensive Qualifying Exam

A comprehensive exam designed to assess the breadth and depth of a student's knowledge and skills is administered twice each academic year.

It should be noted that the Doctoral Comprehensive Qualifying Exam is not offered in the Summer. Policies governing this exam are as follows:

1. Purpose of Comp Exam: The comprehensive exam is designed to assess the breadth and depth of a student's knowledge and skills based on the entire range of his/her doctoral course work and consistent with the purpose of the Ed.D. degree.
2. Exam Date and Time: Unless specified otherwise, this multi-hour, single day exam is given on both the Tuscaloosa campus and at the Graduate Center in Gadsden, and is typically offered on Saturdays during the 9th-12th week of these semesters (9:00-12:00, 1:00-4:00). Students are required to take and successfully pass this exam before they can formally begin the dissertation process and register for dissertation research hours (AEL 699 Dissertation Research). If students fail their Comprehensive Exams, they may retake them during the regular exam time during the following semester.
3. Logistics of Exam: The Student's Advisor selects questions that reflect the individual needs of the doctoral student. The Advisor disseminates the questions to the examination proctor, coordinates the evaluation, and reports the results. Students may choose to either type or handwrite their examination. No lap top computers, books, notes or other outside materials will be allowed in the Examination Room during the exam. A room with sufficient computers will be provided. It is appropriate for students to seek information from professors on the general domains to be examined in a given course; students will not, however, be given information regarding specific questions that may appear on their exams.
4. Requirements for Taking Exam: Before sitting for the Comprehensive exam, the following parameters must be met by the student:
 - a. Approved Program of Study – Students cannot sit for the Comprehensive exam unless his/her Program of Study has been both completed and officially approved.
 - b. Completed all AEL course requirements – Students cannot sit for the Comprehensive Exam unless they have completed all

AEL course requirements (AEL core + electives) or are in the last semester of doing so.

- c. Removal of all Incompletes from Academic Record – Students cannot sit for the Comprehensive Exam unless they have removed all Incompletes ("I") from their academic record.
- d. Completion of Comprehensive Exam Application Form – Students cannot sit for the Comprehensive Exam unless they have completed and submitted the *Request To Take Comprehensive Exam Form* via e-mail or fax (205.348.2161) to Kimberly West at kwest4@ua.edu.

IV. Doctoral Residency Requirement

A. Policies Guiding Residency Requirement Fulfillment: The Ph.D. residency requirement can be satisfied **ONLY** by enrolling in 9 semester hours of coursework in two consecutive semesters. Dissertation research *cannot* be used to fulfill the nine hours. Courses delivered via IITS, GOALS, or QUEST formats may not be used to satisfy residency requirements.

B. Options for Ed.D. Students Completing Residency Requirements: The following options have been approved for Ed.D. students by the College of Education for completing residency requirements.

1. Normal Doctoral Residency – The student spends an academic year in continuous residence on the campus of The University of Alabama as a full-time student in the Graduate School (or, if specifically approved by the faculty concerned, one full summer consisting of two terms, preceded by or followed by one regular semester). Two contiguous semesters registered on-campus for a minimum of nine hours each term. This requirement may be satisfied only with courses taught in Tuscaloosa, and may not include dissertation research.
2. Alternate Doctoral Residency – As an alternative option, Ed.D. students beginning in the summer may take a total of 24 hours of coursework in the first four semesters of their program study.
 - a. First Summer: 9 hours
 - b. Fall Semester: 3 hours
 - c. Spring Semester: 3 hours
 - d. Second Summer: 9 hours
3. UA-Gadsden Doctoral Students – For those students enrolled in a doctoral program at Gadsden, 24 hours of continuous enrollment within 24 months. Courses may be taken either at the Gadsden Center or in Tuscaloosa.
4. UA-UNA Florence Doctoral Students – For those students pursuing the Doctor of Education (EDD) in Florence, participation in the cohort experience simultaneously fulfills the residency requirement pending the approval and recommendations of the student's Advisor and Program of Study Committee.

V. Program of Study Form – Completion

During their initial year of study and no later than the beginning of the second year of study, doctoral students are required to submit an approved Program of Study. Completed under the guidance of the student's assigned advisor, the Program of Study must be officially approved by this advisor and the student's program committee. The Program of Study functions to: (1) specify in advance program course requirements; (2) plan, chart and monitor a student's progress in the program; and (3) define the parameters regarding the course credits taken at other colleges/universities that may be transferred in to meet doctoral program requirements at the University of Alabama. Note, students are advised against making premature judgments about courses to be transferred in from other institutions and programs. In

addition to the guidelines specified in the Program of Study (above), such decisions are based on the professional judgments of tenure-track faculty in the Educational Leadership and Instructional Leadership Programs at the University of Alabama-Tuscaloosa campus. Other UA personnel (either at the UA-Gadsden or UNA campuses) are *not* authorized to advise nor approve a student's Program of Study. Program of Study Forms for the Ed.D. degree can be found at the following link:

EdD Program of Study – Educational Leadership

VI. Time Limits on Receiving the Ed.D. Degree

A minimum of two academic years of graduate study beyond the Masters degree is required for completion of Ed.D. degree. Students accepted into the Ed.D. program in Educational Leadership or in Instructional Leadership at the University of Alabama have nine years from the semester in which they were admitted to complete the Ed.D. degree. This translates into 27 fall, spring and summer semesters. Students who exceed this limit must request an extension from the Graduate School at the University of Alabama and approval from the student's advisor, the department chair, and from the Graduate School. The Graduate School Catalog at the University of Alabama says: Only under well-documented, extraordinary circumstances beyond the student's control, a student may petition for a one-semester extension to the nine-year time limit that, if recommended by the advisor, the department head and approved by the college dean, and finally by the graduate dean or his/her/their designee. If a student fails to complete all degree requirements within nine years of his/her/their admission to the doctoral program or within a Graduate School approved one-semester extension, the student will be officially suspended from the doctoral program and must reapply for admission.

Educational Leadership, Ed.S.

The EdS degree in educational leadership requires a minimum of 30 hours and provides coursework for those seeking **Class AA Instructional Leader** certification or **Class AA Teacher Leader** certification. Additionally, a concentration in School Library Media Specialist, leading to **Class AA Library Media Specialist** certification, is also offered.

Admission and degree requirements for the Graduate School and for the College of Education are detailed in earlier sections of this catalog. Admission and degree requirements are subject to change and may be under revision at the time of publication. Please check with the Office of Student Services and Certification or the Department of Educational Leadership, Policy, and Technology Studies for the most current information.

The Graduate Catalog is published annually. State-approved program checklists may be updated more frequently and are thus likely to provide the most up-to date information about requirements. A current program checklist may be obtained from the program office. Students should consult their advisors each semester before registering.

Admission Requirements

Admission requirements for the Graduate School (Admission Criteria) and the College of Education (General Admission (p. 501)) are detailed in earlier sections of this catalog.

Class AA Instructional Leader (P-12) certification

Admission Requirements

To be considered, applicants must:

1. present an acceptable GRE or MAT score (at least 300 on the GRE or the 50th percentile or above on the MAT) for regular admission,
2. hold a valid Alabama Class A Professional Educator certificate in Instructional Leadership or a valid Class A Professional Leadership certificate, and
3. meet one of the following criteria:
 - currently serving as a superintendent, assistant or associate superintendent, principal, assistant principal, supervisor (any subject and/or grade level), administrator of career and technical education, coordinator or evaluator;
 - three years of experience in an instructional leadership position; OR
 - demonstrate each of the abilities in the Class A Instructional Leadership standards

Please note: Classes taken for Class A certification and credits over six years old cannot be counted toward this degree. The certification programs of the department have been designed to fulfill current requirements of the Alabama State Board of Education.

In order to maintain compliance with the Alabama Board of Education, admission and program requirements are subject to change. Admission forms and requirements, specific program parameters, departmental policies and contact information can be found at the departmental website. Students should consult with their advisors before registering each semester.

Degree Requirements

This course listing applies to those who begin this program June 1, 2017, and thereafter. A comprehensive exam is required, and candidates must present a GPA of at least 3.50 on all courses in the program, with no grade below a C.

Code and Title	Hours
Foundations of Professional Studies:	
(Choose ONE from these SDE approved diversity courses.) 3	
BEF 607 Readings In Soc Of Ed	
BEF 650 Critical Race Theory In Educ	
BEF 667 Multicult Soc Ed Leadershp	
BEF 681 Ethics And Education	
Educational Research:	
AEL 638 Solving Problems of Practice	3
Advisor-approved BER research course at the 600 level	3
Instructional Support Area:	
AEL 631 Strategic Leadership	3
AEL 632 Leading Learning Through the Curriculum	3
AEL 633 Leading, Developing, and Mentoring for Adult Learners	3
AEL 634 Development and Supervision of Human Resources	3
AEL 635 Ethical, Legal, and Policy Issues in Schools	3
AEL 636 School Finance and Financial Management	3
AEL 637 Leadership and Social Systems	3
Additional Requirements:	
SPE 500 is required if a special education survey course was not part of the undergraduate program or another graduate program.	0-3
Total Hours	30-33

Certification

To be awarded Alabama Class AA Instructional Leader certification, students must:

- earn a passing score on a comprehensive exam covering the content of the program,
- maintain a GPA of at least 3.5 (effective July 1, 2017) on all courses with no grade below a C, and
- complete the State Department of Education certification application forms

Class AA Teacher Leader (P-12) certification

Admission Requirements

To be considered, applicants must:

1. hold a valid master's level professional educator certificate in any teaching field or area of instructional support,
2. have a minimum of three full years of full-time teaching experience in a P-12 setting, and
3. submit a portfolio containing three recommendations, evidence of the ability to positively affect student achievement, and evidence of collaborative leadership potential.

Please note: Classes taken for Class A certification and credits over six years old cannot be counted toward this degree. The certification programs of the department have been designed to fulfill current requirements of the Alabama State Board of Education.

In order to maintain compliance with the Alabama Board of Education, admission and program requirements are subject to change. Admission forms and requirements, specific program parameters, departmental policies and contact information can be found at the departmental website. Students should consult with their advisors before registering each semester.

Degree Requirements

This course listing applies to those who begin this program June 1, 2017, and thereafter. A comprehensive exam is required, and candidates must present a GPA of at least 3.50 on all courses in the program, with no grade below a C.

Code and Title	Hours
Foundations of Professional Studies:	
(Choose ONE from these SDE approved diversity courses.) 3	
BEF 607 Readings In Soc Of Ed	
BEF 650 Critical Race Theory In Educ	
BEF 667 Multicult Soc Ed Leadershp	
BEF 681 Ethics And Education	
Educational Research:	
BER 600 Quant Research Methods	3
Problem-based Research:	
BER 660 Eval I:Theory & Practice	3
CIE 620 Design Res Classrm Teach	3
Instructional Support Area:	
CIE 645 Prof Cont: Tchng & Lrning Com	3
AEL 612 Instruc Supv Mentor Trng	3
SPE 613 Consult Proc Spe Progs	3
BEP 601 Family, Sch., Community Relat.	3

CRD 690	Advanced Seminar Crd	3
BEF 639	Educ Theory And Policy	3
Additional Requirements:		
SPE 500 is required if a special education survey course was not part of the undergraduate program or another graduate program.		0-3
Total Hours		30-33

Certification

To be awarded Alabama Class AA Teacher Leader certification, students must:

- earn a passing score on a comprehensive exam covering the content of the program,
- maintain a GPA of at least 3.5 (effective July 1, 2017) on all courses with no grade below a C, and
- complete the State Department of Education certification application forms

Class AA School Library Media Specialist

[NOTE: At the time of publication of this catalog, the final program checklist is pending. Students should consult with their advisor each term to determine current requirements before registering.]

Admission Requirements

Admission requires valid, master’s level certification as a School Library Media Specialist and at least two full years of full-time acceptable P-12 professional educational work experience.

Admission requirements for the Graduate School (Admission Criteria) and the College of Education (General Admission (p. 501)) are detailed in earlier sections of this catalog.

Degree Requirements

A minimum of 30 hours of appropriate work beyond the MA degree and a passing score on a comprehensive exam are required for the educational specialist degree.

This course listing applies to candidates having appropriate prior certification. Candidates must present a GPA of at least 3.50 on all courses in the program, with no grade below a C. At least 15 semester hours of the 30 semester hour total must be at the 600-level. All requirements must be completed during the 6 years preceding the date on which the degree is to be awarded.

Code and Title	Hours
Foundations of Professional Studies	
Select one of the following courses:	3
BEF 607 Readings In Soc Of Ed *	
BEF 639 Educ Theory And Policy	
BEF 640 Studies History Of Education	
BEF 641 Studies Social Foundatn Educatn	
BEF 650 Critical Race Theory In Educ	
BEF 681 Ethics And Education	
Any 600-level BEP course	
Educational Research	
CIS 698 Independent Research	3
Instructional Support Area	
Select three courses from the following:	9

LS 508	Management Theory and Practice	
LS 520 or	Early Child Lit Mat & Story Pr (if not previously completed)	
LS 521	Matl & Services Childrn	
LS 541	Youth Programming	
LS 543	Trad. & Digital Storytelling	
LS 581	Universal Access	
LS 583	Social Aspects of Information	
Select one course from the following:		3
LS 544	Cultural Diversity Programming *	
LS 580	Outreach to Diverse Population *	
Select 12 hours from the following courses:		12
AEL 630	School Partnerships	
AEL 645	Int Comm & Collaboration	
LS 620	Graphic Novels	
LS 621	Interculture Perspect Yout Lit	
LS 622	Collab. through School Libs	
LS 623	School Lib. Admin	
Additional requirement		0-3
SPE 500	Intro Exc Childr/Youth (Required ONLY IF a survey of special education course was not completed previously.)	
Total Hours		30-33

Footnotes

* State-approved diversity course

The *Graduate Catalog* is published annually. Program checklists may be updated more frequently and are likely to provide the most up-to-date information about requirements. Students should obtain the most recent program checklists from their program advisors.

Please note: Courses taken for the prerequisite Class A certification and credits over six years old cannot be counted toward this degree. The certification programs of the department have been designed to fulfill current requirements of the Alabama State Board of Education.

In order to maintain compliance with the Alabama State Board of Education, admission and program requirements are subject to change. For the most current information, please check with the Office of Student Services and Certification or the Program in School Library Media.

Certification

To be awarded Alabama Class AA School Library Media Specialist certification, students must:

- maintain a GPA of at least 3.5 on all courses with no grade below a C
- receive a passing score on a comprehensive assessment documenting mastery of the curriculum
- hold valid, prerequisite Alabama Class A School Library Media Specialist certification
- complete an application for certification through the Alabama State Department of Education

Educational Leadership, MA

Master of Arts in Educational Leadership leading to Class A Instructional Leader Certification (P-12)

The primary purpose of the Master of Arts degree (30 semester hours) in educational leadership is to provide students with the initial certification in Alabama for Instructional Leadership in P-12 schools. The coursework provides students with a thorough knowledge and understanding of the central concepts, tools of inquiry, and structures of the field of instructional leadership. Candidates learn to work with students, families, and communities in ways that reflect the professionalism and expertise expected of educational leaders. The program content is consistent with state and national standards.

The Graduate Catalog is published annually. State-approved program checklists may be updated more frequently and are thus likely to provide the most up-to-date information about requirements. A current program checklist may be obtained from the program office. Students should consult their advisors each semester before registering.

MA in Educational Leadership with Class A Instructional Leader certification

Admission Requirements

An entrance exam score (at least 300 on the GRE or the 50th percentile or above on the MAT) is needed for regular admission. In addition to meeting admission requirements of the Graduate School and the College of Education, applicants must meet the following additional requirements for admission to the Educational Leadership/MA program leading to Class A Instructional Leader certification:

- a valid Alabama Class B professional educator certificate in a teaching field or a valid Alabama Class A professional educator certificate in a teaching field or instructional support area,
- a minimum of three full years of full-time, acceptable professional educational experience in a P-12 setting, which must include at least one full year of full-time P-12 classroom teaching experience,
- the submission of a portfolio before the interview,
- an application to the educational leadership department, and
- passing an interview conducted by the program committee.

The application portfolio must include:

1. three letters of recommendation, one of which must be from the applicant's principal or direct supervisor,
2. a completed copy (all forms) of the most recent performance evaluation including the professional development component, if available,
3. evidence of ability to improve student achievement,
4. evidence of leadership and management potential, including evidence of most recent accomplishments in educational leadership,
5. a summary of the candidate's reasons for pursuing the certification in instructional leadership, and
6. a summary of what the candidate expects from the certification program.

Individuals must be unconditionally admitted to the Class A Instructional Leader program before enrolling in any leadership courses in the program.

Degree Requirements

This course listing applies to those who begin this program June 1, 2017. A minimum of 30 hrs of appropriate graduate work, successful completion of a comprehensive exam, and passing scores on the appropriate Praxis subject assessment are required. Candidates must present a GPA of at least 3.25 on all courses in the program, with no grade below a C.

Code and Title	Hours
Foundations of Professional Studies:	
(Choose ONE of these SDE approved diversity courses.)	3
BEF 503 History Of Amer Educn	
BEF 507 Sociology Of Education	
BEF 534 Multicultural Education	
BEF 575 Found Educn Through Film	
BEF 607 Readings In Soc Of Ed	
BEF 650 Critical Race Theory In Educ	
BEF 667 Multicult Soc Ed Leadershp	
BEF 681 Ethics And Education	
Educational Research:	
BER 540 Statistical Methods In Educ	3
Instructional Support Area:	
AEL 520 Leadership for Communities *	3
AEL 521 Leadership for Improvement	3
AEL 522 Teaching and Learning	3
AEL 523 Human Resource Development	3
AEL 524 Ethics and Law	3
AEL 525 Management	3
AEL 526 Data Informed Decision Making	3
Internship:	
AEL 527 Internship in Educ Leadership	3
Additional Requirements:	
SPE 500 is required if a special education survey course was not part of the undergraduate program or another graduate program.	0-3
Total Hours	30-33

* SDE-approved diversity course

Reduced-Hour Option leading to Class A Instructional Leader (certification only)

Beginning Summer 2015, individuals holding a valid, Alabama Class A professional educator certificate may apply for admission to the reduced-hour option to pursue certification only.

Admission Requirements

Minimum requirements include:

- a valid Alabama Class A professional educator certificate in a teaching field or instructional support area,
- a minimum of three full years of full-time, acceptable professional educational experience in a P-12 setting, which must include at least one full year of full-time P-12 classroom teaching experience,
- a graduate GPA of 3.0 or above on a 4.0 scale,
- submission of a portfolio before participation in the assessment process, which will include an interview, and

- submission of a writing sample in a sit-down format and a review by the program admission committee.

Reduced-hour Option leading to Class A Instructional Leader (certification only)

Candidates must present a GPA of at least 3.25 on all courses in the program, with no grade below a C. Successful completion of a comprehensive exam and passing scores on the appropriate Praxis subject assessment are required.

Code and Title	Hours
AEL 520 Leadership for Communities *	3
AEL 521 Leadership for Improvement	3
AEL 523 Human Resource Development	3
AEL 524 Ethics and Law	3
AEL 525 Management	3
Internship:	3
AEL 527 Internship in Educ Leadership	
SPE 500 is required if a special education survey course was not part of the undergraduate program or another graduate program.	0-3
Total Hours	18-21

* SDE-approved diversity course

Certification

To be awarded Alabama Class A Instructional Leader certification, students must:

- maintain a GPA of at least 3.25 (effective July 1, 2017) on all courses with no grade below a C,
- receive a passing score on a comprehensive assessment documenting mastery of the curriculum,
- successfully complete the internship and residency,
- receive a passing score on the required Praxis subject assessment,
- complete a survey of special education course (SPE 300 Survey Spe Accomd Stratg or SPE 500 Intro Exc Childr/Youth) or its equivalent.

The certification programs of the department have been designed to fulfill current requirements of the Alabama State Board of Education. The state requirements change from time to time and, accordingly, the department's requirements and programs are subject to change.

Field experience objectives, including progression from observation through participation to leadership behaviors are embedded in each course and assessed by the faculty member of record for each course.

The program of study leading to Class A Instructional Leader certification is based on a cohort approach to instruction with cohorts being established annually. For admission forms and requirements, specific program parameters, departmental policies and contact information, please review the ELPTS website.

Higher Education Administration, Ed.D.

The Higher Education Administration Program offers the EdD program in Tuscaloosa. The EdD program is also offered in an executive format.

The EdD degree provides academic preparation and professional development for those individuals who have or will assume upper-level administrative and executive roles in two- and four-year colleges and universities, state and federal postsecondary education agencies and

other education-related organizations. The curriculum is designed around the key competencies necessary to assume a leadership role, with courses in program assessment and evaluation, policy, organizational change and student affairs administration. The EdD requires 66 semester hours beyond the master's degree. These 66 semester hours include at least 54 hours of coursework and 12 hours of dissertation research. The plan of study also includes 12 semester hours in theoretical foundations and a minimum of 12 semester hours in research methods.

The Executive EdD program is designed to meet the unique needs of experienced professionals seeking a doctorate in higher education. The program helps students develop the knowledge, skills, and abilities necessary to advance in leadership positions by combining theoretically-rich studies with an applied research approach. The Executive EdD is a cohort program that allows students to build an immediate network of colleagues. Intensive coursework and a carefully-structured dissertation process allow students to complete the degree in nine semesters and maintain professional positions. The Executive EdD program's alternative format meets all the expectations of a rigorous higher education program, including the credit hour and degree requirements stipulated by the College of Education and the Graduate School.

Admission to the Graduate School (Admission Criteria) and the College of Education (General Admission (p. 501)) do not ensure admission to the doctoral programs. Admission forms and requirements, specific program parameters, departmental policies, and contact information for each doctoral degree can be found at the ELPTS website.

See the Admission Criteria section of this catalog for more information.

Higher Education Administration, MA

The Master of Arts degree in higher education is offered on the Tuscaloosa campus and online. The Master of Arts is a 36-hour degree program designed for students seeking to enter into a range of professional careers in postsecondary education. The program follows standards and guidelines taken from the Council for the Advancement of Standards in Higher Education, and provides courses in foundational studies, professional studies, supervised practice, research methodology and elective study.

The campus program partners with staff in Student Life and Academic Affairs to provide professional development opportunities inside and outside of the classroom experience. An internship is required for most students in the campus program. The online program offers courses in grant writing, technology, and higher education assessment.

See the Admission Criteria section of this catalog for more information.

All candidates for the master's degree must earn a minimum of 33 semester hours of credit and complete a 3-hour culminating 'Capstone' experience. This plan requires a minimum of 18 semester hours in the major subject. With the approval of the major program, the remainder of the coursework may be completed in either the major or a related field.

All candidates will be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Main Campus Program Requirements

Application deadline: January 15

Admission to the Master of Arts in Higher Education Administration (Main Campus) requires the following:

- An undergraduate degree from an accredited institution
- An overall undergraduate GPA of 3.0 or a 3.0 average for the last 60 hours in a degree program, or a 3.0 or higher in a completed graduate degree program
- Minimum score of 300 on the GRE or 50th percentile on the MAT

Additionally, the following departmental requirements should be submitted in the admissions application system.

- HEA application
- three recommendations
- a one-page statement of purpose for pursuing the degree (You may use the same one required by the Graduate School.)
- vita or résumé
- a five-page writing sample describing a problem that faces higher education today (nationally), analyzing salient points of the issue, and evaluating potential solutions. The sample should demonstrate formal writing and should include appropriate citations. Applicants may submit an academic paper in lieu of the five-page essay, preferably on a recent topic related to higher education.

One plan is offered for the master's degree. Candidates for the master's degree must earn a minimum of 36 semester hours of credit. The Capstone Seminar in Higher Education (AHE 593 Student Affairs Capstone Sem) is the required culminating experience for the program and is detailed in the Higher Education Administration Program Handbook. The 36-hour degree program is designed for students seeking to enter a range of professional careers in postsecondary education. The program includes courses in foundational studies, professional studies, supervised practice, and research methods. As a rule, all master's students are required to complete an internship and a capstone seminar.

Unless substitutions are approved by the student's faculty advisor, all of the following courses are required for the award of the MA in Higher Education Administration.

Code and Title	Hours	
AHE 500	Perspect High Educ Admin	3
AHE 507	Student Development Theory I	3
AHE 520	Student In Higher Eductn	3
AHE 521	Student Affairs	3
AHE 540	Org and Governance	3
AHE 592	Internship in Higher Education	3
AHE 593	Student Affairs Capstone Sem	3
AHE 645	Higher Ed/SA Assessment	3
AHE 680	Readings in HE	3
AHE 685	Div Issues Higher Ed Pract	3
BER 540	Statistical Methods In Educ	3
Advisor approved elective		3
Total Hours		36

Distance Learning (Online) Program Requirements

Application Deadlines:

- July 15 - fall admission
- April 15 - summer admission
- November 1 - spring admission

Admission to the distance learning (online) program leading to the MA in Higher Education Administration requires the following:

- An undergraduate degree from an accredited institution
- An overall undergraduate GPA of 3.0 or a 3.0 average for the last 60 hours in a degree program, or a 3.0 or higher in a completed graduate degree program
- Minimum score of 300 on the GRE or 50th percentile on the MAT

Additionally, the following departmental requirements should be submitted in the admissions application system.

- HEA application
- three recommendations
- a one-page statement of purpose for pursuing the degree (You may use the same one required by the Graduate School.)
- vita or résumé
- a five-page writing sample describing a problem that faces higher education today (nationally), analyzing salient points of the issue, and evaluating potential solutions. The sample should demonstrate formal writing and should include appropriate citations. Applicants may submit an academic paper in lieu of the five-page essay, preferably on a recent topic related to higher education.

Code and Title	Hours	
AHE 500	Perspect High Educ Admin	3
AHE 507	Student Development Theory I	3
AHE 520	Student In Higher Eductn	3
AHE 540	Org and Governance	3
AHE 550	Financing Higher Eductn	3
AHE 591	Seminar Higher Education (Technology in Higher Education)	3
AHE 593	Student Affairs Capstone Sem	3
AHE 645	Higher Ed/SA Assessment	3
AHE 680	Readings in HE	3
AHE 685	Div Issues Higher Ed Pract	3
BER 540	Statistical Methods In Educ	3
Select ONE of the following electives:		3
AHE 591	Seminar Higher Education (Grantwriting in Higher Education)	
AHE 644	Sem Acad Progm Dev Eval	
AHE 670	Higher Education Policy	
Total Hours		36

Higher Education Administration, Ph.D.

The Higher Education Administration Program offers a PhD program in Tuscaloosa only.

The PhD degree prepares students to assume scholarly roles in higher education. The PhD program emphasizes working with faculty in a one-on-one setting with students participating in a mentored teaching and research sequence, providing first-hand experiences of faculty life. Students investigate and contribute to a body of knowledge that informs higher education policy and practice at institutional, statewide, national, and international levels.

The PhD requires 78 semester hours beyond the master's degree. These 78 semester hours include at least 54 hours of coursework and 24 hours of dissertation research. The program of study also includes 12 semester

hours in theoretical foundations and a minimum of 12 semester hours in research methods.

PhD students also are required to complete mentored teaching and mentored research courses. In mentored teaching, students are required to assist a higher education faculty member with course instruction. In mentored research, students work individually with a higher education faculty member to complete a research project.

Admission to the Graduate School (Admission Criteria) and the College of Education (General Admission (p. 501)) do not ensure admission to the doctoral programs. Admission forms and requirements, specific program parameters, departmental policies and contact information for each doctoral degree can be found at the ELPTS website.

Instructional Leadership, Ed.D.

Instructional Leadership, EdD—Nurse Educator

The UA College of Education and the Capstone College of Nursing have combined to offer a Doctor of Education in instructional leadership with a concentration in nurse education. This low-residency program is designed to prepare future faculty with the teaching and research skills necessary for positions in community colleges, four-year colleges, and universities.

Working within annual cohorts and employing distance-based instruction, students typically complete coursework requirements and the dissertation study in 5 years.

The curriculum supports the competencies for nurse educators specified by the National League for Nursing (NLN) and the Southern Regional Education Board Council on Collegiate Education in Nursing (SCCEN).

Admission Requirements:

Prospective students must meet the criteria for admission to The University of Alabama Graduate School and the Colleges of Nursing and Education.

These include:

- an undergraduate GPA of 3.0 on a 4.0 scale, a 3.0 average for the last 60 semester hours in a degree program, or a 3.0 or higher in a completed graduate degree program
- an unencumbered RN license in the state in which the student will practice
- a BSN degree from an accredited institution
- an M.S.N. degree or equivalent degree from an accredited institution

The fall admission deadline is May 1st. An admissions committee comprising nursing and education faculty selects the best qualified applicants based upon the following materials.

Each step must be completed to be considered for admission.

Step 1) Complete the Graduate School application

Step 2) Submit in addition to Graduate School requirements:

- a resume
- the Departmental Information Form
- three letters of recommendation
- a sample of academic writing (e.g., a scholarly paper presented in a previous graduate course that demonstrates knowledge

of an area, powers of organization, command of language, and communication skills.)

Program Requirements:

The Doctorate of Education requires a minimum of 72 credit hours beyond the master's degree (60 hours of coursework and 12 hours of dissertation study). Students must also meet all Graduate School degree and dissertation requirements.

The 60 hours of required coursework is normally completed in three years of full-time study through a blended format of online courses and spring-fall campus meetings (scheduled three times a semester on Friday evenings and Saturdays). Summer classes are delivered online. A comprehensive examination must be passed and the dissertation completed no later than nine years after first enrollment.

Comprehensive Exam

A comprehensive exam is used to measure command of the content presented in the coursework portion of the degree. Upon successful completion, the student commences dissertation study.

Dissertation

During dissertation research, continuous registration is required for a minimum of 3 hours per term (fall and spring) until graduation. Registration is also necessary for summer graduation.

Nurse Educator Dissertation: Policy & Procedure

Purpose. A dissertation—demonstrating the ability to conduct independent research, analyze, and present findings—must be prepared on a topic in the area of Nursing Education. The subject of the dissertation must be approved by the student's dissertation committee and should constitute an original contribution to the field of study.

Policy. The dissertation progresses through the following benchmarks:

(i) *Prospectus.* The dissertation committee meets to review a brief outline (typically around 20 pages) of the proposed research project. Upon approval, the **Application to Candidacy** form is signed and submitted to the Graduate School.

(ii) *Proposal.* The dissertation committee meets to review the first three chapters of the dissertation manuscript. Where appropriate, this should include the justification and design of any proposed field research. Upon approval, the **Appointment of Committee** form is signed and submitted to the Graduate School. The student can then seek the IRB approval necessary to conduct their research.

(iii) *Defense.* The dissertation committee meets to review the final manuscript, including analysis of the study's findings and discussion of their significance in the light of current research and policy. Upon approval, the **Committee Acceptance** form is signed and submitted to the Graduate School. The complete and edited dissertation is then uploaded at the ETD website, as explained below.

Application for Degree

The Application for Degree form must be submitted in the first week of the semester of intended graduation.

Concentration in Nurse Education		Hours
NUR 531	Nsg Fac Roles and Resp	3
NUR 532	Instructional Media for Nursing Education	3
NUR 620	Curriculum Theory & Practice	3
NUR 696	Doctoral Seminar in Research	3
Total Hours		12

Instructional Leadership, Ph.D.

Instructional Leadership – Instructional Technology Concentration (PhD)

The Instructional Leadership PhD with a concentration in Instructional Technology is dedicated to the improvement of professional practice and to the work of school engagement. The PhD prepares individuals to conduct original research and to use current and emerging technologies and instructional strategies to help develop effective learning environments. The degree prepares individuals to assume positions tied to the preparation of researchers in the area of educational technology and to the design of instructional work in school and college environments, as well as to positions in business and industry settings.

Instructional Leadership – Social and Cultural Studies Concentration (PhD)

The Instructional Leadership PhD with a concentration in Social and Cultural Studies is dedicated to the improvement of professional practice and to the work of school engagement. The program aims to develop scholars, researchers, and instructional leaders for schools, colleges, and other educational institutions. The work of the program is guided by the principles of reflective practice, professional growth, democratic action, and individual responsibility. The overarching goal is to prepare theoretically informed leaders with a critical understanding of social and cultural issues necessary to enact insightful organizational, curricular, and pedagogic decisions within their respective institutional settings.

Doctoral Degrees

The PhD in instructional leadership prepares educational leaders, scholar practitioners, policy makers, professors, and researchers who can use—and contribute to—knowledge of learning processes, pedagogy, and the social foundations of schooling. Courses focus on curriculum, professional development, supervision, learning, pedagogy, and questions of diversity and social justice. Throughout, the overarching aim is to develop the skills of inquiry and reflective decision making so that graduates are able to construct ethical and politically informed judgments that advance education while respecting diversity, honoring difference, and promoting social justice. The PhD offers optional concentrations in instructional technology (preparing future researchers, teachers, and corporate trainers in the field of instructional design and e-learning) and the social and cultural foundations of education (preparing students for academic positions in higher education).

Instructional Leadership, PhD (Instructional Technology)

Admission Requirements

To be considered for regular admission, students must score above the 50th percentile on either the GRE or MAT. For admission, an applicant must apply online through the Graduate School. Applicants should select the Instructional Leadership PhD and then the specialty area of Instructional Technology. Other requirements include a departmental information sheet, a curriculum vita or resume, a statement of purpose, three recommendations, and a writing sample.

Program Requirements

When admitted to the program, applicants are assigned a temporary advisor—they may continue to work with this person or select another advisor when they get to know the faculty. Advisors work with students to complete a Program of Study. This is your degree plan; it specifies the courses you must complete in order to graduate.

The Instructional Leadership PhD with an Instructional Technology concentration requires a minimum of 84 credit hours beyond the master's degree. It is comprised of 60 hours of coursework and 24 hours of dissertation credit.

Graduate School Requirements

1. Within the first 30 hours of study, copies of students' Program of Study Form must be submitted to the department and to the graduate school. Any changes to the program of study must be made by completing a course substitution form.
2. All requirements must be completed within nine years. Credit earned in the six years preceding enrollment in the doctoral program may be applied.
3. The minimum period in which the doctoral degree can be earned is three full academic years of graduate study.

Dissertation (AIL 699 Dissertation Research, 24 hours). Continuous enrollment of a minimum of 3 hours during Fall and Spring semesters is required until the dissertation is complete. Summer registration for AIL 699 is only required if a student is defending the dissertation and/or graduating during the summer semester.

Application for Degree

The Application for Degree form must be submitted in the first week of the semester in which a student plans to graduate.

Instructional Leadership, PhD (Social and Cultural Studies)

Admission Requirements

To be considered for regular admission, students must have maintained an undergraduate grade point average of 3.0 on a 4.0 scale or a 3.0 average for the last 60 semester hours in a degree program. An entrance exam is not required for the application to the Instructional Leadership PhD with concentration in Social and Cultural Studies. However, students who have already taken the GRE and scored at or above the 50th percentile are encouraged to submit their results to supplement their application. For admission, an applicant must apply through the Graduate School. You will be asked to submit names for recommendations, a departmental information sheet, your curriculum vita or resume, a statement of purpose, and a writing sample.

Program Requirements

When admitted to the program you will be assigned a temporary advisor—you may continue to work with this person or select another advisor when you get to know the faculty. One of the first projects, usually completed in the first or second semester, is to form a Program Advisory Committee and complete a Program of Study Form. This is your degree plan; it lays out the courses you must complete in order to graduate.

1. Within your first 30 hours of study, copies of your Program of Study Form must be submitted to the department and to the graduate school. Any changes to the program of study must be made by completing a course substitution form.
2. Your Program of Study Form must indicate how you will meet the University Residency Requirement.
3. Up to 21 hours of required course work may be transferred if credit meets conditions stated in the Doctoral Degrees section of the Graduate Catalog. Use the Transfer Graduate Credit Form.
4. All requirements must be completed within seven years. Credit earned in the six years preceding enrollment in the doctoral program may be applied. See the checklist pertaining to each degree for any

exceptions. (Some programs may be eight years if certain conditions prevail.)

The doctoral program requires a minimum of 72 credit hours beyond the master's degree or 90 hours beyond the bachelor's degree. A typical 72-credit hour PhD is comprised of 48 hours of coursework, a comprehensive examination, 24 hours of dissertation credit, and the University residency requirement.

Students must complete 33 hours of coursework relevant to the major, including, at a minimum, 18 hours of BEF coursework. These 18 hours must include the following program core courses: BEF 644, AEL 667/BEF 667, AEL 681/BEF 681, and an additional program approved course (see advisor). Additionally, students are strongly encouraged to complete at least one course in each of the constituent program disciplines: sociology, history, and philosophy. Pre-approved courses are as follow:

- Sociology: BEF 507, BEF 641, BEF 650
- History: BEF 503, BEF 653
- Philosophy: BEF 504, BEF 642, BEF 654

Remaining hours of coursework may come from the following elective courses: Any disciplinary course not taken from above and BEF 512, BEF 534, BEF 575, BEF 585, BEF 607, BEF 639; AEL 619, AEL 664, AEL 669 Curriculum Study Schoolg, and AEL 695.

In consultation with their advisors, students are encouraged to seek relevant courses outside the program and College to fulfill both disciplinary and elective needs according to their academic interests and professional goals.

A majority of courses in the program of study must be at the 600 level or higher.

Research. 15 hours of coursework in quantitative and/or qualitative research methods must be included in the program of study.

Proposal. The dissertation proposal normally constitutes the first three chapters of the dissertation study. Typically, this comes after the student has met to discuss their prospectus. At this point, a student should submit the Application for Admission to Candidacy form to the Graduate School—and a photocopy to the department.

Dissertation (AEL 699 Dissertation Research, 24 hours). Continuous enrollment is required until the dissertation is complete. The number of hours will vary depending on workload of the student and professor on the document.

Doctoral Residency. The minimum period in which the doctoral degree can be earned is three full academic years of graduate study. The student must spend an academic year in continuous residence as a full-time student in the Graduate School of The University of Alabama (or, if specifically approved by the faculty concerned, one full summer consisting of two terms, preceded by or followed by one regular semester). Full time enrollment consists of 9 credit hours per semester. This requirement can be satisfied only by enrolling in coursework; dissertation or thesis research cannot be used. Students following the traditional residency requirement are advised that distance education courses may not count toward that requirement.

Instructional Technology Certificate

The Graduate Certificate in Instructional Technology provides students with the knowledge, skills, and dispositions needed to effectively integrate technology into their teaching, to design and deliver distance and online courses, and to lead campus and organizational instructional

technology initiatives. The program takes a research-to-practice approach by grounding instructional technology practice in research-based evidence.

NOTE: This certificate is not a credential for teacher certification/licensure.

Code and Title		Hours
Required Core Coursework (6 hours):		
AIL 602	Electrnc Instruct Design	3
AIL 604	Distance Technologies	3
Required Elective Coursework (3 hours) (Choose one course.)		
AIL 690	Sem Instructional Technology	3
AIL 601	Prin Instruct Technology	
Elective Coursework (6 hours) (Choose two courses.)		
AIL 600	Integr Tech Educ & Train	6
AIL 601	Prin Instruct Technology	
AIL 603	Telecommctn & Networks	
AIL 605	Interact Multimedia Proc	
AIL 606	Software Technology	
AIL 607	Readings in Instruct. Tech.	
AIL 630	Technology Management	6
AIL 631	Administrative Technology	
AIL 690	Sem Instructional Technology	
Total Hours		15

- With approval of the Program Coordinator for Instructional Technology, AIL courses taken as part of a student's existing program of study that meet the requirements of the certificate program will be accepted as credit towards the certificate.

Instructional Technology, MA

The Master of Arts in instructional technology is an online degree program for individuals who wish to increase their understanding of technology's role in teaching, learning, design, and training. This online degree is designed to prepare individuals to use current and emerging technologies and instructional strategies to create effective learning environments. The degree prepares individuals for positions in instructional technology, educational technology and instructional design as they exist in a variety of settings, including business and industry.

Admission Requirements

Applicants to the Master of Arts in instructional technology must apply to the Graduate School for admission. To apply, connect to the Graduate School site at <http://graduate.ua.edu/application/>. Follow the online instructions, complete the required forms and provide appropriate transcripts.

Application Process

Applications are accepted throughout the year. For the application to be processed for each semester, the application should be submitted no later than:

- July 1st for Fall admission
- November 1st for Spring admission
- April 1st for Summer admission

Program Requirements

- Candidates for the master's degree must earn a minimum of 30 semester hours of credit.

- Candidates must complete a digital portfolio as a comprehensive examination
- There are 21 required hours (7 courses) and 9 elective hours (3 courses) of CAT/INTE hours; one elective course may be taken outside the INTE program from other programs/colleges at The University of Alabama, with advisor approval.

Instructional Technology, MA		Hours
Required courses:		
CAT 531	Computer Based Instruction	3
INTE 532	Instructional Tech Design (Instructional Technology Design)	3
INTE 533	Online Teaching and Learning (eLearning (Online Learning))	3
INTE 534	Issues & Trends Instruc Tech (Issues and Trends in Instructional Design)	3
INTE 535	INTE Assistive Technology (Adaptive and Assistive Technologies)	3
INTE 536	Assessment and Evaluation (Assessment and Evaluation in InSTRUCTIONAL Technology)	3
INTE 589	Instruc Tech Resea & Prod Dev (Instructional Technology Research and Product Development)	3
Elective courses (Choose 3 courses from the options below):		9
INTE 537	Game-Based Learning (Game-Based Learning)	
INTE 538	mLearning (mLearning)	
INTE 539	Special Topics in IT	
INTE 540	Plan & Manage Tech Projects (Technology Project Management and Budgeting)	
INTE 541	IT Leadership (IT Leadership and Administrative Technology)	
One advisor-approved course outside the INTE program		
Total Hours		30

Social and Cultural Studies Certificate

Students who earn a Certificate in Social and Cultural Studies will have successfully completed six courses from at least three disciplinary approaches (history, philosophy, sociology).

NOTE: This certificate is not a credential for teacher certification/licensure.

Social and Cultural Studies		Hours
Core Coursework		9
BEF 667	Multicult Soc Ed Leadershp	
BEF 681	Ethics And Education	
BEF 644	Phil Science Rel Ed Res	
Elective Coursework		9
BEF 607	Readings In Soc Of Ed	
BEF 642	Studies Philosophy Education	
BEF 641	Studies Social Foundatn Eductn	
BEF 640	Studies History Of Education	
BEF 650	Critical Race Theory In Educ	
BEF 653	Studies in Higher Ed History	
BEF 654	Phil & Amer Higher Ed	

AEL 669 Curriculum Study Schoolg

Total Hours 18

Students may include one Masters level course as an elective toward the certificate, including BEF 504 Philosophy Of Educ, BEF 575 Found Educn Through Film, and BEF 585 Language Politics & Education. Students may transfer in three hours.

In consultation with the Program Coordinator, students may choose up to two elective courses outside the program. Courses in, for example, qualitative research methods (BER), educational psychology (BEP), women's studies (WS), or political science (PSC), among possible others would readily fit into this certificate program.

Department of Educational Studies in Psychology, Research Methodology, and Counseling

- Majors
 - Counselor Education: Clinical Mental Health Counseling, MA (p. 561)
 - Counselor Education: Rehabilitation Counseling, MA (p. 561)
 - Counselor Education: School Counseling, MA (p. 562)
 - Counselor Education, EdS (p. 559)
 - Counselor Education, PhD (p. 560)
 - Educational Psychology, MA (p. 563)
 - Educational Psychology, EdS (p. 563)
 - Educational Psychology, PhD (p. 564)
 - Educational Psychology-School Psychometry, MA (p. 564)
 - Educational Psychology-School Psychology, EdS (p. 567)
 - Educational Research, PhD (p. 565)
 - School Psychology, PhD (p. 569)
 - Research Methodology, EdS (p. 567)
- Graduate Certificates
 - Qualitative Research (p. 566)
 - Quantitative Research (p. 566)

Department Head and Professor

- Aaron Kuntz

Professors

- Joy Burnham
- Randall Schumacker

Associate professors

- Joni Lakin
- Michael Lawson
- George Mugoya
- David Ian Walker

Assistant professors

- Eric Baltrinic
- Youn-Jeng Choi
- Daniel Cohen
- Ryan Cook
- Heather Fye
- Teresa Grenawalt
- Kelly Guyotte

- Hyemin Han
- Joon-Ho Lee
- Wei Li
- Junfei Lu
- Emily Lund
- Wenchao Ma
- Kaiwen Man
- Laura M. Morett
- Macarena Suarez Pellicioni
- June Preast
- Stephanie Shelton
- Firat Soylu
- Stefanie Wind

Clinical professor

- Judy Giesen

Clinical associate professors

- Ann Godfrey
- Karl Hamner
- Stacy Hughey-Surman

Clinical assistant professors

- Heather Britnell
- Millie Dawson-Hardy
- Anthony Derriso
- Kimberly Jenkins-Richardson
- Yurou Wang

Counselor Education

BCE511 Principles Of Guidance

Hours 3

Explores the rationale for guidance by examining human development and sociological, psychological, and philosophical bases for guidance. Provides awareness of services by surveying components of guidance programs. Offered fall semester.

BCE512 Counseling Theory Proc

Hours 3

Introduction to counseling, counseling theories, and the counseling relationship; and an overview of the counseling process. Offered fall and spring semesters.

BCE513 Career Development

Hours 3

An introduction for counselors and teachers to career development concepts, labor force information, and other resources needed to help persons with career planning and decision making. Offered spring semester.

BCE514 Counseling Skills

Hours 3

An experiential course involving applied elements of theoretical models and customary helping skills to orient and prepare students for their initial supervised work with counseling clients. Offered fall and spring semesters.

BCE515 Practicum Counseling I

Hours 3

Laboratory training in attending, listening, and influencing skills. Supervised experience in counseling. Offered fall and spring semesters.

BCE516 Practicum Counseling II

Hours 3-6

Supervised practice in counseling. Offered fall and spring semesters.

Prerequisite(s): BCE 515

BCE517 Professional Issues, Ethics, and Advocacy in Counseling

Hours 3

This course is designed to expose students to the fundamental principals of being a professional counselor. This course will help students to be familiar with assumptions, theories, strategies, applications, ethical, and legal considerations related to the development of counseling.

BCE518 Intro to Clin. Ment. Hlth Cnsl

Hours 3

Seminar and fieldwork designed to acquaint the student with the functions and roles of the counselor in various community and agency settings. Offered fall semester.

BCE521 Group Proceid Coun Educ

Hours 3

Background in group methods, including group guidance, group counseling, and group dynamics. One-half of class time is spent in a laboratory experience during which each student is provided an opportunity to function in a group. Offered fall and spring semesters and in summer school.

BCE522 Indiv & Group Appraisal

Hours 3

An overview of measurement methods, practice in administration and interpretation of standardized tests, and evaluation of tests and testing programs for counseling and guidance. Offered spring semester and in summer school.

BCE523 Prog Development & Mgt

Hours 3

An examination of the organization and implementation of the guidance functions of schools and the guidance responsibilities of counselors, teachers and administrators. Offered spring semester.

Prerequisite(s): BCE 511

BCE525 Internship in School and Clinical Mental Health Counseling

Hours 3-12

Supervised field experience in an appropriate job setting. Offered fall, spring and summer semesters/terms.

Prerequisite(s): BCE 516 and BCE 512

BCE528 Adv Sem. Clin. Ment. Hlth Cnsl

Hours 3

Advanced study and discussion of a variety of agency-specific issues and topics. Offered spring semester.

Prerequisite(s): BCE 518

BCE533 Special Topics

Hours 1-3

This course is designed to offer students a range of counseling-focused 500-level special topic classes.

BCE540 Orientation to Rehabilitation Counseling

Hours 3

Philosophical, social, psychological, and legislative bases of rehabilitation; the nature and scope of the rehabilitation process and the functions of the rehabilitation counselor; and study of the individual. Offered fall semester.

BCE542 Medical and Psychosocial Aspects Disabilities

Hours 3

General knowledge of chronic illness and disability is important for rehabilitation counselors, allied health professionals, and other human services workers who work in settings involved with serving persons with disabilities. This course will explore the personal, psychosocial, and vocational impact of chronic illness and disability. The course provides an overview of various body systems, the etiology and pathology of diseases, injuries, and disabilities that can affect the body systems, the prognosis, psychosocial and vocational implications of these conditions. Also examined will be the various models of conceptualizing disability and assistive technology.

BCE545 Case Management, Vocational Rehabilitation, & Placement

Hours 3

The purpose of this course is to provide students with the knowledge and necessary skills to complete case management and vocational rehabilitation placement services. Course content includes competencies of case management; intake interviews; medical and psychological evaluation and life care planning.

BCE546 Pract Rehab Counseling

Hours 3-6

Supervised practice in rehabilitation counseling. Offered fall, spring, and summer semesters/terms.

Prerequisite(s): BCE 514

BCE547 Internship in Rehabilitation Counseling

Hours 3-12

Supervised field experience in a rehabilitation setting. Offered fall, spring, and summer semesters/terms.

Prerequisite(s): BCE 546

BCE611 Multicult. Approach Counseling

Hours 3

This course is designed to introduce students to multicultural issues unique to counseling and other helping professions. Offered even-numbered fall semesters.

BCE613 Substance Abuse Counseling

Hours 3

The primary goals for this course are to deepen students' understanding of substance use disorders, facilitate the development of addiction counseling competencies associated with positive treatment outcomes and increase students' level of confidence in identification of substance abuse issues.

BCE615 Field Exper Counselor Ed

Hours 3-6

Supervised field experiences in counseling to supplement accredited, advanced-level internships. Offered annually.

BCE616 Advanced Practicum In Counseling

Hours 3-6

Supervised practice in counseling for advanced majors. Offered alternate spring semester.

BCE618 Adv Theory Counseling

Hours 3

Historical and current approaches to individual counseling, and the theories of personality structure and individual behavior from which these approaches are derived. Offered alternate spring semesters.

BCE619 Supervision in Counselor Education

Hours 3-6

Supervision of practicum students within a structured pedagogical course. Offered in the fall and spring semesters.

BCE625 Advanced Internship

Hours 6-18

Supervised field experiences in counseling and counselor education for advanced students. Offered fall, spring, and summer semesters/terms.

Prerequisite(s): BCE 615 or BCE 616 or BCE 617

BCE626 Readings

Hours 3

Independent study under faculty direction. Offered fall, spring, and summer semesters/terms.

BCE631 Consul Adm & Ldrs in Counseling

Hours 3

Study of consultation with teachers, administrators, parents, and various community agencies, emphasizing behavioral, ecological, mental health, and organized models and appropriate interventions to be planned with consultees. Offered alternate spring semesters.

BCE633 Advanced Seminar

Hours 3

Seminars focusing on contemporary counseling issues and topics. Varied offerings.

BCE635 Teaching and Scholarship in Counselor Education

Hours 3

This course is designed for advanced counseling students who study teaching and scholarship in Counselor Education.

BCE636 Leadership and Advocacy in Counselor Education

Hours 3

The course is designed for advanced counseling students who study leadership and advocacy in Counselor Education.

BCE650 Couns Stratg Fam Relatns

Hours 3

Examination of theoretical and applied elements of systemic intervention with troubled families. Offered spring semester.

BCE652 Couns Stratg Adult-Child

Hours 3

Examination of theoretical and applied elements of intervention with discordant relationships between adults and children. Offered summer terms only.

BCE698 Non-Dissertn Research

Hours 3-6

Directed research not related to dissertation research. Variable offerings.

Prerequisite(s): Instructor Approval

BCE699 Dissertation Research

Hours 1-15

Student research for writing dissertation.

Educational Psychology

BEP500 Adv Educational Psych

Hours 3

Principles of educational psychology for teaching and for educational services in schools and colleges.

BEP501 Proseminar in Educational Psychology

Hours 3

This course presents an introduction to doctoral studies in Educational Psychology at The University of Alabama.

BEP505 Motivation and Self-Regulation

Hours 3

Investigates the development of self-regulatory processes and the match between those processes and educational practice. Transitions from home to school, elementary to secondary, and high school to college/work are considered in depth.

BEP541 Foundations of the Learning Sciences

Hours 3

Provides a foundation in the learning sciences and cognitive research with a particular focus on educational settings.

BEP550 Life Span Development

Hours 3

A study of principles and concepts of physical, cognitive, personality, and social development from conception through death.

BEP561 Social Cult Basis Behav

Hours 3

Provides fundamental knowledge regarding the methods in which social and cultural interactions and histories influence human behavior. Focuses on application of social psychology principles and multicultural issues to increase awareness and improve skills across a variety of social settings, including schools and human-service agencies.

BEP565 Personality & Social Dev

W

Hours 3

Examines the major theories of personality and social-emotional factors as they impact on the learning process and educational practice. Writing proficiency is required for a passing grade in this course. A student who does not write with the skill normally required of an upper-division student will not earn a passing grade, no matter how well the student performs in other areas of the course.

Writing

BEP570 Foundations of Educational Neuroscience

Hours 3

A survey of main issues and topics in educational and cognitive neuroscience, cognitive science, and learning sciences. The course is open to all graduate students from any program.

BEP598 Non-Thesis Research

Hours 1-6

Research conducted by student.

BEP599 Thesis Research

Hours 1-6

Research conducted by student for thesis.

BEP600 Contemp Educ Psych Prob

Hours 3

Thorough exploration of current problem areas in education and the impact and perspectives of educational psychology.

BEP601 Family, School, and Community Relationships

Hours 3

Provide candidates with a strong foundation for understanding family, school, and community partnerships, and to build their abilities to put this knowledge into practice within their own school settings.

BEP641 Seminar in Learning and Cognition

Hours 3

Cognitive approaches to learning/teaching with focus on what constitutes authentic learning. Topics/themes include nature of preschool learning, sources contributing to learning, constructivism and holistic perspectives.

BEP650 The Psychology of Morality

Hours 3

An overview of the psychology of morality with a particular focus on the processes leading to moral action. Specialty topics include measurement, gender, cross-cultural, and educational issues. Character education will be discussed with special attention to the empirical and theoretical background of current character education programs.

BEP665 Motivation/Emotion Education

Hours 3

Exploration into processes of human motivation and emotion with a focus on educational settings.

BEP670 Research Methods and Trends in Educational Neuroscience

Hours 3

Focuses on research methods and trends in educational neuroscience. Seminar format with some data analysis activities. Topics will emphasize research trends, methods (e.g. MRI, EEG) and neuroscience theory (e.g. connectivity).

BEP672 Teaching Ed Psych Coll

Hours 3-12

Seminar for graduate student instructors. Students must be GTAs in educational/school psychology. Designed to help GTAs use reflective decision making and knowledge of educational psychology to teach undergraduates.

BEP673 Research/Ethics Seminar

Hours 3

Critical study of current issues in educational psychology.

BEP690 Readings In Educ Psych

Hours 1

An advanced seminar covering special topics in Educational Psychology.

BEP698 Non-Dissertatn Research

Hours 3-12

Participation in a research project relating to educational psychology.

BEP699 Dissertation Research

Hours 1-15

Research by student for dissertation.

Educational Research

BER500 Intro Educatn Research

Hours 3

An overview of research methodology, primarily for master's students. Offered fall, spring, and summer semesters.

BER540 Statistical Methods In Educ

Hours 3

This three-hour course covers basic descriptive and inferential statistics, including measures of central tendency and dispersion. Hypothesis testing related to one-sample z-and t-test; independent and dependent samples t-test; correlation; and chi-square and simple regression are included. An introduction SPSS is required. Offered fall, spring, and summer semesters.

BER550 Eval Classroom Learning

Hours 3

A comprehensive contemporary approach to the development, application, and interpretation of teacher-made classroom assessments; use of text book assessments to be aligned with national and state achievement standards. Attention is given to interpreting standardized norm and criterion referenced tests. Grading practices are presented especially to be aligned with No Child Left Behind Federal legislation 2001. Offered fall semester.

BER558 Introduction to Psychometrics Theory

Hours 3

The purpose of this master's level course is to help graduate students develop a scholarly way to think, reflect on, and critique extant research and theory in education through the lens of psychometrics. The following major topics will be explored: Overview of the history of psychometrics and theories of measuring psychological constructs; validity, reliability and fairness.

Prerequisite(s): BER 540

BER600 Quant Research Methods

Hours 3

An overview of research methods and procedures in education, primarily for doctoral students. Emphasis is given to the quantitative and qualitative methods used in writing a doctoral dissertation.

BER603 Survey Research In Educ

Hours 3

Comprehensive introduction to using survey instruments for research purposes. Survey development, construction, validation scaling, sampling, and research methods as they apply to matching the survey to research questions are covered.

Prerequisite(s): BER 540

BER610 Professional Seminar in Educational Research

Hours 3

This graduate seminar course serves to introduce students in Educational Research to knowledge, skills, and dispositions that will help them become successful graduate students, scholars, and practitioners. As such, this course will engage students with topics of relevance to their personal, scholarly and professional trajectories.

BER630 Case Study Research Methods

Hours 3

Examines the production of case studies of individual practices, discrete institutions and organizations, and state-level policies. Explores the research methods that can inform the production of case study representations of human experience, as well as the different styles of case study writing. Offered summer term.

BER631 Inqry As Interp: Qual I

Hours 3

Examines the history and philosophy of naturalistic studies of human experience. Concentrates on post-positivistic, phenomenological, structuralist, and post-structuralist theory and modes of analysis. Course assignments provide practice with rudimentary qualitative research skills. Offered fall, spring, and summer semesters.

BER632 Reflect Resist: Qual II

Hours 3

Examines the irony and ideology of naturalistic studies of human experience. Examines the epistemic limits of any method of research representation, and the political and ethical implications of those limits for researchers. Course assignments provide practice with intermediate qualitative research skills, including participant observation, field note development, and interviewing skills. Offered spring and summer semesters.

Prerequisite(s): BER 631 or BER 630

BER633 Ethics & Aesthc:Qual III

Hours 3

Examines the ethics, aesthetics and opportunities for advocacy in naturalistic studies of human experience. Explores feminist, Afrocentric, critical theoretic, artistic and journalistic conceptions of data collection, and a variety of styles and formulas for research writing. Course assignments support the development of students' research interests and are geared toward scholarly publication. Offered all semesters.

Prerequisite(s): BER 630 or BER 631 with a minimum passing grade of C, and BER 632 with a minimum passing grade of C

BER634 Narrative Inquiry

Hours 3

This course serves as an introduction to narrative inquiry and analysis in qualitative research. Topics covered include: theoretical and philosophical underpinnings of narrative inquiry, ethics and reflexivity in narrative inquiry, analytic methods in narrative inquiry, narrative interviewing, and (re)presenting narrative work.

Prerequisite(s): BER 631 or equivalent

BER635 The Materialist Turn in Qualitative Inquiry

Hours 3

This course examines the implications of the materialist turn in qualitative inquiry, challenging students to think beyond linguistically-oriented forms of research (those based solely on words) to consider intersections with relationally-informed conceptions of materialism. Students will learn the theoretical bases for materialism and design a qualitative study informed from this perspective.

Prerequisite(s): BER 631 or equivalent

BER636 Qualitative Interviewing

Hours 3

This course serves as an introduction to qualitative interviewing in human subjects research. Topics covered include: 1)Types of qualitative interviews (e.g. phenomenological ethnographic, feminist, and focus group interviews); 2)The ways that theoretical frameworks have historically shaped interviewing and the ways that theories inform students' interviewing approaches; 3)The ethical concerns of conducting different forms of interviews with different populations.

Prerequisite(s): BER 631 or equivalent

BER637 Arts-Based Research

Hours 3

This course consists both the historical and current landscape of arts-based research and its place in/against the field of qualitative research. Further, it engages students in readings that span the breadth of arts-based research practices, while cultivating opportunities for students to become arts-based research practitioners.

Prerequisite(s): BER 631 or equivalent

BER639 Applied Regression Analysis

Hours 3

This course will help students better understand how to conduct and interpret analysis for educational research. Students will learn how to estimate different types of regression models, interpret the results and draw meaningful and substantive conclusions. Although mathematical foundations will be explored, the course will focus primarily on the conceptual and applied aspects of regression analysis.

BER640 Quantitative II: Statistical Methods in Education II

Hours 3

The primary emphasis of this course focuses on the relationships between single dependent variable and one or two independent variables. Although more complex models can be considered (i.e. more than two independent variables) generalizations for the models discussed in this case can be applied to multiple-variable scenario. Topics covered include: one-way ANOVA, two-way ANOVA, repeated measures ANOVA and multiple regression.

Prerequisite(s): BER 540 or equivalent.

BER641 Multivariate Statistics

Hours 3

Covers the following statistical procedures: principal component analysis, factor analysis, cluster analysis, multidimensional scaling, discriminate analysis, canonical correlation, and hierarchical linear modeling (HLM) and other interdependent multivariate methods.

Prerequisite(s): BER 640

BER642 Advanced Regression Methods

Hours 3

Different multiple regression methods are presented including an overview of ordinary least squares regression, ordinal regression, logistic and probit regression, loglinear, mixed, and regression discontinuity. Interpretation of results diagnostics, and applications are covered for the several glm models.

Prerequisite(s): BER 640

BER643 Multivariate Statistics

Hours 3

This course is designed to introduce students to the various types of multivariate statistical techniques used in education, health and the social sciences. Multi-variate statistics focus on two or more dependent variables with one or more independent variables. Computer applications are included to facilitate the understanding and interpretation different multivariate statistical techniques.

Prerequisite(s): BER 540 and BER 640 and BER 642

BER645 Advanced Experimental Design

Hours 3

Advanced statistical methods in Experimental Design, including specialty ANOVA designs and designing of experimental studies. Topics include Factorial ANOVA, Randomized Block Designs, Nested Designs, Random and Mixed Effects ANOVA, Repeated Measures ANOVA, and Incomplete Block Designs.

Prerequisite(s): BER 640

BER646 Structural Equation Modl

Hours 3

Includes an introduction to the basic concepts of structural equational modeling, including approaches to regression, path analysis, confirmatory factor analysis, and model building with dependent and independent variables. Offered spring.

Prerequisite(s): BER 641 or BER 642

BER647 Experimental Research Design Single-Case Research

Hours 3

This course will introduce basic single-case research design principles and strategies that can be used in research in educational and other applied settings. The purposes of the course are to provide students with an understanding of potential applications of single/within case research strategies, a working knowledge of commonly used single-case research designs and strategies for evaluating single-case research outcomes.

Prerequisite(s): BER 540

BER648 Advanced Structural Equation Modeling

Hours 3

This course is designed to introduce students to the various advanced structural equation modeling applications that are typically not covered in basic SEM course. The topics covered in the course include Non-Linear SEM, advanced confirmatory factor analysis techniques, Mixture Modeling (Latent class Analysis, Growth Mixture Models, Latent Transition Models), data imputation and Monte Carlo Simulation.

Prerequisite(s): BER 641, BER 642, and BER 646

BER657 Applications of Psychometric Theory

Hours 3

The purpose of this doctoral level course is to help graduate students develop a scholarly way to think, reflect on, and critique extant research and theory in education through the lens of psychometrics. The following major topics will be explored: Overview of the history of psychometrics and theories of measuring psychological constructs; validity, reliability and fairness.

Prerequisite(s): BER 540

BER658 Psychometric Theory Prac

Hours 3

Major topics include true score reliability, validity, classical theory, generalizability theory, contemporary theory: item response theory. Computer applications required. Offered spring of odd years.

Prerequisite(s): BER 540 and BER 558 with a minimum passing grade of C

BER660 Eval I: Theory & Practice

Hours 3

Concepts and techniques for evaluating education programs, projects, materials, curriculum, and personnel. Field work and computer analyses required. Offered fall semester.

BER661 Evaluation 2 Improvement Science Methodologies

Hours 3

This course will introduce students to the six principles of Improvement Science and related, 'engaged research' methodologies (e.g. Design-Based Implementation Research, Developmental Evaluation). It will provide an opportunity to apply these principals to a problem of practice in schools and/or health and human service agencies. Students will learn to assess systems-level problems and barriers through Causal Systems Analysis, develop complex theories of action through diagrams, and design and implement Plan-Do-Study-Act (PDSA) Cycles.

Prerequisite(s): BER 540; BER 631

BER663 Casual Inference

Hours 3

This course introduces the statistical theory that guides the design and analyses of experiments and quasi-experiments. Specifically, this course will provide conceptual, technical, and hands-on training in a) the design and analyses of multilevel/longitudinal randomized controlled trials (RCTs); b) propensity score analysis and related methods; c) instrumental variables analysis; d) difference-in-difference analysis and related methods including fixed effect models, comparative interrupted time-series analysis and synthetic control; e) recent development of application of matching learning techniques in casual inference.

Prerequisite(s): BER 640 or equivalent

BER664 Multi-Level Modeling with Applications for Large Scale Data Sets

Hours 3

This course provides an introduction to multi-level models (MLM). These models afford an analysis of nested data. Data with a nested structure are common in social science research (e.g. students are nested within classrooms) as well as disciplines and fields. This course explores different kinds of multi-level models as well as other approaches (e.g. bootstrap/jackknife) to analyzing large-scale survey data.

Prerequisite(s): BER 641

BER665 Mixed Methods Research Design

Hours 3

Course participants will be provided with an overview of the history and foundations of mixed methods research, literature on emerging trends in mixed methods research, types of MM designs, types of research problems addressed by MM research, data collection and analysis strategies, and reporting and evaluating mixed methods research.

Prerequisite(s): BER 540 and BER 631

BER669 Item Response Theory

Hours 3

This course provides an introduction to item response theory (IRT). Major topics include 1) IRT models for dichotomous and polytomous data (e.g. Likert scales and partial credits). 2) basic estimation procedures, 3) differential item functioning (DIF) methods for evaluating validity and/or fairness in a scale, survey or educational assessment, and 4) applications using IRT software.

Prerequisite(s): BER 642, BER 658

BER670 Rasch Techniques for Constructing and Evaluating Measurement Instruments

Hours 3

This course provides graduate students with an introduction to techniques for constructing and evaluating measurement instructions in the human sciences. Major topics include the latent trait models proposed by George Rasch and extensions of these models (dichotomous, polytomous, many-facet), the philosophy for measurement that corresponds to these models, software applications for conducting analysis with Rasch models, the interpretation and use of results from Rasch model analysis, and opportunities to evaluate real-world applications of Rasch models.

Prerequisite(s): BER 540; BER 640 (recommended)

BER671 Cognitive Diagnosis Modeling

Hours 3

This course provides a robust overview of cognitive diagnosis modeling, a novel psychometric framework for developing educational and psychological tests and analyzing item-response data. In addition to exploring the foundational frameworks for cognitive diagnosis modeling the course covers the most recent developments in the field, including models for cognitive diagnosis and skill and item association validation.

Prerequisite(s): BER 641 and BER 558

BER672 Mentored Teaching in Educational Research Methodology

Hours 3

This course provides students with the opportunity to assist with teaching a research methods course. Working closely with an Educational Research faculty member, students will gain experience in designing curriculum, implementing thoughtful pedagogical practices, as well as insight into the affordances and challenges that accompany teaching various research-related topics.

Prerequisite(s): Completion of 12 credit hours in BER courses.

BER687 Field Work Educ Research

Hours 3-6

Faculty-supervised participation in research and other educational projects. Work is related to advisor's research interests. Field work required. Offered fall, spring and summer semesters.

Prerequisite(s): By permission of instructor only.

BER689 Practicum Educ Research

Hours 3-6

Practicum is a student-initiated research project done with faculty supervision. Field work is required. Offered fall, spring and summer semesters.

BER690 Readings In Educ Res

Hours 1-3

Offered fall and spring semesters and in summer school.

BER695 Spec Top in Ed Research

Hours 3

This special topics course will be focused on selected current advanced statistical and/or research methods in Educational Research.

Prerequisite(s): By permission of instructor only

BER698 Non-Dissertat Research

Hours 3-6

*No description available***BER699 Dissertation Research**

Hours 1-12

No description available

School Psychology

BSP500 Intro School Psychology

Hours 3

The history, role, and ethical and legal issues of school psychology are studied. The school psychologist's role in team decision making is emphasized.

BSP501 Professional Issues and Ethics in School Psychology

Hours 3

This course deals with pertinent issues in school psychology, such as ethics, theory, history and foundations of school psychology, legal issues, professional issues and standards, alternative models for delivery of school psychological services, as well as, roles and foundations of the school psychologist.

BSP502 Professional Seminar in School Psychology

Hours 3

This graduate seminar course serves to introduce students in School Psychology to knowledge, skills, and dispositions that will help them become successful graduate students, scholars, and practitioners. As such, this course will engage students with topics of relevance to their personal, scholarly, and professional trajectories.

BSP504 Ethical and Professional Issues in Behavior Analysis

Hours 3

This course is an introduction to the main roles and functions, the primary professional issues and the legal as well as ethical standards that are associated with the work of behavior analysis.

BSP515 Cog Acad Assmnt Decsn Makng

Hours 3

Cognitive and academic assessment and psychological case report writing, focusing on standardized measures, as well as authentic and direct techniques, and treating the topics from perspectives in data based decision making and intervention for children with learning and behavior problems.

BSP516 Social Behav Assmnt Decisn Mak

Hours 3

Study of behavioral and social-emotional assessment, emphasizing data-based decision making for children with learning and behavioral problems; using data in meaningful educational and psychological interventions is also stressed.

BSP520 Cognitive and Academic Assessment and Data-Based Decision Making

Hours 3

The course is primarily focused on how to write cognitive and academic assessments and psychological case reports. The course accounts for the use of standardized measures and authentic and direct techniques, as well as for data-based decision making and the consideration of interventions for children with learning and behavioral problems.

BSP521 Cognitive and Academic Assessment and Data-Based Decision Making

Hours 3

The course instructs students on cognitive and academic assessment and psychological case report writing, focusing on standardized measures, as well as, authentic and direct techniques, and perspectives in data-based decision making and interventions for children with learning and behavior problems.

BSP522 Social-Behavioral and Academic Assessment and Data-Based Decision Making

Hours 3

Study of behavioral, social-emotional, and academic assessment, emphasizing data-based decision making for children with learning and/or behavioral problems; using data in meaningful educational and psychological interventions is also stressed.

Prerequisite(s): Permission of instructor.

BSP523 Social-Behavioral Assessment and Data-Based Decision Making

Hours 3

The study of behavioral and social-emotional assessment that emphasizes data-based decision making for children with learning and behavioral problems and that stresses the use of data in educational and psychological interventions.

BSP580 School-Based Practicum in Assessment

Hours 3

School-based practicum requiring 150 hours of supervised experience in assessment. Course emphasizes intellectual, achievement, behavioral, and social-emotional assessment of children with learning and/or behavioral problems and use of assessment in team decision making.

Prerequisite(s): BSP 521 & BSP 522, Minimum grade of B

BSP586 Assessment Practicum

Hours 3

Requires 150 hours of supervised experience in assessment and is conducted in public schools or other agencies. Intellectual, achievement, behavioral, and social-emotional assessment of children with learning and behavioral problems and use of assessment in team decision making are emphasized.

BSP588 Intern School Psychomtry

Hours 3-6

The student performs the duties of a school psychometrist in a school system, under supervision.

BSP601 Appl Pediatric Neurpsych

Hours 3

Study of applied brain-behavior relationship in the areas of academics, behavior, and social/emotional skills. Various disorders, assessment techniques, interventions, and preventions will be examined and discussed.

BSP625 Behavioral Consultation and Interventions for School-Based Problems

Hours 3

Study of consultation with teachers, administrators, parents, and various community agencies, emphasizing behavioral, ecological, mental health and organizational models and use of data-based decision making to plan and implement appropriate interventions for children with social and behavioral challenges and disabilities.

Prerequisite(s): BSP 500 or permission of the instructor

BSP632 Behavior Interventions

Hours 3

Study of knowledge and practical skills necessary for developing applied interventions for a variety of behavior problems in a variety of settings. Specific principles and procedures for assessing behavior, developing interventions, and making data-based decisions will be addressed.

Prerequisite(s): BSP 500 or permission of the instructor

BSP633 Academic Interventions and Data-Based Decision Making

Hours 3

Advanced study of assessment and remediation of deficits of students, skill-by-treatment interaction, systems consultation/organizational change, theories and research underlying instructional and academic interventions, and data-based decision making to meet the needs of all students within school settings.

Prerequisite(s): BSP 500

BSP634 Advanced Concepts and Principles in Behavior Analysis

Hours 3

This course is an introduction to the foundational concepts and principles of applied behavior analysis and the coverage of more advanced theoretical constructs in behavior analysis.

BSP635 Academic and Instructional Consultation and Intervention

Hours 3

Advanced study of assessment and remediation of academic skills problems for children with learning challenges and disabilities, instructional and academic consultation, aptitude-treatment interaction, study-skills training, self-regulation and monitoring, peer-influenced academic interventions, prevention, and other interventions to meet the needs of all students in inclusive settings.

Prerequisite(s): BSP 500 or permission of the instructor

BSP636 Positive Behavior Interventions and Supports

Hours 3

This course is designed to provide guidance for practitioners in special education or general education settings. Educators will learn the background of Positive Behavior Interventions and Supports (PBIS), focusing on evidence-based components across all three tiers, on key practices, as well as on methods of monitoring progress within a multi-tiered system of support.

BSP638 Consultation and Supervision

Hours 3

This course addresses the application of consultation and supervision theories to support teachers, administrators, parents and various community agencies. This course emphasizes behavioral, ecological, mental health and organizational models and use of data-based decision making to plan and implement appropriate interventions for children with social and behavioral challenges and disabilities.

Prerequisite(s): BSP 632 or permission of instructor

BSP660 Psychopathology

Hours 3

Thorough examination of the history, scope, and understanding of abnormal behavior through the life span, with emphasis on educational and clinical implications. The most recent classification system is used to structure topics and issues in the course.

BSP673 Research/Ethics Seminar

Hours 3

Covers topics of current interest to school psychologists.

BSP683 Advanced School-Based Practicum

Hours 3

The practicum requires 150 hours of supervised experience in the practice of school psychology, including consultation and intervention with children, parents, teachers, and administrators in public schools or other agencies.

Prerequisite(s): BSP 501, BSP 580, BSP 632

Prerequisite(s) with concurrency: BSP 633

BSP686 Consult Interv Practicum

Hours 3

Requires 150 hours of supervised experience in conducting consultation and intervention (within a team-decision-making framework) with children, parents, teachers, and administrators in public schools and other agencies.

BSP687 Specialist Internship

Hours 3-6

The student performs the activities of a school psychologist in an educational or other agency, under supervision.

BSP688 Doctor Intern School Py

Hours 3-6

The student performs the duties of a school psychologist in an educational agency, under supervision.

BSP690 Readings School Psych

Hours 1-6

An opportunity for the student to study intensively a topic in school psychology, covering a sizable body of literature (the topic chosen should nevertheless be narrower than that subsumed under the name of a course).

BSP696 Advanced Doctoral Practicum-School Psychology

Hours 1-3

Supervised field experiences for doctoral students in conducting school psychology assessment, consultation, and intervention with children, parents, teachers, and administrators in public schools or other agencies.

Prerequisite(s): BSP 500, BSP 515, BSP 516, BSP 625, BSP 635, BSP 586, BSP 686, BSP 601

BSP698 Non-Dissertatn Research

Hours 3

Participation in a research project relating to school psychology.

BSP699 Dissertation Research

Hours 1-12

Research for student's dissertation.

Faculty**Department Head and Professor**

Aaron Kuntz

Professors

Joy Burnham

Randall Schumacker

Associate professors

Joni Lakin

Michael Lawson

George Mugoya

David Ian Walker

Assistant professors

Eric Baltrinic

Youn-Jeng Choi

Daniel Cohen

Ryan Cook

Heather Fye

Teresa Grenawalt

Kelly Guyotte

Hyemin Han

Joon-Ho Lee

Wei Li

Junfei Lu

Emily Lund

Wenchao Ma

Kaiwen Man

Laura M. Morett

Macarena Suarez Pellicioni

June Preast

Stephanie Shelton

Firat Soylu

Stefanie Wind

Clinical professor

Judy Giesen

Clinical associate professors

Ann Godfrey

Karl Hamner

Stacy Hughey-Surman

Clinical assistant professors

Heather Britnell

Millie Dawson-Hardy

Anthony Derriso

Kimberly Jenkins-Richardson

Yurou Wang

Counselor Education, Ed.S.

The Educational Specialist degree in counselor education leads to advanced certification for school counselors. Successful completion of the program results in eligibility to be recommended for Class AA (specialist-level) certification as a school counselor.

Admission Requirements

Admission requires valid, master's level certification in School Counseling and at least two full years of full-time acceptable professional educational work experience in a P-12 school system.

An entrance exam score (GRE score of at least 300 or the 50th percentile or above on the MAT) is needed for regular admission.

Admission requirements for the Graduate School (Admission Criteria) and the College of Education (General Admission (p. 501)) are detailed in earlier sections of this catalog.

Degree Requirements

A minimum of 30 hours of appropriate work beyond the MA degree in Counselor Education (School Counseling) and the completion of a comprehensive exam are required for the educational specialist degree.

This course listing applies to candidates having appropriate prior certification who begin this program on June 1, 2019, and thereafter. Candidates must present a GPA of at least 3.50 on all courses in the program, with no grade below a C. At least 15 semester hours of the 30 semester hour total must be at the 600-level. All requirements must be completed during the 6 years preceding the date on which the degree is to be awarded.

Code and Title	Hours
Foundations of Professional Studies:	
BCE 626 Readings	3
Educational Research (Choose one of the following): 3	
BCE 698 Non-Dissertn Research (recommended)	
BER 500 Intro Educatn Research	
BER 540 Statistical Methods In Educ	
BER 600 Quant Research Methods	
BER 660 Eval I:Theory & Practice	
Instructional Support Area:	
BCE 615 Field Exper Counselor Ed (Required)	6
BCE 633 Advanced Seminar (Multicultural Approaches to Helping)*	3
BCE 633 Advanced Seminar (Dev Guidance - Past, Present, Future)	3
SPE 506 Working W/Families	3
Additional required course (See advisor.)	3
Select SIX hours from coursework below:	6
BCE 618 Adv Theory Counseling	
BCE 652 Couns Stratg Adult-Child	
BCE 613 Substance Abuse Counseling	
BSP 660 Psychopathology	
Additional Requirements: 0-3	
SPE 500 Intro Exc Childr/Youth (Required ONLY IF a survey of special education course was not completed previously.)	
Total Hours	30-33

Footnotes

* State-approved diversity course

The *Graduate Catalog* is published annually. Program checklists may be updated more frequently and are likely to provide the most up-to-date information about requirements. Students should obtain the most recent program checklists from their program advisors.

Please note: Courses taken for the prerequisite Class A certification and credits over six years old cannot be counted toward this degree. The certification programs of the department have been designed to fulfill current requirements of the Alabama State Board of Education.

In order to maintain compliance with the Alabama State Board of Education, admission and program requirements are subject to change. For the most current information, please check with the Office of Student Services and Certification or the Program in Counselor Education.

Certification

To be awarded Alabama Class AA School Counselor certification, students must:

- maintain a GPA of at least 3.5 (effective July 1, 2017) on all courses with no grade below a C
- receive a passing score on a comprehensive assessment documenting mastery of the curriculum
- hold valid, prerequisite Alabama Class A School Counselor certification
- complete an application for certification through the Alabama State Department of Education

Counselor Education, Ph.D.

The PhD degree is also offered in Counselor Education.

The Council for Accreditation of Counseling and Related Programs (CACREP), a specialized accrediting body recognized by the Commission on Higher Education Accreditation (CHEA), has conferred accreditation on the following degree programs: Clinical Mental Health Counseling (MA), School Counseling (MA), Rehabilitation Counseling (MA), and Counselor Education (PhD) degrees. The Council on Rehabilitation Education (CORE), also recognized by CHEA, has conferred accreditation for Rehabilitation Counseling (MA).

See the Admission Criteria section of this catalog for more information.

Admission Requirements

Cohort admission decisions are made annually. Regular admission to the Graduate School is the initial step for those seeking the doctoral degree. Statement of purpose and letters of recommendation consistent with goals of the program, entrance exam scores (300 or above on the GRE or at least the 50th percentile on the MAT), and a GPA of 3.0 on a 4.0 scale are needed for regular admission.

An applicant for doctoral study must:

1. possess a completed master's degree in Counselor Education
2. when necessary, complete supplemental master's-equivalency courses to comply with the CACREP-accredited course of study for the master's degree
3. successfully complete a pre-admission doctoral interview for formal pursuit of the doctoral degree in Counselor Education

Course credit in post-master's study may be used to fulfill doctoral degree requirements only after supplemental master's-equivalency study is completed and a successful interview is conducted.

Degree Requirements

Degree requirements are noted on the official Plan of Study for the various degrees/tracks. These documents are available from the chairperson or administrative staff for the department.

All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit for the doctoral degree. Otherwise, a 'hold' may be placed on future registrations.

If later there are changes in the Plan of Study, the student submits an amended plan of study to the Graduate School at the time the student applies for admission to candidacy for the degree. Admission to Candidacy forms are on the Graduate School's website.

A department-approved Admission to Candidacy for the Doctoral Degree is submitted to the Graduate School as soon as possible after passing the comprehensive (preliminary) examination.

Counselor Education: Clinical Mental Health Counseling, MA

The Masters of Arts Degree in Clinical Mental Health Counseling is designed to prepare students for employment and practice in public and private mental-health settings. The curriculum offers course work and applied experiences in specialty areas, including couple/family counseling, addictions counseling, play therapy, and work with unique populations, using unique methods of counseling. The clinical mental health counseling program is 60 credit hours and meets accreditation criteria put forward by Council for Accreditation of Counseling and Related Educational Programs (CACREP).

Admission Requirements

Admission to pursue a master's degree in any track within the program in Counselor Education is based upon success in admission for graduate study with the Graduate School. Statement of purpose and letters of recommendation consistent with goals of the program, entrance exam scores (300 or above on the GRE or at least the 50th percentile on the MAT), and a GPA of 3.0 on a 4.0 scale are needed for regular admission. Cohort admission decisions for MA in Clinical Mental Health Counseling are made once annually.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

All Counselor Education Master's degree programs have a planned program of study. The plan follows the appropriate requirements for accreditation in that area. Once an academic advisor has been assigned for your program of study, you should make an appointment to discuss your preferences and career aspirations. The program of study that you accept when you enter the program will be the one you will follow until you graduate. If there are any changes, they need to be approved by your advisor.

While the majority of your courses will be offered through the Program in Counselor Education (designated as BCE) many required courses will be offered by affiliated programs. During your academic career, you will likely enroll for courses in Educational Psychology (designated as BEP), Educational Research (designated as BER), School Psychology (designated as BSP), and other areas. These courses afford the opportunity to take advantage of the expertise of faculty in other programs in the College of Education.

Code and Title	Hours
Required Courses	
BCE 512 Counseling Theory Proc	3
BCE 514 Counseling Skills	3
BCE 518 Intro to Clin. Ment. Hlth Cnsl	3

BCE 650	Couns Stratg Fam Relatns	3
BSP 660	Psychopathology	3
BCE 517	Professional Counseling	3
BCE 611	Multicult. Approach Counseling	3
BCE 613	Substance Abuse Counseling	3
BCE 521	Group Procecd Coun Educ	3
BCE 522	Indiv & Group Appraisal	3
BCE 516	Practicum Counseling II	3
BCE 528	Adv Sem. Clin. Ment. Hlth Cnsl	3
BCE 525	Intern Sch Clint Ment Hea Cou	12
BER 500	Intro Educatn Research	3
BER 540	Statistical Methods In Educ	3
BCE 513	Career Development	3
BEP 550	Life Span Development	3
Total Hours		60

Counselor Education: Rehabilitation Counseling, MA

The Masters of Arts Degree in Rehabilitation Counseling is designed to prepare rehabilitation counselors to serve persons with disabilities in a variety of work settings. The rehabilitation counseling program is a 60 hour credit program and is fully accredited by the Council for the Accreditation of Counseling & Related Educational Programs (CACREP). The curriculum provides both didactic and experiential learning opportunities and culminates in a 600 hour internship.

Professional rehabilitation counselors encourage and provide support to persons with disabilities and their families by helping them meet their personal, social, vocational, psychological and wider quality of life goals. The program focuses on the provision of individual and group counseling, vocational assessment, case management, advocacy, assistive technology, and consultation services. The mission of the Rehabilitation Counselor Education (RCE) distance-based program at the University of Alabama is to prepare professional rehabilitation counselors who will provide quality rehabilitation counseling services for persons with disabilities and their families.

Admission Requirements

Statement of purpose and letters of recommendation consistent with goals of the program, entrance exam scores (300 or above on the GRE or at least the 50th percentile on the MAT), and a GPA of 3.0 on a 4.0 scale are needed for regular admission.

Using the rolling admission procedures, admission to MA in Rehab Counseling decisions are made each semester. Priority is given to prospective students whose applications are reviewed in November and April. Admission decisions to MA in RCE are made on a rolling basis. Admission decisions may be made in the summer if openings remain after April admission decisions have been completed. Please attend to the following priority dates to allow adequate time for your application to be reviewed:

- October 15: Priority deadline for all application materials to be received to be considered for spring admission
- March 15: Priority deadline for all application materials to be received to be considered for summer or fall admission

- May 15: Priority deadline for all application materials to be considered for fall admission (only applies if openings remain available after April admission decisions are made).

Degree Requirements

The Rehabilitation Counselor Education program is an on-line program. Similar to all Counselor Education Master's degree programs, RCE students have a planned program of study. Once an academic advisor has been assigned for your program of study, you should make an appointment to discuss your preferences and career aspirations. Some rehabilitation courses are offered as synchronous courses and will require weekly participation via live virtual classroom. The Rehabilitation Counseling program is 60 credit hours and meets accreditation criteria put forward by Council for Accreditation of Counseling and Related Educational Programs (CACREP).

While the majority of your courses will be offered through the Program in Counselor Education (designated as BCE) many required courses will be offered by affiliated programs. During your academic career, you will likely enroll for courses in Educational Psychology (designated as BEP), Educational Research (designated as BER), School Psychology (designated as BSP), and other areas. These courses afford the opportunity to take advantage of the expertise of faculty in other programs in the College of Education.

Code and Title	Hours
Required Courses	
BCE 512 Counseling Theory Proc	3
BCE 513 Career Development	3
BCE 514 Counseling Skills	3
BCE 517 Professional Counseling	3
BCE 521 Group Proced Coun Educ	3
BCE 522 Indiv & Group Appraisal	3
BCE 533 Special Topics (With title Work and Disability)	3
BCE 540 Orientation to Rehab. Counsel.	3
BCE 542 Med Aspects	3
BCE 545 Case Management, Vocational Rehabilitation & Placement	3
BCE 611 Multicult. Approach Counseling	3
BCE 613 Substance Abuse Counseling	3
BEP 550 Life Span Development	3
BER 500 Intro Educatn Research	3
BER 540 Statistical Methods In Educ	3
BSP 660 Psychopathology	3
Elective Course (in consultation with advisor)	3
BCE 546 Pract Rehab Counseling	3
BCE 547 Intern Rehab Counseling	6
Total Hours	60

Counselor Education: School Counseling, MA

The Masters of Arts Degree in School Counseling is designed to provide prospective school counselors with the skills necessary to establish and conduct effective developmental guidance and counseling programs in schools, pre-kindergarten through twelfth grade. Students preparing for positions in School Counseling are provided experiences qualifying them for work at all levels of school counseling. The school

counseling program meets accreditation criteria of The Council for the Accreditation of Educator Preparation (CEAP; formally NCATE) and Council for Accreditation of Counseling and Related Educational Programs (CACREP).

Admission Requirements

Statement of purpose and letters of recommendation consistent with goals of the program, entrance exam scores (300 or above on the GRE or at least the 50 percentile on the MAT), and a GPA of 3.0 on a 4.0 scale are needed for regular admission. Cohort admission decisions for MA in School Counseling are made once annually.

Degree Requirements

All Counselor Education Master's degree programs have a planned program of study. The plan follows the appropriate requirements for accreditation in that area. Once an academic advisor has been assigned for your program of study, you should make an appointment to discuss your preferences and career aspirations. The program of study that you accept when you enter the program will be the one you will follow until you graduate. If there are any changes, they need to be approved by your advisor.

While the majority of your courses will be offered through the Program in Counselor Education (designated as BCE) many required courses will be offered by affiliated programs. During your academic career, you will likely enroll for courses in Educational Psychology (designated as BEP), Educational Research (designated as BER), School Psychology (designated as BSP), and other areas. These courses afford the opportunity to take advantage of the expertise of faculty in other programs in the College of Education.

Candidates must present a GPA of at least 3.25 on all courses in the program, with no grade below a C. Passing scores on a comprehensive exam and the appropriate Praxis assessment(s) are required.

Code and Title	Hours
Foundations of Professional Studies:	
BEP 550 Life Span Development	3
BCE 611 Multicult. Approach Counseling *	3
Educational Research:	
BER 500 Intro Educatn Research	3
BER 540 Statistical Methods In Educ	3
Instructional Support Area:	
BCE 512 Counseling Theory Proc	3
BCE 513 Career Development	3
BCE 514 Counseling Skills	3
BCE 516 Practicum Counseling II	3
BCE 521 Group Proced Coun Educ	3
BCE 522 Indiv & Group Appraisal	3
Additional Requirements:	
BCE 511 Principles Of Guidance	3
BCE 517 Professional Counseling	3
BCE 523 Prog Development & Mgt	3
BCE 650 Couns Stratg Fam Relatns	3
SPE 500 is required if a survey of special education course was not previously completed.	0-3
Internship:	

BCE 525 Intern Sch Clint Ment Hea Cou (spanning grade levels P-12) 6

Total Hours 48-51

Educational Psychology, Ed.S.

The University of Alabama Educational Psychology Program admits candidates to the master's (MA), Educational Specialist (EdS), and PhD graduate degree programs. The mission of the program is to provide students with a thorough understanding of the theory and research related to the nature of learners and the conduct of teaching. All degree programs reflect this mission and prepare students for careers as faculty members within academic settings, researchers in agencies or businesses, and school practitioners.

The EdS degree is designed for practitioners who desire advanced training beyond the MA.

Admission Requirements

A statement of purpose and letters of recommendation consistent with goals of the program, GRE score of 300 or above, and a GPA of 3.0 on a 4.0 scale are needed for regular admission. Prospective students are encouraged to complete their applications by January 15 for admission the following fall.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

EdS degrees require 30–33 hours beyond the MA.

Additional information is in the Degree Requirements (p. 17) section of this catalog.

Educational Psychology, MA

The MA in Educational Psychology provides an advanced introduction to the field. Students may select a thesis or nonthesis option. There are also two MA options offered in collaboration with the Educational Research program. These options include a Learning and Evaluation option (thesis and nonthesis options) and a Program Evaluation option (nonthesis only). Additionally, a MA in Learning and Assessment, specifically designed for practitioners, is available in an online form. Educators interested in developing their research skills as they relate to the learning process and to school-based assessment practices are encouraged to apply. (For further information, see <http://bamabydistance.ua.edu/degrees/ma-in-ed-psych-learning-and-assessment/index.php>).

See the Admission Criteria section of this catalog for more information.

Admission Requirements

A statement of purpose and letters of recommendation consistent with goals of the program, GRE score of at least 300 or a MAT score in the 50th percentile or above and a GPA of 3.0 on a 4.0 scale are needed for regular admission.

Summary of Degree and Program Requirements

A major part of graduate training is successful participation in courses. Coursework requirements for the MA degree options in Educational Psychology are listed below. The MA degree requires 30 graduate credit

hours. Main campus students may choose from non-thesis and thesis options.

Each student is appointed a temporary faculty adviser upon initial acceptance into the program. A student may select a permanent adviser after beginning coursework. Advisers assist students with planning coursework, registering for courses, completing program planning records, portfolio evaluations and other activities. Students are expected to maintain Program Planning Records with their advisors in order to monitor completion of coursework requirements.

Course Requirements for Educational Psychology, MA (Non-Thesis Option)

Code and Title	Hours
Core Courses	
BEP 500 Adv Educational Psych	3
BEP 505 Motivation and Self-Regulation	3
BEP 541 Learning and Cognition	3
BEP 550 or Life Span Development	3
HD 501 Child Development	
BEP 561 Social Cult Basis Behav	3
BEP 565 Personality & Social Dev	3
Methods Courses	
BER 500 Intro Educatn Research	3
BER 540 Statistical Methods In Educ	3
Specialization course	
Advisor-approved specialization course	3
Capstone Experience	
BEP 598 Non-Thesis Research	3
Total Hours	30

Course Requirements for Educational Psychology, MA (Thesis Option)

Code and Title	Hours
Core Courses	
BEP 500 Adv Educational Psych	3
BEP 505 Motivation and Self-Regulation	3
BEP 541 Learning and Cognition	3
BEP 550 or Life Span Development	3
HD 501 Child Development	
BEP 561 Social Cult Basis Behav	3
BEP 565 Personality & Social Dev	3
Methods Courses	
BER 500 Intro Educatn Research	3
BER 540 Statistical Methods In Educ	3
Master's Thesis	
BEP 599 Thesis Research	6
Total Hours	30

Course Requirements for Educational Psychology, MA (Learning and Assessment)--Online

Code and Title	Hours
BEP 500 Adv Educational Psych	3
BEP 505 Motivation and Self-Regulation	3
BEP 541 Learning and Cognition	3

BEP 550	Life Span Development	3
BEP 561	Social Cult Basis Behav	3
BER 500	Intro Educatn Research	3
BER 540	Statistical Methods In Educ	3
BER 550	Eval Classroom Learning	3
BER 660	Eval I:Theory & Practice	3
BEP 598	Non-Thesis Research	3
Total Hours		30

Program Outcomes

All degree requirements in the Educational Psychology Program are carefully designed and sequenced according to program outcomes. Program outcomes are the areas of knowledge and skill students are expected to demonstrate upon successful completion of the coursework and other training activities.

Transfer of Credit and Use of Previous Graduate Work

The University of Alabama allows students to transfer equivalent courses from other accredited institutions where the student was enrolled in the graduate school. The greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. Credits may be transferred only if they were earned during the six-year period prior to graduation from the program. Transfer of courses must be approved by the student's adviser. The Dean of the Graduate School must also approve transfer of courses. The form to request consideration of transfer of credits is available from the Graduate School's website.

Limits on Coursework

Educational Psychology Program requirements exclude credit for undergraduate study, study which is remedial, or study which is designed to remove deficiencies in meeting requirements for program admission. In addition, the program limits the number of courses not open exclusively to graduate students to no more than one-third of a student's program.

Continuous Reviews

All students in the Educational Psychology Program are required to participate in a continuous review process in order to monitor student progress and determine that program outcomes are being achieved.

Research Participation

All students in the Educational Psychology Program are expected to obtain skills in research. Each student is expected to join a faculty member's research team during the first semester of graduate study. Master's students take a number of research courses and are encouraged to participate in research projects during courses and field experiences.

Comprehensive Examinations

All degree students in the Educational Psychology Programs are required to successfully complete written comprehensive examinations before the degrees will be granted. The specific procedures for comprehensive examinations for the M.A. degree are designed in collaboration with the student's advisor. For the non-thesis option, the examination is in the form of the Capstone experience; for the thesis option, it is the thesis. The examinations are completed independently on a "take-home" basis and require students to integrate knowledge and skills obtained during coursework and other training activities. Each student is allowed to take comprehensive examinations only twice.

<http://courseinventory.ua.edu/graduate/about/academic-policies/degree-requirements/http://courseinventory.ua.edu/graduate/about/academic-policies/degree-requirements/>

Educational Psychology, Ph.D.

The University of Alabama Educational Psychology Program offers a number of graduate programs leading to a master's (MA), Educational Specialist (EdS), and PhD degree. The mission of the program is to provide students with a thorough understanding of the theory and research related to the nature of the learner and the conduct of teaching and learning. All degree programs reflect this mission and prepare students for careers as faculty members within academic settings, researchers in agencies or businesses, and school practitioners.

The PhD is an advanced research degree and is designed specifically for students interested in careers within academic and research settings. PhD students may develop areas of study in:

- a. learning
- b. motivation
- c. human development
- d. educational neuroscience (an established PhD concentration)

Admission Requirements

A statement of purpose and letters of recommendation consistent with goals of the program, GRE score of 300 or above and a GPA of 3.0 on a 4.0 scale are needed for regular admission. Prospective students requiring financial support should complete their applications by December 15 for admission the following fall.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

Doctoral degrees require 72 or more hours.

Additional information is in the Degree Requirements (p. 17) section of this catalog.

Educational Psychology-School Psychometry, MA

The University of Alabama School Psychology Program is designed to provide exemplary graduate training in research and its application in practice. The School Psychology Program admits candidates to the *distance-learning only* master's (MA), *on-campus OR distance-learning* educational specialist (EdS), and *on-campus only* PhD graduate degree programs. These degrees prepare candidates for direct school-based practice and, for PhD candidates, for careers as faculty members, researchers, and practitioners. The degree programs in school psychology focus on the provision of school psychology services that are based on a strong foundation of research. The school psychology degree programs include an integrated and sequential program of study with comprehensive coursework and supervised field experiences. Candidates participate in courses and seminars in assessment and data collection; interventions and decision making, prevention and consultation, professional school psychology, sociocultural foundations, psychological foundations, human development, educational foundations, statistics and research, and other areas. Candidates are required to participate in extensive practicum, internship, and research experiences.

Two options are available for the MA degree: an on-campus option and a distance learning option. In the on-campus option, the MA degree

is incorporated into program requirements for candidates in the EdS and PhD degree programs. The MA degree is required and built into the program of study. Students admitted to the EdS or PhD program receive the MA along the way. After about one-and-one-half years into their graduate programs of study, most EdS and PhD candidates have completed the 33 graduate credits for the MA degree during the course of their EdS or PhD programs. EdS and PhD students may then go on to complete the additional coursework, practica and internships for their EdS or PhD degrees.

The distance learning option blends online classes with intensive campus weekends and is offered through the College of Continuing Studies: <http://bamabydistance.ua.edu/degrees/educational-psychology-school-psychology-psychometry/index.php>. The distance learning program does **not** hold NASP approval. Currently, only applicants who hold a valid bachelor's-level Professional Educator Certificate in a teaching field or a valid master's-level Professional Educator Certificate in another area of instructional support will be considered for the distance program.

Admission Requirements

Applicants to the *on-campus* program are encouraged to complete their applications by December 15 for admission the following fall semester. A statement of purpose, vita/resume and letters of recommendation consistent with goals of the program, GRE score of 300 or above and a GPA of 3.0 on a 4.0 scale are needed for regular admission.

Applicants to the *distance learning* program are encouraged to complete their applications by April 1. A statement of purpose, vita/resume and letters of recommendation consistent with goals of the program, GRE score of 300 or above and a GPA of 3.0 on a 4.0 scale are needed for regular admission.

Applicants may be considered for admission in some circumstances if they meet either the GPA requirement OR the GRE score requirement; however, both factors are considered. In addition, distance learning applicants must meet admission requirements established by the Alabama State Department of Education:

1. valid bachelor's level or master's level professional educator certificate in a teaching field OR valid master's level professional educator certificate in another area of instructional support,
2. two years of acceptable educational experience, and
3. fingerprinting/background clearance

See the Admission Criteria section of this catalog for more information.

Degree Requirements (Distance Learning Program)

This course listing applies to those who begin this program June 1, 2017. Candidates earning graduate credit prior to this date may elect to utilize this program. Candidates must present a GPA of at least 3.25 on all courses in the program, with no grade below a C.

Code and Title	Hours
Foundations of Professional Studies:	
BSP 500 Intro School Psychology	3
BEP 541 Learning and Cognition	3
Educational Research:	
BER 540 Statistical Methods In Educ	3
BER 558 Psychometric Theory	3
Educational Foundations:	
BEF 534 Multicultural Education *	3

Curriculum, Instruction, and Remediation:

CRD 569 Intro to Literacy Education (or program-approved curriculum/instruction substitute) **	3
Interventions/Problem Solving:	
BCE 512 Counseling Theory Proc	3
BSP 515 Cog Acad Assmnt Decsn Makng	3
BSP 516 Social Behav Assmnt Decsn Mak	3
Practica/Internship (minimum of 300 hours):	
BSP 588 Intern School Psychomtry	3
SPE 500, or another program-approved special education elective if a special education survey course was completed as part of the undergraduate program or another graduate program.	3
Total Hours	33

Footnotes

* SDE-approved diversity course

Certification

Requirements for certification and licensure in School Psychometry vary from state to state. Students are expected to determine the requirements for the state in which they intend to practice before beginning the program.

Graduates who met admission criteria above and obtain the MA degree in Educational Psychology-School Psychometry in the *distance learning* program may be eligible for Alabama Class A certification in School Psychometry IF the following prerequisites are met:

- a passing score on comprehensive exams, and
- a minimum GPA of 3.25 on all program courses (effective for candidates unconditionally admitted to a Class A School Psychometry program July 1, 2017, and thereafter.)

Graduates of the *on-campus* MA degree are not eligible for Alabama Class A certification in School Psychometry. Because on-campus students obtain the MA degree along the way during their EdS or PhD program, they may use the certification requirements outlined for the EdS and PhD degrees.

Additional information is in the Degree Requirements (p. 17) section of this catalog.

Educational Research, Ph.D.

The primary mission of the Educational Research Program is to offer a quality graduate program that prepares scholars to critically engage with educational research and evaluation, develop appropriate and innovative research designs, and contribute conceptually sound analyses to the interdisciplinary work of the field.

The program in educational research offers the PhD in educational research and post-master's certificate in qualitative or quantitative research. There is an EdS offered in conjunction with educational psychology. There are also two MA focused areas of study offered in collaboration with educational psychology. These areas include learning and evaluation (thesis and nonthesis options) and program evaluation (nonthesis only). The degrees require coursework in quantitative methods, psychometrics, program evaluation, mixed-methods, and qualitative methods. A student may choose to focus in quantitative methods, program evaluation, psychometrics, mixed methods, or qualitative methods at the PhD level. Field experiences are required as part of the program.

Admission Requirements

The doctoral program in Educational Research requires successful admission to graduate study within the Graduate School.

Statement of purpose and letters of recommendation consistent with goals of the program, GRE score of 300 or above, and a GPA of 3.0 on a 4.0 scale are needed for regular admission. Prospective students are encouraged to complete their applications by January 15 for admission the following fall.

Degree requirements for the doctoral degree, PhD

The Educational Research Program offers a PhD program that focuses on Research Methods within one of the following focused areas of study: Qualitative Methods, Quantitative Methods, Mixed-Methodology, Psychometrics, and Evaluation. The PhD program requires a minimum of 72 credit hours, with a required 18 hours of core courses, 12 hours of focused area courses, 12 hours of foundations courses, and 24 hours of dissertation research. The PhD program also requires the completion of either field work or a practicum in educational research.

Degree requirements are available from the program coordinator or administrative staff for the department. Degree requirements are noted on the official Plan of Study for the various degrees/tracks. These documents are available from the chairperson or administrative staff for the department.

All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit for the doctoral degree. Otherwise, a 'hold' may be placed on future registrations.

A department-approved Admission to Candidacy for the Doctoral Degree is submitted to the Graduate School as soon as possible after passing the comprehensive (preliminary) examination. Additional information concerning Plan of Study, admission to candidacy and all other requirements including those for the EdS is in the Degree Requirements section of this catalog.

Qualitative Research, Graduate Certificate

The primary mission of the Educational Research Program is to prepare scholars to critically engage in educational research and evaluation undertakings, to develop appropriate and innovative research designs, and to contribute conceptually sound analyses to the research problems of the field.

The Educational Research Program offers a PhD in educational research and post-master's certificate in qualitative or quantitative research. An EdS is offered in conjunction with educational psychology and two MA options are offered in collaboration with educational psychology, which include a learning and evaluation option (thesis and nonthesis options), and a program evaluation option (nonthesis only). The degrees require coursework in educational statistics, assessment/measurement, program evaluation, and qualitative research. A student may choose to specialize in educational statistics, program evaluation, assessment/measurement, research methodology, or qualitative research at the PhD level. Field experiences are required as part of the program.

You may contact Dr. Stephanie Shelton (sashelton@ua.edu (akuntz@bamaed.ua.edu)) or Dr. Kelly Guyotte (kguyotte@bamaed.ua.edu) for more information.

NOTE: This certificate is not a credential for teacher certification/licensure.

Graduate Certificate in Qualitative Research

The Graduate Certificate in Qualitative Research is a 15-credit course sequence that integrates theoretical knowledge with practical application and field-based experience. Students who complete the certificate will have developed the methodological expertise and background necessary to be recognized as an emerging scholar in the field of qualitative inquiry. Though this certificate is housed in the College of Education, students from all disciplines are welcome to apply.

Code and Title		Hours
Course Requirements		
BER 632	Reflect Resist: Qual II	3
BER 633	Ethics & Aesthc:Qual III	3
BER 630	Case Study Research Methods	3
BER 687	Field Work Educ Research	3
BER 695	Spec Top in Ed Research	3
Total Hours		15

How to Apply:

1. Apply through the Graduate School's online application center.
2. Select the Qualitative Research Certificate Program when applying

Application Materials include:

1. Statement of Purpose focusing on the student's goals in pursuing a Qualitative Research certificate;
2. Writing sample submitted directly to the department for faculty consideration

General Requirements:

- Student must have a Master's degree in education (or a related field) and be accepted to the Qualitative Research non-degree certificate program by the Graduate School and departmental faculty.
- Applications will consist of evidence of having a Master's degree, a statement of purpose, and writing sample.
- Student must have a minimum of 15 required hours.
- Certificate completion will be monitored by certificate program administrators.

Certificate Completion Requirements:

1. All courses listed above
2. Capstone Presentation

Time Limit: 6 Years.

Quantitative Research, Graduate Certificate

The Graduate Certificate in Quantitative Research places an emphasis on acquiring the skills necessary to not only complete statistical calculations, but to know how and when to apply and use appropriate calculations. This 15 credit-hour certificate prepares students to conduct research that documents the effects of educational programs as well as school and learner outcomes. The courses required for this certificate are advanced educational research/statistics courses that provide

those completing the certificate with a skill set that goes beyond what is required for typical degree requirements.

The primary mission of the Educational Research Program aims to offer a quality graduate program that prepares scholars to critically engage with educational research and evaluation, to develop appropriate and innovative research design, and to contribute conceptually sound analyses to the research problems of the field.

The Educational Research Program offers the PhD in educational research and post-master's certificate in qualitative or quantitative research. An EdS is offered in conjunction with educational psychology and two MA options are offered in collaboration with educational psychology, which include a learning and evaluation option (thesis and nonthesis), and a program evaluation option (nonthesis only). The degrees require coursework in educational statistics, assessment/measurement, program evaluation, and qualitative research. A student may choose to specialize in educational statistics, program evaluation, assessment/measurement, research methodology, or qualitative research at the PhD level. Field experiences are required as part of the program.

Please contact Dr. Stefanie Wind (stefanie.wind@ua.edu) or Dr. Youn-Jeng Choi (ychoi26@ua.edu) about earning this certificate.

See the Admission Criteria section of this catalog for more information.

Requirements for the Graduate School (Degree Requirements (p. 17)) and the College of Education (Master's (p. 17), Professional Certification, EdS, Doctoral (p. 17)) are detailed in earlier sections of this catalog. For specific program requirements visit the College of Education Programs website or for a student handbook and additional information, email or call: Chairperson, School Psychology, The University of Alabama, College of Education, Box 870231, Tuscaloosa, AL 35487-0231; phone 205-348-7575; fax 205-348-0683; program office, 306 Carmichael Hall.

NOTE: This certificate is not a credential for teacher certification/licensure.

Graduate Certificate in Quantitative Research

Code and Title	Hours	
Course Requirements		
BER 641 or BER 642	Multivariate Statistics Advanced Regression Methods	3
BER 645	Advanced Experimental Design	3
BER 658	Psychometric Theory Prac	3
Select two of the following:		6
BER 603	Survey Research In Educ	
BER 646	Structural Equation Modl	
BER 660	Eval I:Theory & Practice	
BER 695	Spec Top in Ed Research	
Total Hours		15

How to Apply:

1. Apply through the Graduate School's online application center.
2. Select the Quantitative Educational Research Certificate Program when applying.

Application Materials include:

1. Statement of Purpose focusing on the student's goals in pursuing a Quantitative Research certificate;

2. Evidence of prerequisite research/statistics courses comparable to BER 640 Quantitative Research II, must have achieved a grade of B or better in prerequisite research courses.

General Requirements:

- Student must have a Master's degree in education (or a related field) and be accepted to the Quantitative Research non-degree certificate program by the Graduate School and departmental faculty.
- Applications will consist of evidence of having a Master's degree, a statement of purpose and evidence of prerequisite courses.
- Student must have a minimum of 15 required hours.
- Certificate completion will be monitored by certificate program administrators.

Certificate Completion Requirements: All courses listed above

Time Limit: 6 Years.

Research Methodology, Ed.S.

The primary mission of the Educational Research Program is to offer a quality graduate program that prepares scholars to critically engage with educational research and evaluation, develop appropriate and innovative research designs, and contribute conceptually sound analyses to the interdisciplinary work of the field.

The program in educational research offers the PhD in educational research and post-master's certificate in qualitative or quantitative research. There is an EdS offered in conjunction with Educational Psychology. There are also two MA options offered in collaboration with educational psychology. These options are: Learning and Evaluation (thesis and nonthesis options) and program evaluation (nonthesis only). The degrees require coursework in educational statistics, assessment/measurement, program evaluation, and qualitative research. A student may choose to specialize in educational statistics, program evaluation, assessment/measurement, research methodology, or qualitative research at the PhD level. Field experiences are required as part of the program.

Admission Requirements

Admission to pursue an educational specialist degree in educational psychology (Educational Research emphasis) is based upon success in admission for graduate study with the Graduate School as well as the following: completion of a master's degree in the behavioral sciences, education, math or statistics.

Statement of purpose and letters of recommendation consistent with goals of the program, GRE score of 300 or above and a GPA of 3.0 on a 4.0 scale are needed for regular admission. Prospective students are encouraged to complete their applications by January 15 for admission the following fall.

See the Admission Criteria section of this catalog for more information.

School Psychology, Ed.S.

School Psychology

The University of Alabama's School Psychology program is designed to provide exemplary graduate training in research and in the application of practice to learning, human development, and the mental health of children and youth. The School Psychology Program admits candidates to the *distance-learning* master's (MA), *on-campus* OR *distance-learning* educational specialist (EdS), and *on-campus only* PhD graduate degree programs. The degree programs prepare students for direct school-

based practice and, for PhD students, for careers as faculty members, researchers, and practitioners. These programs focus on the provision of school psychology services based on a strong foundation of research related to learners and learning processes, and inclusive of an integrated and sequential program of study with comprehensive coursework and supervised field experiences. Candidates participate in courses and seminars in assessment and data collection; interventions and decision making; prevention and consultation; professional school psychology; sociocultural foundations; psychological foundations; human development; educational foundations; statistics and research; and other areas. Candidates are required to participate in extensive practicum, internship, and research experiences.

Two options are available for the EdS degree: On-campus option and distance learning option:

The traditional, *on-campus* EdS and PhD degrees in the School Psychology Program hold full approval status from the National Association of School Psychologists (NASP) and national recognition by CAEP.

The *distance learning option* blends online classes with intensive campus weekends and is offered through the College of Continuing Studies. The distance learning program does NOT hold NASP approval. Currently, only applicants who hold master's level, professional educator certification in psychometry, special education, or school psychology from a state department of education will be considered for the hybrid program.

Admission Requirements

A statement of purpose, vita/resume and letters of recommendation consistent with goals of the program, GRE score of 300 or above and a GPA of 3.0 on a 4.0 scale are needed for regular admission.

Applicants to the *on-campus program* are encouraged to complete their applications by December 15 for admission the following fall semester.

Note that a prior graduate degree or educator certification is NOT required for admission to our on-campus EdS or PhD degree programs.

Applicants to the *distance learning program* are encouraged to complete their applications by April 1. A statement of purpose, vita/resume and letters of recommendation consistent with goals of the program, GRE score of 300 or above and a GPA of 3.0 on a 4.0 scale are needed for regular admission.

Applicants may also be considered for admission in some circumstances if they meet either the GPA requirement OR the GRE score requirement, but not both. In addition, distance learning applicants must meet admission requirements established by the Alabama State Department of Education:

1. valid master's level certification in school psychometry, school psychology, or special education
2. two years of acceptable educational experience,
3. fingerprinting/background clearance

See the Admission Criteria section of this catalog for more information.

Degree Requirements (On-Campus Program)

Code and Title	Hours
Data-Based Decision Making and Accountability:	
BSP 521 Cog Acad Assess	3
BSP 522 Soc-Behavioral Assessment	3
Consultation, Intervention, and Prevention:	

BSP 632 Behavior Interventions	3
BSP 633 Acad Interv Decision Making	3
BSP 638 Consultation and Supervision	3
BCE 512 Counseling Theory Proc	3
Psychological and Diversity Factors:	
BEP 541 Learning and Cognition	3
BEP 565 Personality & Social Dev	3
BSP 601 Appl Pediatric Neuropsych	3
BSP 660 Psychopathology	3
Instructional and Schools/Systems Factors:	
SPE 500 Intro Exc Childr/Youth	3
BEF 534 Multicultural Education	3
Research and Program Evaluation:	
BER 540 Statistical Methods In Educ	3
BER 558 Psychometric Theory	3
BER 640 Quantitative II	3
BER 647 Exp Res Design: Single Case	3
School Psychology Practice and Development:	
BSP 501 Prof Issues/ Ethics Sch Psych	3
BSP 580 Sch Based Pract Assessment	3
BSP 683 Adv Sch Based Pract	3
Specialist Internship in School Psychology (BSP 687)	12
Total Hours	69

Degree Requirements (Distance Learning Program)

This course listing applies to those who begin this program June 1, 2017. Candidates earning graduate credit prior to this date may elect to utilize this program. Candidates must present a GPA of at least 3.50 on all courses in the program, with no grade below a C.

The Graduate Catalog is published annually. State-approved program checklists may be updated more frequently and are thus likely to provide the most up-to date information about requirements. Students should consult their advisors each semester before registering.

Code and Title	Hours
Foundations of Professional Studies:	
BSP 601 Appl Pediatric Neuropsych	3
BEP 565 Personality & Social Dev (or program-approved educational psychology substitute)	3
BCE 611 Multicult. Approach Counseling	3
Educational Research:	
BER 600 Quant Research Methods	3
Interventions/Problem-Solving:	
BSP 625 Behavioral Consult-Interv	3
BSP 635 Academic Consult-Intv	3
BCE 652 Couns Stratg Adult-Child	3
BSP 686 Consult Interv Practicum	3
Internship: (minimum of 1200 hours)	
Specialist Internship in School Psychology (BSP 687) or Doctoral Internship in School Psychology (BSP 688)	12
Additional Requirements: (The following courses or their equivalents must be taken if not fulfilled in a previous graduate program.)	0-33

SPE 500	Intro Exc Childr/Youth (If a special education survey course was part of the undergraduate program or another graduate program, then another program-approved special education elective graduate course is required.)
BEF 534	Multicultural Education
BEP 541	Learning and Cognition (or program-approved educational psychology substitute)
BER 540	Statistical Methods In Educ
BER 558	Psychometric Theory
BSP 500	Intro School Psychology
BCE 512	Counseling Theory Proc
BSP 515	Cog Acad Assmnt Decsn Makng
BSP 516	Social Behav Assmnt Decisn Mak
BSP 588	Intern School Psychomtry (or BSP 586)
CRD 569	Intro to Literacy Education (or approved curriculum/instruction substitute)
<hr/>	
Total Hours	36-69

Certification

Requirements for certification and licensure in school psychology vary from state to state. Students are expected to determine the requirements in the state or states in which they are interested in practicing before beginning the program. The degrees from the School Psychology program may lead to state and national credentials:

- Graduates of the NASP-approved (main campus) program, who obtain the EdS and PhD degrees in School Psychology, are eligible for the National Certification in School Psychology (NCSP), following successful completion of the national school psychologist *Praxis* assessment and internship. The NCSP is used by over 30 states, including Alabama, as one possible route to grant state certification in school psychology.
- EdS and PhD degree graduates of the School Psychology program who obtain the NCSP may meet requirements for the Alabama Class AA certificate in School Psychology using the Nationally Certified School Psychologist Approach described at <http://www.alsde.edu/sec/ec/Pages/nationalschoolpsychologist-all.aspx?navtext=Other%20Approaches:%20National%20School%20Psychologist>.
- Graduates of the distance learning program who obtain the EdS in Educational Psychology-School Psychology may be eligible for Alabama Class AA certification in School Psychology if the following prerequisites are met:
 - a. a passing score on the appropriate *Praxis* assessment, and
 - b. a minimum GPA of 3.50 on all program courses (effective for candidates unconditionally admitted to a Class AA School Psychology program July 1, 2017, and thereafter.)

Requirements for the Graduate School (Degree Requirements (p. 17)) and the College of Education (Master's (p. 17), Professional Certification, EdS (p. 20), Doctoral (p. 22)) are detailed in earlier sections of this catalog. For specific program requirements visit the College of Education Programs web site or for a student handbook and additional information, email or call: Chairperson, School Psychology, The University of Alabama, College of Education, Box 870231, Tuscaloosa, AL 35487-0231; phone (205) 348-7575; fax (205) 348-0683; program office, 306 Carmichael Hall.

School Psychology, Ph.D.

School Psychology

The University of Alabama School Psychology Program is designed to provide exemplary graduate training in research and in the application of practice related to the learning, development, and mental health of children and youth, and their families. The School Psychology Program admits candidates to the *distance-learning* master's (MA), *on-campus* OR *distance-learning* educational specialist (EdS), and *on-campus only* PhD graduate degree programs. The degrees in school psychology prepare students for direct school-based practice and, for PhD students, for careers as faculty members, researchers, and practitioners. The degree programs in school psychology focus on the provision of school psychology services that are based on a strong foundation of research. The school psychology degree programs include an integrated and sequential program of study with comprehensive coursework and supervised field experiences. Candidates participate in courses and seminars in assessment and data collection; interventions and decision making; prevention and consultation; professional school psychology; sociocultural foundations; psychological foundations; human development; educational foundations; statistics and research; and other areas. Candidates are required to participate in extensive practicum, internship, and research experiences.

The PhD program is an on-campus option only; there is no distance learning option. The PhD School Psychology Program holds full approval status from the National Association of School Psychologists (NASP) and national recognition by CAEP.

Admission Requirements

Prospective students for the PhD program are encouraged to complete their applications by December 15 for admission the following fall semester. Statement of purpose, vita/resume, and letters of recommendation consistent with goals of the program, GRE score of 300 or above and a GPA of 3.0 on a 4.0 scale are needed for regular admission. **Note that a prior graduate degree or educator certification is NOT required for admission to our on-campus PhD degree program.**

Degree Requirements

Code and Title	Hours
Data-Based Decision Making and Accountability:	
BSP 522 Soc-Behavioral Assessment	3
BSP 521 Cog Acad Assess	3
Consultation, Intervention, and Prevention:	
BSP 632 Behavior Interventions	3
BSP 633 Acad Interv Decision Making	3
BSP 638 Consultation and Supervision	3
BCE 512 Counseling Theory Proc	3
Psychological and Diversity Factors:	
BEP 541 Learning and Cognition	3
BEP 565 Personality & Social Dev	3
BSP 601 Appl Pediatric Neurpsych	3
BSP 660 Psychopathology	3
PY 650 Cognition And Learning	3
PY 671 History/Systems In Psych	3
Instructional and Schools/Systems Factors:	
SPE 500 Intro Exc Childr/Youth	3

BEF 534	Multicultural Education	3
Research and Program Evaluation:		
BER 540	Statistical Methods In Educ	3
BER 558	Psychometric Theory	3
BER 640	Quantitative II	3
BER 645	Advanced Experimental Design	3
BER 647	Exp Res Design: Single Case	3
BSP 502	Prof Sem/School Psychology	3
BSP 698	Non-Dissertatn Research	3
Dissertation Research (BSP 699)		24
School Psychology Practice and Development:		
BSP 501	Prof Issues/ Ethics Sch Psych	3
BSP 673	Research/Ethics Seminar	3
BSP 580	Sch Based Pract Assessment	3
BSP 683	Adv Sch Based Pract	3
Advanced Doctoral Practicum (BSP 696)		6-12
Doctoral Internship in School Psychology (BSP 688)		15-18
Total Hours		120-129

Certification

Requirements for certification and licensure in school psychology vary from state to state. Students are expected to determine the requirements in the state or states in which they are interested in practicing before beginning the program. The degrees from the School Psychology program may lead to state and national credentials:

- Graduates of the NASP-approved (main campus) program, who obtain the EdS and PhD degrees in School Psychology, are eligible for the National Certification in School Psychology (NCSP), following successful completion of the national school psychologist *Praxis* assessment and internship. The NCSP is used by over 30 states, including Alabama, as one possible route to grant state certification in school psychology.
- EdS and PhD degree graduates of the School Psychology program who obtain the NCSP may meet requirements for the Alabama Class AA certificate in School Psychology using the Nationally Certified School Psychologist Approach described at <http://www.alsde.edu/sec/ec/Pages/nationalschoolpsychologist-all.aspx?navtext=Other%20Approaches:%20National%20School%20Psychologist>.

Requirements for the Graduate School (Degree Requirements (p. 17)) and the College of Education (Master's (p. 17), Professional Certification, EdS (p. 17), Doctoral (p. 22)) are detailed in other sections of this catalog. For specific program requirements visit the College of Education website or for a student handbook and additional information, email or call: Program Coordinator, School Psychology, The University of Alabama, College of Education, Box 870231, Tuscaloosa, AL 35487-0231; phone (205) 348-7575; fax (205) 348-0683; program office, 306 Carmichael Hall. <https://education.ua.edu/programs/bsp>.

Department of Kinesiology

- Majors
 - Kinesiology, MA (p. 572)
 - Kinesiology, PhD (p. 575)

Department Head and Associate Professor

- Jonathan Wingo

Professors

- Matthew D. Curtner-Smith
- Mark T. Richardson
- John Vincent

Associate professors

- Michael Esco
- Brent L. Hardin
- Oleg A. Sinelnikov

Assistant professors

- Elroy Aguiar
- Michael Fedewa
- Hayley MacDonald
- Dylan Williams
- Lee Winchester

Clinical assistant professors

- Colleen Geary
- Margaret Stran
- Elizabeth Woodruff

Clinical instructors

- Evan Enquist
- Neika Morgan

KIN500 Sociology of Sport

Hours 3

Examines the institution of sport from a sociological perspective. Provides an opportunity to critically analyze the assumptions surrounding the social significance of sport through a process of reflective thought.

KIN506 Techniques of Research

Hours 3

Designed to acquaint the student with the types of research and the methods and materials necessary for scientific inquiry. Includes the development of a research proposal, with emphasis on form and style.

KIN507 Lab Techniques Phys Education

Hours 3

Theoretical and practical understanding of physiological instrumentation and measurement in physical education, including practical laboratory experiences, as preparation for graduate research or other research opportunities.

KIN510 Tchg & Supervg Elem PE

Hours 3

Open to elementary education and physical education majors. Reviews the essential concepts for successfully teaching grades 1-6; learning, function and duties of consultant.

KIN511 Readings in Sport Management: Trends and Issues

Hours 3

Online course. This course is designed to provide students with an opportunity to immerse themselves in the extant literature relating to trends and issues in sport and recreation management. Emphasis will be placed on approaches to proactively implement the contemporary trends.

KIN512 PE Curriculum

Hours 3

Program content and curriculum planning in grades 1-12 and higher education; includes developing curriculum plan applicable to one's need.

KIN538 Adv Adapted Phys Ed.

Hours 3

Pertinent information concerning legislation, mainstreaming, the physical education IEP, and movement problems of individuals who deviate from the norm. A clinical experience is required.

KIN551 Sport Management Internship

Hours 3

This course provides students with the opportunity to gain applied, practical experience in a suitable sport management related setting.

KIN552 Legal Issues in Sport

Hours 3

Legal Issues in Sport provides an overview of legal issues that frequently arise in the context of sport and physical activity. Emphasis will be placed on how sport managers should respond to specific situations based on the law.

KIN553 Sport Facility and Event Management

Hours 3

This course will provide students with an understanding of the factors involved in planning, designing, equipping, and managing sport facilities and event logistics.

KIN555 Sport Finance

Hours 3

An overview of the budgeting process, sources of revenue, types of expenditures, issued and innovations in financing for sport management.

KIN562 Admin Sports Programs

Hours 3

Problems and issues in organizing and administering secondary and college athletic programs.

KIN566 Evaluation in Phys Education

Hours 3

Covers practical aspects of measurements and evaluation in schools and colleges to measure clients, patients, and students. A practical measurement/evaluation on project is completed.

KIN585 Lab & Field Experience

Hours 3,6

Provides for teaching laboratory, internship, and/or practicum experiences, according to individual needs and goals.

KIN588 Marketing and the Media

Hours 3

This course examines the various components of sport marketing and consumer culture. Particular emphasis is given to the influence of the media in promoting sporting goods and products.

KIN590 Sports/Dance Workshop

Hours 1-6

In-depth study of physical education subject matters (gymnastics, dance, fitness, aquatics, track and field, and sports/games) focusing on content, theoretical frameworks, and educational perspectives. Students enroll in 1-credit-hour workshops according to individual needs and certification requirements.

KIN592 Physiology of Exercise

Hours 3

Designed to be an overview of the human physiological response to exercise.

KIN593 Advanced Fitness Testing and Exercise Prescription

Hours 3

Explores advanced fitness testing and exercise prescription techniques using practical experiences.

KIN595 Workshop Physical Education

Hours 1-6

This course is designed to help students improve their ability to teach elementary, secondary, and/or college physical education and understand theory and research as it is applied in each setting.

KIN596 Independent Study

Hours 1-3

Designed to provide the opportunity for independent study in a specific area of physical education.

KIN598 Non-Thesis Research

Hours 3

Experimental or analytical investigation of problems in physical education.

KIN599 Thesis Research

Hours 1-6

Research in a selected area of physical education.

KIN602 Readings Physical Education

Hours 3

An independent readings course for doctoral students.

KIN603 Special Proj Physical Ed

Hours 3

Experimental or analytical investigations of problems in physical education, arranged on an independent basis for doctoral students.

KIN604 Sem in Physical Education

Hours 3

Critical issues in athletics, curriculum, instruction, evaluation, research, fitness, individual differences, and financial support.

KIN612 Res Phys Ed Teach Education

Hours 3

An examination of the development, design, and application of research in physical education/teacher education.

KIN615 Organizational Behavior & Theory Development in Sport

Hours 3

The purpose of this course is to introduce the student to critical areas of sport management and the theories associated with organizational behavior and theory development.

KIN622 Analy Res Teach Phys Ed

Hours 3

A thorough analysis of published research on teaching in physical education.

KIN632 System Oberv Phys Educ

Hours 3

An examination of analytical techniques used to collect and evaluate data related to teacher and student behaviors. Instruction in the development and use of systematic observation instruments is provided.

KIN642 Instrct Design PE High Ed

Hours 3

An examination of methods, applications, and current research related to instructional design.

KIN670 Biochemical and Molecular Aspects of Exercise

Hours 3

This course focuses on the biochemical and molecular changes resulting from acute and chronic exercise training. Primary areas emphasized include metabolism, DNA/RNA, and cell signaling mechanisms.

KIN685 Field & Lab Experience

Hours 3

Arranged on an independent basis for doctoral students. Participation and research in schools and agencies.

KIN690 Exercise Health Disease

Hours 3

Designed to acquaint the student with the health benefits of regular physical activity and exercise. The most recent research literature is critically analyzed.

KIN691 Res Sociology Human Perf

Hours 3

Provides students with an in-depth understanding of the literature on the occupational socialization of physical education teachers.

KIN692 Sem Exercise Physiology

Hours 3

Provides an opportunity to study in depth the scientific literature related to various exercise physiology topics. May be taken more than once.

KIN698 Non-Dissertn Research

Hours 3

Experimental or analytical investigation of problems in kinesiology.

KIN699 Dissertation Research

Hours 1-15

Design, research, and/or analytical investigation of a problem in the field of kinesiology to satisfy the dissertation requirement for the doctoral degree.

Faculty**Department Head and Associate Professor**

Jonathan Wingo

Professors

Matthew D. Curtner-Smith

Mark T. Richardson

John Vincent

Associate professors

Michael Esco

Brent L. Hardin

Oleg A. Sinelnikov

Assistant professors

Elroy Aguiar

Michael Fedewa

Hayley MacDonald

Dylan Williams

Lee Winchester

Clinical assistant professors

Colleen Geary

Margaret Stran

Elizabeth Woodruff

Clinical instructors

Evan Enquist

Neika Morgan

Kinesiology, MA

The Department of Kinesiology offers the Master of Arts degree with coursework in the following:

- sport management (Class A Sport Manager certification)
- sport administration
- exercise science
- general studies in kinesiology
- sport pedagogy (traditional Class A and Alternative Class A certification in physical education)

There are admission requirements specific to the department in addition to those in the Graduate Catalogs on Admission Criteria. Please pay special attention to the Degree Requirements (p. 17) section of this catalog for important information on transfer of course work, time limits, plan of study, admission to candidacy, etc.

See the Admission Criteria section of this catalog for more information.

For the College of Education, note the sections on General Admission (p. 7), Master's (p. 17), Professional Certification, and Doctoral (p. 17) earlier in this catalog.

Physical Education, Traditional Class A Certification

Prospective students must satisfy the following criteria for regular admission:

- 3.0 grade point average (4.0 scale) for the last 60 semester hours of an undergraduate program in physical education
- Score of at least 300 (combined verbal and quantitative) on the GRE

Additionally, applicants must hold appropriate prior certification in physical education (P-12) or the approved equivalent.

This course listing applies to those who begin this program June 1, 2017. Candidates earning graduate credit prior to this date may elect to utilize this program. A minimum of 30 hrs of course credit must be earned, and a comprehensive exam must be successfully completed. Candidates must present a GPA of at least 3.25 on all courses in the program, with no grade below a C.

Code and Title	Hours
Required course:	
KIN 510 Tchg & Supervg Elem PE	3
Foundations of Professional Studies:	
KIN 691 Res Sociology Human Perf	3
Select ONE course from these SDE approved diversity courses:	3
BEF 503 History Of Amer Educn	
BEF 507 Sociology Of Education	
BEF 534 Multicultural Education	
BEF 575 Found Educn Through Film	
BEF 607 Readings In Soc Of Ed	
BEF 650 Critical Race Theory In Educ	
BEF 667 Multicult Soc Ed Leadershp	
BEF 681 Ethics And Education	
Educational Research:	
(Select ONE of these educational research courses.)	3
KIN 506 Techniques of Research	
KIN 566 Evaluation in Phys Education	
BER 540 Statistical Methods In Educ	
Practicum:	
KIN 585 Lab & Field Experience	3
Teaching Field:	
KIN 512 PE Curriculum	3
Three advisor approved 500-600 level courses in Kinesiology Studies	9
Technology:	
CAT 531 Computer Based Instruction	3
Additional Requirements:	
Thesis	6
SPE 500 is required if a special education survey course was not part of the undergraduate program or another graduate program.	0-3
Total Hours	36-39

Physical Education, Alternative Class A Certification

Prospective students must satisfy the following criteria for regular admission:

- 3.0 grade point average (4.0 scale) for the last 60 semester hours of an undergraduate program
- Score of at least 300 (combined verbal and quantitative) on the GRE

Additionally, applicants must complete specified undergraduate prerequisite courses.

For admission to the Alternative Class A (non-traditional) program in physical education (sport pedagogy), applicants must meet the following requirements:

- **Transcript evaluation:** Applicants should contact the Office of Student Services & Certification for a transcript evaluation to determine prerequisite courses and other requirements.
- **Degree requirement:** An appropriate bachelor's degree from a regionally accredited institution with a minimum overall GPA of 2.75 OR a master's degree with a GPA of at least 3.0 is required.

- **Teaching Field:** Applicants must have an academic content major (or the equivalent) in the teaching field. The transcript evaluation will determine if an applicant meets the teaching field requirement.
- **Fingerprinting/background clearance**

This course listing applies to those who begin this program June 1, 2017. Candidates earning graduate credit prior to this date may elect to utilize this program. Candidates must present a GPA of at least 3.25 on all courses in the program, with no grade below a C, and earn passing scores on a comprehensive exam and the appropriate Praxis subject assessment(s).

Code and Title	Hours
Curriculum and Teaching:	
KIN 510 Tchg & Supervg Elem PE	3
KIN 512 PE Curriculum	3
Foundations of Professional Studies:	
BEF 510 Phil Hist Socl Found Ed *	3
Technology:	
CAT 531 Computer Based Instruction	3
Evaluation of Teaching and Learning:	
KIN 566 is required if KIN 366 was not taken prior to unconditional admission.	0-3
Literacy:	
CRD 512 is required if CRD 350 was not taken prior to unconditional admission.	0-3
Teaching Field:	
KIN 595 Workshop Physical Education	6
KIN 590 Sports/Dance Workshop	6
Full-time Internship:	
KIN 585 Lab & Field Experience	6
EDU 500 Internship Seminar	1
Special Education Coursework:	
SPE 500 is required if SPE 300 was not completed prior to unconditional admission.	0-3
Total Hours	31-40

Footnotes

* SDE approved diversity course

NOTE: Students must complete ATR 272 or submit certificate of completion of CPR/AED certification, with 2-year validation, through an accredited organization (i.e., American Red Cross, etc.).

Sport Management, Class A Certification

Prospective students must satisfy the following criteria for regular admission:

- 3.0 grade point average (4.0 scale) for the last 60 semester hours of an undergraduate program
- Score of at least 300 (combined verbal and quantitative) on the GRE

Additionally, applicants pursuing Class A Sport Manager certification must hold appropriate prior certification in a teaching field.

Effective July 1, 2017, two full years of full-time, acceptable professional educational work experience are required for admission to Class A instructional support programs, including Class A Sport Management.

This course listing applies to those who begin this program June 1, 2017. Candidates earning graduate credit prior to this date may elect to utilize this area of study. A minimum of 30 hrs of course credit must be earned,

and a comprehensive exam must be successfully completed. Candidates must present a GPA of at least 3.25 on all courses in the program, with no grade below a C.

Code and Title	Hours
Professional Foundations:	
Select ONE course from these SDE approved diversity courses:	3
BEF 503 History Of Amer Educn	
BEF 507 Sociology Of Education	
BEF 534 Multicultural Education	
BEF 575 Found Educn Through Film	
BEF 607 Readings In Soc Of Ed	
BEF 650 Critical Race Theory In Educ	
BEF 667 Multicult Soc Ed Leadershp	
BEF 681 Ethics And Education	
Instructional Support Area:	
KIN 500 Sociology of Sport	3
KIN 506 Techniques of Research	3
KIN 552 Legal Issues in Sport	3
KIN 553 Sport Facility and Event Management	3
KIN 555 Sport Finance	3
KIN 562 Admin Sports Programs	3
KIN 588 Marketing and the Media	3
Internship/Practicum:	
KIN 585 Lab & Field Experience	3
KIN 551 Sport Management Internship (minimum of 300 clock hours with at least half the time in one or more P-12 school settings)	3
Additional Requirements:	
SPE 500 is required if a special education survey course was not part of the undergraduate program or another graduate program.	0-3
Total Hours	30-33

Exercise Science

Prospective students must satisfy the following criteria for regular admission:

- 3.0 grade point average (4.0 scale) for the last 60 semester hours of an undergraduate program
- Score of at least 300 (combined verbal and quantitative) on the GRE

A minimum of 30 hours of course credit must be earned, and a comprehensive exam must be successfully completed (or a thesis completed in lieu of a comprehensive exam).

Code and Title	Hours
Required Courses:	
KIN 506 Techniques of Research	3
KIN 507 Lab Techniques Phys Education	3
KIN 592 Physiology of Exercise	3
KIN 593 Adv Fit Test Ex Prescript	3
KIN 690 or KIN 566 Exercise Health Disease Evaluation in Phys Education	3
Choose ONE of the following three courses:	3
BER 540 Statistical Methods In Educ	
CHS 525 Biostatistics	

ST 550 Stat Methods In Res I	
Total Hours	18

Select 12 hours from the courses listed below. Additional courses may be approved based on advisor's discretion. If KIN 599 Thesis Research (6 hours) is chosen, select TWO additional courses. If KIN 599 Thesis Research is not chosen, select FOUR courses.

Code and Title	Hours
BER 640 Quantitative II	
KIN 585 Lab & Field Experience	
KIN 596 Independent Study	
KIN 598 Non-Thesis Research	
KIN 599 Thesis Research	
KIN 670 Exercise Biochemistry	
KIN 692 Sem Exercise Physiology	
BSC 524 Human Physiology	
BSC 550 Fundamentals of Biochemistry	
HHE 520 Theories of Health Behavior	
HHE 530 Health Promotion Techniques	
NHM 562 Metabolism of Energy Nutrients	

General Studies in Kinesiology

Prospective students must satisfy the following criteria for regular admission:

- 3.0 grade point average (4.0 scale) for the last 60 semester hours of an undergraduate program
- Score of at least 300 (combined verbal and quantitative) on the GRE

A minimum of 30 hours of course credit must be earned, and a comprehensive exam must be successfully completed (or a thesis completed in lieu of a comprehensive exam).

Code and Title	Hours
Required course:	
KIN 506 Techniques of Research	3
Kinesiology courses: (Choose from the following courses. Additional courses may be approved based on the advisor's discretion.)	
Exercise Science Courses:	
KIN 507 Lab Techniques Phys Education	
KIN 592 Physiology of Exercise	
KIN 593 Adv Fit Test Ex Prescript	
KIN 670 Exercise Biochemistry	
KIN 690 Exercise Health Disease	
KIN 692 Sem Exercise Physiology (1)	
KIN 692 Sem Exercise Physiology (2)	
Sport Management Courses:	
KIN 555 Sport Finance	
KIN 562 Admin Sports Programs	
KIN 588 Marketing and the Media	
Sport Pedagogy Courses:	
KIN 510 Tchg & Supervg Elem PE	
KIN 512 PE Curriculum	
KIN 538 Adv Adapted Phys Ed.	
KIN 612 Res Phys Ed Teach Education	
KIN 622 Analy Res Teach Phys Ed	

KIN 632	System Observ Phys Educ	
KIN 642	Instrct Design PE High Ed	
KIN 691	Res Sociology Human Perf	

General Courses:

KIN 566	Evaluation in Phys Education	
KIN 500	Sociology of Sport	

Thesis

KIN 599	Thesis Research	6
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Optional Work (6 hours):

Complete an additional 6 hours of graduate level work either inside or outside the Department of Kinesiology. Courses chosen outside the Department of Kinesiology must support the student's main academic interest.

Total Hours		30
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Sport Administration (non-certification)

Prospective students must satisfy the following criteria for regular admission:

- 3.0 grade point average (4.0 scale) for the last 60 semester hours of an undergraduate program
- Score of at least 300 (combined verbal and quantitative) on the GRE

Coursework is designed to be completed within three to five semesters (12-18 months). Full-time students normally complete the coursework in three consecutive semesters (e.g. fall, spring, & summer). In selected situations, students can take two academic calendar years to complete, which may coincide with graduate assistantship positions in the Athletics Department and University Recreation. Courses are offered through the fall, spring, and summer semesters, and the program is designed to be accessible to students who work full-time, with the classes being conveniently offered in the evening.

Code and Title	Hours
Required Courses	
KIN 500	Sociology of Sport 3
KIN 506	Techniques of Research 3
KIN 552	Legal Issues in Sport 3
KIN 553	Sport Facility and Event Management 3
KIN 555	Sport Finance 3
KIN 562	Admin Sports Programs 3
KIN 585	Lab & Field Experience 3
KIN 588	Marketing and the Media 3
	Credit Hours Subtotal: 24
Electives	6

With the prior approval of the program coordinator or advisor, students can take 6 credit hours of elective classes relevant to their individual educational and career goals.

With the approval of the program coordinator, a thesis option is available.

Capstone Project

Upon completion of at least 21+ credit hours, students must complete a Capstone Project in Sport Administration.

Total Hours		30
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Capstone Project

Upon completion of at least 21+ credit hours, the graduate student must complete a Capstone Project in Sport Administration.

Purposes of Capstone Project:

- Documentation of professional development and scholarly achievement in sport administration
- Requires student to consider professional career goals in sport administration and to clearly document evidence of professional growth
- Provides student, as well as faculty and potential employer(s), with a unique tool for assessing what the student has gained through the MA in Kinesiology with coursework focusing on sport administration.

Prerequisites include:

- Completion of 21+ hours of coursework in sport administration
- Documentation of a minimum of 150 practicum/internship hours in the sports industry

Specifications and Requirements for the Capstone Project:

- Professional Résumé/Vita, Summary of Qualifications, and References
- Overview of Practicum/Internship Experiences in Sport Administration
- Scholarly Endeavors
 - Class Term Papers
 - Literature Reviews
 - Research Projects
 - Book Reviews
 - Scholarly Articles Reviews
 - Individual/Small-group PowerPoint Presentations

Submission Guidelines for Capstone Project:

- Three (3) copies of Capstone Project in 3 ring binder
- Submission Deadline
 - November 15th (December graduation)
 - March 15th (May graduation)
 - July 15th (August graduation)

Kinesiology, PhD

The Department of Kinesiology offers programs leading to the Doctor of Philosophy (PhD) degree in kinesiology with areas of study in exercise science and sport pedagogy.

Kinesiology

The Doctor of Philosophy (Ph.D.) degree in kinesiology has been designed to provide students with the coursework, laboratory, and practical experiences to become a leading educator and researcher.

Admission

Admission to the PhD program area of study in kinesiology is competitive and based on prior academic achievement, graduate record examination (GRE) scores (exercise science only), recommendations, and research interests. Minimum requirements consist of:

- a graduate degree or PGCE (sport pedagogy only) from an accredited institution
- a composite (verbal and quantitative) GRE score of 300 (exercise science only; no GRE required for applicants in sport pedagogy)
- 3.0 GPA for a completed graduate degree program.

Preference is given to students who have strong backgrounds in the Life Sciences (for exercise science), teaching (for sport pedagogy), or

related fields, meet the minimum requirements stated above, and have research interests compatible with at least one of the Kinesiology faculty members.

Financial Support

A limited number of graduate assistantships are available each year. These assistantships are awarded on a competitive basis. Graduate assistants may be asked to assist with teaching, research, and/or the outreach mission of the academic unit.

Applicants who are awarded a graduate assistantship should inform the department in writing of their decision no later than April 15th. In accordance with the Council of Graduate Schools' (CGS) resolution (<https://cgsnet.org/april-15-resolution>), other offers of financial support may be considered until the April 15 deadline, but any decision after April 15 is an obligation awardees are expected to honor. Likewise, the department will honor the offer until the April 15 deadline, after which point the offer will be rescinded unless the decision deadline has been extended in writing. Although there is no obligation to accept an offer prior to April 15, awardees are asked to let the department know as soon as a decision has been made so offers may be extended to other prospective students, if possible.

Procedures & Deadlines

Interested applicants should apply online to the Graduate School of the University of Alabama (<http://graduate.ua.edu/applicants.html>). Students will be admitted on a rolling basis at the discretion of program faculty as applications are received. Prospective students should identify a prospective research mentor and contact that person for more information regarding an admission timeline. For coursework focusing on exercise science, prospective students are encouraged to submit admission and graduate assistantship applications prior to January 15 to be considered for Fall admission. For coursework focusing on sport pedagogy, applications are accepted year round.

Sequence of Steps through the Ph.D. Program

The sequence of steps for a doctoral student from admission to graduation is:

1. Satisfaction of admission requirements
2. Formation of doctoral program of study
3. Completion of coursework
4. Completion of major comprehensive exams
5. Formation of doctoral dissertation committee
6. Proposal of doctoral dissertation
7. Admission to candidacy
8. Oral examination of the dissertation
9. Submission of final copies of the dissertation

The Program

The Ph.D. degree requires a minimum of 72 hours beyond the master's degree. This program includes 1) 24-hour kinesiology (i.e., exercise science or sport pedagogy) core; 2) 12-hour competency in research and statistics; 3) 12 hours of foundation courses to support the major; and 4) 24 hours of dissertation.

Doctoral Dissertation

The doctoral dissertation is designed to provide students with a significant research experience and is considered a contribution to the research and the literature in the field. It is anticipated that students will complete credits for the dissertation after the completion of all coursework and the comprehensive examination. The student will work

closely with the doctoral program chair and committee in developing a dissertation proposal and conducting the dissertation research. The doctoral dissertation committee will consist of a minimum of five faculty members, one of whom must be from outside the department.

Advising

All doctoral students will be advised by a major professor with whom they will have been aligned as part of the admissions process. In the event a doctoral student is granted admission without a research mentor/major professor, they will be assigned an interim advisor upon admission to the Ph.D. program. The advisor will assist the student in the evaluation of previous work, selection of coursework, and research oversight.

Time Limit for Doctoral Study

Students must complete all requirements for the Ph.D. degree within nine calendar years from the time they are officially admitted to a program of study.

Department of Music Education

General Requirements

Before 12 hours of graduate study are completed in any graduate degree program, students enrolled in music education graduate programs may be required, at the discretion of the department, to demonstrate professional competence in music theory and music history and, if requested, to perform a placement audition on their major instrument. Information about specific examinations can be obtained through the Music Education Office, Box 870366, Tuscaloosa, AL 35487-0366 (205) 348-6054.

Graduate-level music education courses that meet requirements for specific State-approved certification programs (Class A, Class AA) are offered on a two-year rotation during spring and fall. However, applicants for music education graduate degrees should anticipate that summer enrollment may be necessary to complete degree requirements. Questions concerning the rotation of course offerings should be directed to the Music Education Department; Box 870366; Tuscaloosa, AL 35487-0366; (205) 348-6054.

The content of all graduate programs in music education is determined, in part, by the background and goals of the individual student. Each program will include graduate courses in music education (choral, instrumental, or general) and professional education, and may include other graduate study as indicated by the student's background and interests in consultation with his or her advisor. It is recommended that each student work closely with his or her academic advisor during the first year of graduate study in order to plan the program.

Degree requirements are noted on the official Plan of Study for the various degrees and tracks. These documents are available from the chairperson or administrative staff for the department.

Traditional Class A Certification in Music Education, MA in Secondary Education

Applicants to the traditional Class A program must hold appropriate prior certification in Music Education (Instrumental or Choral) to be considered for admission. An acceptable score on either the GRE or the MAT is required for admission.

Applicants may be required, at the discretion of the department, to demonstrate professional competence in music theory and music history; to submit a tape of an ensemble performance or teaching sample; and, if requested, to perform a placement audition on the major instrument

prior to the completion of 12 hours of graduate study. If requested, applicants will interview with the music education faculty prior to an admission decision. Contingent upon faculty and Graduate School approval, conditional admission is granted in some instances.

Two MA plans in Music Education (Plan I and Plan II, below) are offered in the College of Education. Both Plan I and Plan II lead to Alabama Class A (masters level) professional educator certification. Both require compliance with the State-approved certification program and a minimum of 30 graduate semester hours as follows: (a) required music education courses, 6 hours; (b) foundations of professional studies, 6 hours; (c) educational research, 3 hours; (d) technology, 3 hours; (e) faculty-approved teaching field, 12 hours; and, additional requirements/electives, 0-3 hours. Candidates under Plan I for the master's degree must write a thesis (6 semester hours of thesis research may be used toward the degree). Plan II candidates must earn a minimum of 30 graduate semester hours. No music education master's degree programs are available without satisfying Alabama certification requirements; those earning a master's degree must be eligible for recommendation for Alabama Class A Music Education (P-12) teaching certification.

This course listing applies to candidates having appropriate prior certification who begin this program at UA on June 1, 2017, and thereafter. Candidates earning graduate credit prior to this date may elect to utilize this program. Candidates must present a GPA of at least 3.25 on all courses in the program below, with no grade below a C.

Code and Title	Hours
Required Courses:	
MUE 530 Mus Ed Curr Theory Dev	3
Choose ONE from MUE 522, MUE 525, or MUE 526	3
Teaching Field (Contact advisor to select from the following):	12
MUE 522 General Music: Approaches and Practices	
MUE 525 Choral Techn Materials	
MUE 526 Instrml Techn Materls	
MUE 535 Curriculum Projects In Mued	
MUE 590 Seminar In Music Education	
MUE 598 Non-Thesis Research	
MUE 599 Thesis Research	
Foundations of Professional Studies:	
MUE 500 Foundatn Music Education (preferred)	3
Select ONE course from these SDE approved diversity courses:	3
BEF 503 History Of Amer Educn	
BEF 507 Sociology Of Education	
BEF 534 Multicultural Education	
BEF 575 Found Educn Through Film	
BEF 607 Readings In Soc Of Ed	
BEF 650 Critical Race Theory In Educ	
BEF 667 Multicult Soc Ed Leadershp	
BEF 681 Ethics And Education	
Educational Research:	
MUE 540 Intro Research In Mued	3
Technology:	
CAT 531 Computer Based Instruction	3
Additional requirements:	

SPE 500 is required if a special education survey course was not part of the undergraduate program or another graduate program.	0-3
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Total Hours	30-33
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Alternative Class A Certification in Music Education-- Nontraditional, Initial Teacher Certification, MA in Secondary Education

The Alternative Class A program is designed for those who possess an undergraduate degree in an area of music *other than music education* from a school accredited by the National Association of Schools of Music. Specified undergraduate prerequisite courses are also required. An acceptable score on either the GRE or the MAT is required for admission. Applicants must meet the following requirements:

- **Transcript evaluation:** Applicants should contact the Office of Student Services & Certification for a transcript evaluation to determine prerequisite courses and other requirements.
- **Degree requirement:** An appropriate bachelor's degree from a regionally accredited institution with a minimum overall GPA of 2.75 OR a master's degree with a GPA of at least 3.0 is required.
- **Teaching Field:** Applicants must have an academic content major (or the equivalent) in the teaching field. The transcript evaluation will determine if an applicant meets the teaching field requirement.
- **Fingerprinting/background clearance**

This course listing applies to those who begin this program June 1, 2017, and thereafter. Candidates earning graduate credit prior to this date may elect to utilize this program. Candidates must present a GPA of at least 3.25 on all courses in the program, with no grade below a C, and a passing score on a comprehensive exam is required. Successful fulfillment of all requirements leads to a master's degree and recommendation for the Alabama Class A professional educator certificate in Music Education (P-12).

Code and Title	Hours
Curriculum and Teaching:	
MUE 530 Mus Ed Curr Theory Dev	3
Select ONE from MUE 522, MUE 525, or MUE 526	3
Teaching Field:	
MUE 540 Intro Research In Mued	3
Three advisor-approved graduate courses in MUS, MUA, or MUE	9
Professional Studies:	
MUE 500 Foundatn Music Education	3
BEF 510 Phil Hist Socl Found Ed *	3
Technology:	
CAT 531 Computer Based Instruction	3
Evaluation of Teaching and Learning:	
BER 550 Eval Classroom Learning	3
Literacy:	
CRD 512 Impr Read Second Schools	3
Special Education coursework:	
SPE 500 is required unless SPE 300 was previously completed.	0-3
Full-time Internship:	
MUE 597 Practicum Music Education (3 hours elementary and 3 hours secondary placement required; one full semester)	6
EDU 500 Internship Seminar	1
Total Hours	40-43

Class AA Certification in Music Education, EdS in Secondary Education

Applicants to the EdS program must hold valid Alabama Class A certification in Music Education or an approved equivalent certification to be considered for admission. An acceptable score on either the Graduate Record Examination or the Miller Analogies Test is required.

Additionally, applicants must successfully complete a formal screening interview with the music education faculty prior to an admission decision. Applicants are required to demonstrate professional competence in music theory and music history; to submit a tape of an ensemble performance or teaching sample; and, if requested, to perform a placement audition on the major instrument prior to the completion of 12 hours of graduate study. It is highly recommended that applicants have a minimum of three years' full-time contractual teaching experience prior to beginning a post-masters degree program. Contingent upon faculty and Graduate School approval, conditional admission is granted in some instances.

A minimum of 30 hours of appropriate work beyond the MA degree, including completion of a research project, is required for the educational specialist (EdS) degree. The total hours of graduate work, including the MA degree, must be 60 hours. Those pursuing certification options must be certain their programs of study meet all certification requirements according to programs approved by the Alabama Department of Education. Courses used to qualify for a lower level supporting certificate cannot be used again in a higher level certification program. The fulfillment of these requirements leads to the Alabama Class AA professional educator certificate in Music Education (P-12).

This course listing applies to candidates having appropriate prior certification who begin this program at UA on June 1, 2017, and thereafter. Candidates earning graduate credit prior to this date may elect to utilize this program. Candidates must present a GPA of at least 3.50 on all courses in the program below, with no grade below a C. [At least 1/2 of the coursework must be in music and at least 15 semester hours of the 30 semester hour total must be at the 600-level.]

Code and Title	Hours
Required Courses (See advisor to select from the following):	9
MUE 635 Curriculum Projects Mued	
MUE 698 Non-Dissertatn Research	
MUE 522 General Music: Approaches and Practices	
MUE 525 Choral Techn Materials	
MUE 526 Instrml Techn Materls	
If the above courses were part of the Class A certificate, approved MUE electives may be utilized.	
Teaching Field (See advisor to select from the following):	12
MUE 522 General Music: Approaches and Practices	
MUE 525 Choral Techn Materials	
MUE 526 Instrml Techn Materls	
MUE 631 Doctor of Philosophy Diagnostic/Admission Exam	
MUE 635 Curriculum Projects Mued	
MUE 690 Advanced Seminar Music Educati	
Foundations of Professional Studies:	
MUE 500 Foundatn Music Education	3
Select ONE of these SDE approved diversity courses:	3
BEF 503 History Of Amer Educn	
BEF 507 Sociology Of Education	
BEF 534 Multicultural Education	

BEF 575	Found Educn Through Film
BEF 607	Readings In Soc Of Ed
BEF 650	Critical Race Theory In Educ
BEF 667	Multicult Soc Ed Leadershp
BEF 681	Ethics And Education

Educational Research:

MUE 540 (If BER 500 was part of the Class A program, select a music education elective instead of MUE 540.) 3

Additional requirements:

SPE 500 is required if a special education survey course was not part of the undergraduate program or another graduate program. 0-3

Total Hours 30-33

Footnotes

* If MUE 530 Mus Ed Curr Theory Dev is part of Class A certificate, select MUE 635.

EdD and PhD in Secondary Education (Music Education option)

An acceptable score on either the Graduate Record Examination or the Miller Analogies Test is required. Applicants should have either a bachelor's or master's degree in music education. Additionally, applicants must submit a writing sample and successfully complete a formal screening interview with the music education faculty prior to an admission decision. Applicants are required to demonstrate professional competence in music theory and music history; to submit a recording of an ensemble performance and/or teaching sample; and, if requested, to perform a placement audition on the major instrument prior to the completion of 12 hours of graduate study. It is highly recommended that applicants have a minimum of three years' full-time contractual teaching experience prior to beginning a post-masters degree program. Contingent upon faculty and Graduate School approval, conditional admission is granted in some instances.

The doctoral degrees (EdD and PhD) in secondary education (music education option) are designed to include a broad field of study in a major area of specialization. Selection and sequence of courses are contingent on the skills, background, and professional goals of the student. Each student's program will include courses in music, music education, professional education, and research.

All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit for the doctoral degree.

A department-approved **Admission to Candidacy for the Doctoral Degree** is submitted to the Graduate School as soon as possible after passing the comprehensive (preliminary) examination. For details on Plan of Study, Admission to Candidacy, and all other degree requirements, visit the **Degree Requirements** section of this catalog.

Graduate work in music education is an option through the **Curriculum and Instruction Department** in the College of Education. Interested applicants should contact Music Education, Box 870366, Tuscaloosa, AL 35487-0366 (205) 348-6054, or speak with a music education adviser.

Department Head and Associate Professor

- Marvin E. Latimer, Jr.

Professor

- Carl B. Hancock

Associate Professor

- Kenneth M. McGuire

Assistant professor

- Julie K. Bannerman

Instructor

- Anne C. Witt

MUE500 Foundatn Music Education

Hours 3

Investigation of the purposes and functions of music education from antiquity to the present. Philosophical foundations and a chronological survey of historical issues related to the inclusion of music in general education will also be discussed.

MUE522 General Music: Approaches and Practices

Hours 3

This course examines curricular approaches and contemporary practices in general music education. Students explore important questions about the purposes and characteristics of general music programs and how those programs meet the needs of diverse learners and communities. Students develop critical and reflective understandings of general music education within the context of current challenges and opportunities facing the field.

MUE525 Choral Techn Materials

Hours 3

Organization, rehearsal, programming and performance of choral groups.

MUE526 Instrml Techn Materls

Hours 3

Organization, rehearsal, programming and performance of instrumental groups.

MUE530 Mus Ed Curr Theory Dev

Hours 3

Analysis of music curricula and study of the development process.

MUE532 Research in the History and Aesthetics of Music Education

Hours 3

This course will address various techniques into the history and aesthetics of music education.

MUE535 Curriculum Projects In Mued

Hours 1-3

The design, proposal, implementation, evaluation, and reporting of a curriculum project or an improved instructional procedure in music. Independent study.

MUE540 Intro Research In Mued

Hours 3

Introduction to research study in music education.

MUE580 Introduction to Graduate Studies in Music Education

Hours 3

Introduction designed to prepare student for the application of scholarly thinking to topics in the areas of music psychology, teacher training, and music education.

MUE589 Clinical Experiences in Music Education

Hours 2-6

Part-time supervised teaching experience in secondary instrumental music education. Four-twelve hours weekly for 14 weeks in Tuscaloosa area public schools.

MUE590 Seminar In Music Education

Hours 1-3

Study of special topics in music education.

MUE597 Practicum Music Education

Hours 3-12

Supervised teaching experience in the area of specialization (instrumental or vocal and elementary), from nursery school through grade 12.

MUE598 Non-Thesis Research

Hours 1-3

No description available

MUE599 Thesis Research

Hours 1-6

No description available

MUE631 Doctor of Philosophy Diagnostic/Admission Exam

Hours 0

Examination required prior to completion of no more than six hours of study for admission to a Ph.D. program in music education.

MUE635 Curriculum Projects Mued

Hours 1-3

The design, proposal, implementation, evaluation, and reporting of a curriculum project or an improved instructional procedure in music. Independent study.

MUE641 Adv Research Music Educ

Hours 3

The design, implementation and reporting of research studies that illustrate a variety of methodological and statistical plans for research in music education.

Prerequisite(s): MUE 540

MUE690 Advanced Seminar Music Educati

Hours 1-3

No description available

MUE698 Non-Dissertatn Research

Hours 1-3

No description available

MUE699 Dissertation Research

Hours 1-12

No description available

Faculty

Department Head and Associate Professor

Marvin E. Latimer, Jr.

Professor

Carl B. Hancock

Associate Professor

Kenneth M. McGuire

Assistant professor

Julie K. Bannerman

Instructor

Anne C. Witt

Department of Special Education and Multiple Abilities

- Majors
 - Special Education, MA (p. 585)
 - Special Education, EdS (p. 583)
 - Special Education, EdD (p. 583)
 - Special Education, PhD (p. 590)

Department Head

- Nicole Cain Swoszowski

Professors

- Gregory J. Benner
- Carol A. Donovan
- Kristine Jolivette
- Jennifer Jolly
- Robert A. McWilliam
- N. Kagendo Mutua

Associate professors

- Lucy Barnard-Brak
- Sara McDaniel
- Nicole Cain Swoszowski

Assistant professors

- Yusuf Akamoglu
- Marissa Filderman
- Kristen Lamb
- Ragan McLeod
- Laci Watkins

Clinical professor

- Kathy Shaver Wetzel

Clinical assistant professors

- Ashley Cawley
- John Myrick
- Catherine Price

Clinical instructors

- Lisa Burgess
- Sharron Maughn

SPE500 Intro Exc Childr/Youth

Hours 3

Introduction to programs and problems of children and youth who deviate from the norm in physical, mental, emotional, and social characteristics.

SPE501 Diagnosis and Assessment of Exceptional Children and Youth

Hours 3

Comprehensive study of diagnosis and assessment, emphasizing concepts of tests and measurements, formal and informal assessment, test administration, and use of diagnostic results in educational intervention.

SPE502 Adv Behav Mgt Spec Educat

Hours 3

Concepts and principles of behavior change and management; practical experience in developing plans to prevent and remedy behavior problems. Research project required.

SPE503 Masters Seminar In Spe

Hours 3

Critique of research and research problems in current special education issues.

SPE504 Introduction to Assistive Technology

Hours 3

This is an introductory course for teacher educators in the fundamentals of assistive technology identification, consideration, and implementation.

SPE506 Working W/Families

Hours 3

Examination of the effects of an exceptional child on the family, and the various approaches to intervention with the family.

SPE514 Teach Consult Model Spe

Hours 3

Introduction to various direct and indirect service delivery models for students with mild disabilities; consultant techniques demonstrated.

SPE520 Language, Communication and Early Literacy Interventions

Hours 3

This course provides information on language, communication, and literacy interventions for children with language delays or developmental disabilities, including children from diverse cultural and linguistic backgrounds. Intervention and instructional strategies will be examined and current research on the efficacy of child language intervention strategies will be discussed.

SPE531 Introduction to Autism Spectrum Disorder

Hours 3

This course focuses on autism and related disorders of socialization. This course brings together clinical practice and research within the context of a developmental psychopathology framework. It covers major topics in etiology, diagnosis and assessment, treatment and advocacy, social neuroscience methods and autism in infancy through adulthood.

SPE532 Evidence-Based Practices for Individuals with ASD

Hours 3

This course focuses on evidence-based practices for individuals with autism spectrum disorder (ASD). The course will offer an overview of the characteristics of individuals with ASD in order to provide a foundation for how these characteristics may influence the selection of appropriate goals and intervention strategies. The course focuses on specific-based instructional practices for individuals with ASD.

SPE533 Assessing Behavior Change in Children and Youth with Autism

Hours 3

This is a course in assessing behavior change in individuals with autism through the use of single subject research methodology within Special Education. It includes the application of behavioral measurement, single subject research designs, and methods of data analysis. Critical analysis of autism intervention research and the development of a single subject research proposal occurs.

SPE538 Research Seminar

Hours 1

No description available

SPE560 Research Seminar

Hours 1

No description available

SPE571 Educ Yng Child W/Disabl

Hours 3

An introductory course to the field of early childhood special education, including rationale, legal issues, and characteristics of children from birth through kindergarten.

SPE575 Practicum in Early Childhood Special Education (0-8 years)

Hours 0-6

Involves a demonstration of teaching expertise of candidate with students identified with severe/profound and/or multiple disabilities in special and general education classrooms.

SPE576 Assessment Young Childrn

Hours 3

Selection, administration, and interpretation of assessments of young children (birth through kindergarten).

SPE578 Meth Tch Yng Child W/Dis

Hours 3

Use of curricula, materials, and management techniques for young children (birth through kindergarten) with disabilities.

SPE579 Intern Ed Yg Child Div Abil

Hours 3-6

Fourteen week split internship providing supervised teaching experience in classrooms for young children. Offered spring and fall only. Application for internship must be made the semester prior to internship (excluding summer term) through Office of Educational Field Experience.

SPE581 Psy Gift Tal Chld Yth

Hours 3

Examination of the nature of youth with high potential in multiple areas. Contemporary theory, research, and the relationship between definition/identification and educational planning are considered.

SPE582 Teach Gifted And Taltd

Hours 3

Use and evaluation of teaching-learning methods for education of the gifted and talented, including consideration of roles, expectations for learning, and organizational procedures.

SPE583 Creative Prob Solving

Hours 3

A guided sequence of exercises and experiences leading to increased personal creative behavior, with emphasis on methods for nurturing creative talent in students of all ages.

SPE584 Spec Populatn Gift Educ

Hours 3

Examination of a variety of administrative designs, curriculum options, instructional models, and strategies to meet the unique cognitive and affective needs/abilities of special populations of gifted students.

SPE585 Teaching Thinking Skills

Hours 3

Survey of existing thinking-skills programs and techniques for creating new programs for thinking. Emphasis is on integrating thinking skills into gifted education and regular education.

SPE586 Socl Emotl Compts Talent Dev

Hours 3

This course will explore current research, psychological theory and practical counseling techniques relevant to the social and emotional components of giftedness. Some topics include perfectionism, gender issues, underachievement, and special populations.

SPE587 Indiv Needs Talents Classroom

Hours 3

This course will outline instructional and managerial techniques that can be used in the grade level or heterogeneous classroom to address the individual learning needs, strengths, styles, and preferences of all students.

SPE588 Practicum in Special Education, Autism

Hours 3

This course is designed to ensure that students acquire critical knowledge in the instruction of children and youth with autism spectrum disorder. The course competencies reflect basic standards and competencies derived from the Alabama Administrative Code and the Council for Exceptional Children Standards for Advanced Preparation in Autism Spectrum Disorder and Developmental Disabilities.

SPE589 Internship Gift/Talent

Hours 3-9

Intensive, supervised teaching experience in programs for gifted and talented.

SPE590 Intro Mild Disabilities

Hours 3

An intensive study of the background and current perspective on mild disabilities. Emphasis on developing professional knowledge base.

SPE591 Adv Academic Methods Elem

Hours 3

Designed to develop skills in the use of curriculum, materials, and strategies for students with disabilities at the elementary school level.

SPE592 Adv Academic Methods Sec

Hours 3

Designed to develop skills in the use of curriculum, materials, and strategies for students with disabilities at the secondary level.

SPE593 Intro Severe/Profound Disabili

Hours 3

An intensive study of the background and current perspective on severe disabilities. Emphasis is on developing professional knowledge.

SPE594 Methods Severe Disability

Hours 3

Emphasizes educational programming, subject matter, professional responsibilities of teachers and related service personnel, curriculum development, communication, and physical management and handling procedures of individuals with severe disabilities.

SPE595 Practicum in Severe Disabilities Education (K-12 grades)

Hours 0-6

Involves a demonstration of teaching expertise of candidate with students identified with severe/profound and/or multiple disabilities in special and general education classrooms.

SPE596 Practicum in Collaborative (K-6 or 6-12 grades)

Hours 0-6

Involves a demonstration of teaching expertise of candidate with students identified with severe/profound and/or multiple disabilities in special and general education classrooms.

SPE597 Transition In Special Ed

Hours 3

Focuses on the strategies, methods, curriculum, and measurement for facilitating an effective transition from school to adulthood of adolescents with disabilities.

SPE598 Internship In Special Ed

Hours 3-9

Intensive, supervised teaching experience in a special education program.

SPE600 Doctoral Seminar Spe

Hours 3

Required for all first-year doctoral students; diagnostic in function. Activities include examination of career goals and assessment of skills in written and oral presentations. Offered fall semester.

SPE601 Sem Col Teachg In Spe

Hours 3

Course structure, lecturing and other delivery techniques, student evaluation, and practicum supervision are included among topics that are reviewed to develop skills in college training. Offered fall semester.

SPE602 Seminar Research Spe

Hours 3

Focuses on the unique aspects of the exceptional population in relationship to typical statistical and research design procedures. Offered spring semester.

SPE606 Topical Seminar In Spe

Hours 3-6

May be repeated for credit. Selected topics, review and critique of current literature, research problems, and methodology.

SPE609 Practicum In Spe

Hours 3-6

Designed for advanced graduate students. Students practice effective supervision skills or college teaching skills under the direction of the course instructor.

SPE611 Ind Study In Spe

Hours 1-6

Intensive investigation of a specific aspect of special education, by one student under the supervision of a faculty member in the student's area of concentration.

SPE612 Readg Research In Spe

Hours 1-6

For doctoral students, an opportunity to initiate, develop, and successfully defend a dissertation topic dealing with a problem of magnitude in the field of special education.

SPE613 Consult Proc Spe Progs

Hours 3

Training in human-relations techniques and administrative strategies designed to facilitate communication and interaction with individuals and groups in special education programming.

SPE616 Advanced Professional Development

Hours 3

Theories and types of training and development programs will be reviewed and analyzed, needs assessments will be explored and conducted, and professional development sessions will be developed, facilitated, and evaluated.

SPE617 Special Education Leadership, Policy and Law

Hours 3

This course is designed to instruct the ethical, legal, and leadership principles that govern the field of special education. It includes emphasis on preparing for administrative positions in special education programs in local education agencies.

SPE621 Issues in Special Education: Early Childhood

Hours 3

Discussion of current research and investigation of major issues in the education of young students with disabilities, focusing on best practices, assessment and learning, programming, evaluation, community involvement, and facilitation.

SPE622 Advanced Curriculum Workshop: Early Childhood Special Education

Hours 3

This course assists leaders in early childhood special education in applying studies in basic disciplines to the development and implementation of appropriate curriculum for young students with disabilities. It includes emphasis on application of diverse teaching models and the use of a variety of program alternatives and skills in designing, managing, and evaluating program alternatives.

SPE623 Issues in Collaborative Education

Hours 3

Discussion of current research and investigation of major issues in the education of students with disabilities, focusing on best practices, assessment and learning, programming, evaluation, community involvement, and facilitation.

SPE624 Advanced Curriculum Workshop in Special Education: Collaborative

Hours 3

This course assists leaders in collaborative education in basic disciplines to the development and implementation of appropriate curriculum for students with disabilities. It includes emphasis on application of diverse teaching models and the use of a variety of program alternatives and skills in designing, managing, and evaluating program alternatives.

SPE681 Issues In Gifted Educ

Hours 3

*No description available***SPE682 Adv Curr Workshp Gift Educatio**

Hours 3-6

*No description available***SPE699 Dissertation Research**

Hours 1-12

*No description available***Faculty****Department Head**

Nicole Cain Swoszowski

Professors

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Laci Watkins

Clinical professor

Kathy Shaver Wetzel

Clinical assistant professors

Ashley Cawley

John Myrick

Catherine Price

Clinical instructors

Lisa Burgess

Sharron Maughn

Special Education, Ed.D.

The doctor of education (EdD) degree program focuses on competencies in professional development, school administration, and instructional leadership. In preparing for any of these three professional activities, EdD students usually specialize in one of the subfields within special education. All students are also expected to acquire broad-based knowledge across the spectrum of exceptional children and youth.

Applicants must submit a recent (within the last five years) GRE score of 300 or higher. Additionally, applicants must have an earned MA degree in special education (or a related area) with an accomplished scholarly record at the master's level, three years of appropriate experience (defined as three years of work in agencies serving children and youth, one year of which must have been spent in direct, full-time interaction with exceptional children), a demonstrated commitment to a scholarly career in special education, a successful presentation to the department, and a successful interview process with faculty members. Graduate faculty members individually evaluate and collectively discuss admission applications.

Special Education, Ed.S.

Special education graduate programs are designed to help bring improvements to the educational services offered to exceptional children. Courses of study leading to the Educational Specialist (EdS) degree and Class AA professional educator certification in the education of exceptional children are listed below:

Traditional Class AA programs are available in

- collaborative education
- early childhood special education
- gifted and talented

Admission

In addition to meeting the Graduate School's admission requirements, a student interested in the EDS program must have earned a master's degree with appropriate prerequisite Class A certification.

In addition to meeting admission requirements for the Graduate School and the College of Education, students interested in the special education programs should also be aware of the admission requirements established by the Alabama Department of Education.

Collaborative (K-6, 6-12), Class AA

This course listing applies to candidates having appropriate prior certification who begin this program June 1, 2017. Candidates earning graduate credit prior to this date may elect to utilize this program. Candidates must present a GPA of at least 3.50 on all courses in the program, with no grade below a C. Credits used for the previous Class A support certificate may not be used for this program.

For admission, applicants must hold valid master's level certification in a teaching field. Candidates admitted to the Class AA program without prior Class A certification in collaborative or an approved area of special education must take the following courses in addition to the coursework below: SPE 590, SPE 591 or SPE 592, SPE 594, SPE 501 (or the equivalent), and SPE 596. Up to three semester hours of the prerequisite work may be used to meet the elective requirements in this program. Passing scores on the appropriate Praxis subject assessment(s) are required if changing areas of certification.

Code and Title	Hours
Curriculum and Teaching:	
SPE 613 Consult Proc Spe Progs	3
Foundations of Professional Studies:	
(Choose ONE of these SDE approved diversity courses.)	3
BEF 503 History Of Amer Educn	
BEF 507 Sociology Of Education	
BEF 534 Multicultural Education	
BEF 575 Found Educn Through Film	
BEF 607 Readings In Soc Of Ed	
BEF 650 Critical Race Theory In Educ	
BEF 667 Multicult Soc Ed Leadershp	
BEF 681 Ethics And Education	
Educational Research:	
BER 540 Statistical Methods In Educ	3
BER 631 Inqry As Interp: Qual I	3
BER 660 Eval I:Theory & Practice	3
Teaching Field:	
SPE 623 Issues in Collaborative Education	3
SPE 624 Adv. Curr. Workshop: Collab.	3
SPE 616 Adv. Professional Development	3
SPE 617 SPE Leadership	3
SPE 606 Topical Seminar In Spe	3
Additional requirements/electives:	
Advisor approved elective	3
SPE 500 is required if a special education survey course was not part of the undergraduate program or another graduate program.	0-3
Total Hours	33-36

Early Childhood Special Education (P-3), Class AA

This course listing applies to candidates having appropriate prior certification who begin this program June 1, 2017. Candidates earning graduate credit prior to this date may elect to utilize this program. Candidates must present a GPA of at least 3.50 on all courses in the program, with no grade below a C. Credits used for the previous Class A support certificate may not be used for this program.

For admission, applicants must hold valid master's level certification in a teaching field. Candidates admitted to the Class AA program without prior Class A certification in early childhood special education must take the following courses in addition to the coursework below: SPE 576 (or its equivalent), SPE 571, SPE 578, SPE 594, and SPE 579. Up to three semester hours of the prerequisite work may be used to meet the elective requirements in this program. Passing scores on the appropriate Praxis subject assessment(s) are required if changing areas of certification.

Code and Title	Hours
Required courses:	
SPE 613 Consult Proc Spe Progs	3
Foundations of Professional Studies:	
(Choose ONE of these SDE approved diversity courses.)	3
BEF 503 History Of Amer Educn	
BEF 507 Sociology Of Education	
BEF 534 Multicultural Education	
BEF 575 Found Educn Through Film	
BEF 607 Readings In Soc Of Ed	
BEF 650 Critical Race Theory In Educ	
BEF 667 Multicult Soc Ed Leadershp	
BEF 681 Ethics And Education	
Educational Research:	
BER 540 Statistical Methods In Educ	3
BER 631 Inqry As Interp: Qual I	3
BER 660 Eval I:Theory & Practice	3
Teaching Field:	
SPE 606 Topical Seminar In Spe	3
SPE 616 Adv. Professional Development	3
SPE 617 SPE Leadership	3
SPE 621 Issues in Special Education: Early Childhood	3
SPE 622 Advanced Curriculum Workshop: Early Childhood Special Education	3
Additional requirements/electives:	
Advisor approved elective	3
SPE 500 is required if a special education survey course was not part of the undergraduate program or another graduate program.	0-3
Total Hours	33-36

Gifted (P-12), Class AA

This course listing applies to candidates having appropriate prior certification who begin this program June 1, 2017. Candidates earning graduate credit prior to this date may elect to utilize this program. Candidates must present a GPA of at least 3.50 on all courses in the program, with no grade below a C. Credits used for the previous Class A support certificate may not be used for this program.

For admission, applicants must hold valid master's level certification in a teaching field. Candidates admitted to the Class AA program without prior certification in gifted must take the following courses in addition to the coursework below: SPE 581, SPE 582, SPE 583, SPE 501 (or its equivalent), and SPE 589 (S.E.W.). Up to three semester hours of the prerequisite work may be used to meet the elective requirements in this program. Passing scores on the appropriate Praxis subject assessment(s) are required if changing areas of certification.

Code and Title	Hours
Required courses:	
SPE 613 Consult Proc Spe Progs	3
SPE 617 SPE Leadership	3
Foundations of Professional Studies:	
(Choose ONE of these SDE approved diversity courses.)	3
BEF 503 History Of Amer Educn	
BEF 507 Sociology Of Education	
BEF 534 Multicultural Education	

BEF 575	Found Educn Through Film	
BEF 607	Readings In Soc Of Ed	
BEF 650	Critical Race Theory In Educ	
BEF 667	Multicult Soc Ed Leadershp	
BEF 681	Ethics And Education	
Educational Research:		
BER 540	Statistical Methods In Educ	3
BER 631	Inqry As Interp: Qual I	3
Teaching Field:		
SPE 681	Issues In Gifted Educ	3
SPE 612	Readg Research In Spe	6
SPE 682	Adv Curr Workshp Gift Educatio	6
Additional requirements/electives:		
Advisor approved elective (SPE 606 Bibliotherapy is recommended.)		3
SPE 500 is required if a special education survey course was not part of the undergraduate program or another graduate program.		0-3
Total Hours		33-36

Certification

The Alabama State Board of Education grants Class AA professional educator certification in special education (collaborative, early childhood special education, or gifted). To be eligible, students must hold appropriate Class A certification and must complete all requirements for the EDS degree in the chosen program as described in this catalog, including a comprehensive exam and the *Praxis* subject assessment(s) (if applicable).

Special Education, M.A.

Special education graduate programs are designed to bring improvements to the educational services accorded to exceptional children. Courses of study leading to the Master of Arts (MA) degree and Class A professional educator certification in the education of exceptional children are listed below:

Traditional Class A certification programs are available in

- autism (Class A, Innovative)
- collaborative education
- early childhood special education
- gifted and talented
- severe disabilities (Class A only)

Alternative Class A certification programs are available in

- collaborative education
- early childhood special education with dual certification in early childhood
- gifted and talented

While the graduate catalog is published annually, program checklists for state-approved certification programs may be updated more frequently and are thus likely to provide the most up-to-date information about requirements. Students should refer to the appropriate program checklists for their teaching fields and consult their advisors before registering each semester.

Admission Requirements

In addition to meeting admission requirements for the Graduate School and the College of Education, students interested in the special education programs should also be aware of the admission requirements established by the Alabama Department of Education.

A student in his or her last semester of work toward the master's degree who does not need a full course load to complete the course requirements of his or her master's degree may register for work toward the EdS degree, in the amount needed to complete full registration loads.

Traditional Class A Certification Programs

For admission to traditional Class A programs of study in collaborative education, early childhood special education, or gifted and talented education, the appropriate prior certification must be held in a teaching field.

For admission to the Class A program of study in severe disabilities, the appropriate prior certification must be held in early childhood special education or collaborative education.

For admission to the Class A program of study in autism, the prior certification must be held in an appropriate area of special education.

Autism, Class A (Innovative)

This course listing applies to candidates having appropriate prior certification in an area of special education. Candidates earning graduate credit prior to this date may elect to utilize this program. Candidates must present a GPA of at least 3.25 on all courses in the program, with no grade below a C. Passing scores on the appropriate *Praxis* subject assessment(s) are required if changing areas of certification.

For admission, applicants must hold valid certification in an appropriate area of special education.

Code and Title	Hours	
Required Courses		
SPE 531	Intro to ASD	3
Choose ONE of the following:		3
CD 502	Psychology of Language	
CD 505	Augmentative/Alt Communication	
CD 509	Language Development	
Foundations of Professional Studies		
BEP 601	Family, Sch., Community Relat.	3
Educational Research		
SPE 501	Diag Assess Except Chld Youth	3
Technology		
CAT 531	Computer Based Instruction	3
Teaching Field		
SPE 502	Adv Behav Mgt Spec Educt *	3
SPE 532	EBP for Ind ASD	3
SPE 533	Beh Change in Autism	3
SPE 588	Autism Practicum	3
Additional Requirements		
Select 6 hours from the following courses. (Courses taken as a requirement may not also be counted toward an additional requirement.)		6
CD 502	Psychology of Language	
CD 505	Augmentative/Alt Communication	

CD 509	Language Development	
BEP 505	Motivation and Self-Regulation	
BEP 541	Learning and Cognition	
BEP 550	Life Span Development	
BEP 561	Social Cult Basis Behav	
BEP 565	Personality & Social Dev	
BEP 570	Foundations of Educational Neuroscience	
BEP 600	Contemp Educ Psych Prob	
BSP 636	PBIS	
BSP 632	Behavior Interventions	
BSP 634	Adv Principles in ABA	
SPE 500 is also required if a special education survey course was not completed as part of the undergraduate program or another graduate program.		0-3
Total Hours		33-36

Footnotes

* State-approved diversity course

Collaborative (K-6), Class A

This course listing applies to candidates having appropriate prior certification who begin this program June 1, 2017. Candidates earning graduate credit prior to this date may elect to utilize this program. Candidates must present a GPA of at least 3.25 on all courses in the program, with no grade below a C. Passing scores on the appropriate Praxis subject assessment(s) are required if changing areas of certification.

For admission, applicants must hold valid bachelor's level certification in a teaching field.

Code and Title	Hours
Curriculum and Teaching:	
SPE 502 Adv Behav Mgt Spec Educt *	3
SPE 503 Masters Seminar In Spe	3
SPE 514 Teach Consult Model Spe	3
Foundations of Professional Studies:	
(Choose ONE of these SDE approved diversity courses.)	3
BEF 503 History Of Amer Educn	
BEF 507 Sociology Of Education	
BEF 534 Multicultural Education	
BEF 575 Found Educn Through Film	
BEF 607 Readings In Soc Of Ed	
BEF 650 Critical Race Theory In Educ	
BEF 667 Multicult Soc Ed Leadershp	
BEF 681 Ethics And Education	
Educational Research:	
SPE 501 Diag Assess Except Chld Youth	3
Technology:	
CAT 531 Computer Based Instruction	3
Teaching Field:	
SPE 591 Adv Academc Methods Elem	3
SPE 594 Methods Severe Disability	3
SPE 596 Collaborative Practicum	3
Choose ONE of the following:	3
SPE 583 Creative Prob Solving	

CRD 510	Expanding Reading	
CRD 511	Begin Rding Pre-K-Prim Grades	
CEE 580	Concepts of EC/ELE School Math	
CEE 581	Early Child/Elem Math Curr Res	
Additional requirements:		
SPE 590	Intro Mild Disabilities	3
SPE 593	Intro Severe/Profound Disabili	3
SPE 500 is required if a special education survey course (or the following MAP courses: 311, 312, 413 and 414) was not completed as part of the undergraduate program or another graduate program.		0-3
Total Hours		36-39

Footnotes

* SDE approved diversity course

Collaborative (6-12), Class A

This course listing applies to candidates having appropriate prior certification who begin this program June 1, 2017. Candidates earning graduate credit prior to this date may elect to utilize this program. Candidates must present a GPA of at least 3.25 on all courses in the program, with no grade below a C. Passing scores on the appropriate Praxis subject assessment(s) are required if changing areas of certification.

For admission, applicants must hold valid bachelor's level certification in a teaching field.

Code and Title	Hours
Curriculum and Teaching:	
SPE 502 Adv Behav Mgt Spec Educt *	3
SPE 503 Masters Seminar In Spe	3
SPE 514 Teach Consult Model Spe	3
Foundations of Professional Studies:	
(Choose ONE of these SDE approved diversity courses.)	3
BEF 503 History Of Amer Educn	
BEF 507 Sociology Of Education	
BEF 534 Multicultural Education	
BEF 575 Found Educn Through Film	
BEF 607 Readings In Soc Of Ed	
BEF 650 Critical Race Theory In Educ	
BEF 667 Multicult Soc Ed Leadershp	
BEF 681 Ethics And Education	
Educational Research:	
SPE 501 Diag Assess Except Chld Youth	3
Technology:	
CAT 531 Computer Based Instruction	3
Teaching Field:	
SPE 592 Adv Academc Methods Sec	3
SPE 594 Methods Severe Disability	3
SPE 597 Transition In Special Ed	3
SPE 596 Collaborative Practicum	3
Additional requirements/electives:	
SPE 590 Intro Mild Disabilities	3
SPE 593 Intro Severe/Profound Disabili	3

SPE 500 is required if a special education survey course (or the following MAP courses: 311, 312, 413, and 414) was not completed as part of the undergraduate program or another graduate program.

0-3

Total Hours 36-39

Footnotes

* SDE approved diversity course

Early Childhood Special Education (P-3), Class A

This course listing applies to candidates having appropriate prior certification who begin this program June 1, 2017. Candidates earning graduate credit prior to this date may elect to utilize this program. Candidates must present a GPA of at least 3.25 on all courses in the program, with no grade below a C. Passing scores on the appropriate Praxis subject assessment(s) are required if changing areas of certification.

For admission, applicants must hold valid bachelor's level certification in a teaching field.

Code and Title **Hours**

Required courses:

SPE 571	Educ Yng Child W/Disabl	3
HD 501	Child Development	3

Foundations of Professional Studies:

(Choose ONE of these SDE approved diversity courses.) 3

BEF 503	History Of Amer Educn	
BEF 507	Sociology Of Education	
BEF 534	Multicultural Education	
BEF 575	Found Educn Through Film	
BEF 607	Readings In Soc Of Ed	
BEF 650	Critical Race Theory In Educ	
BEF 667	Multicult Soc Ed Leadershp	
BEF 681	Ethics And Education	

Educational Research:

SPE 576	Assessment Young Childrn	3
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BER 550 is also required if an evaluation and learning course was not part of the undergraduate program or another graduate program. 0-3

Technology:

CAT 531	Computer Based Instruction	3
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Teaching Field:

SPE 502	Adv Behav Mgt Spec Educt *	3
SPE 578	Meth Tch Yng Child W/Dis	3
SPE 575	ECSE Practicum	6

Additional requirements/electives:

(Choose ONE of the following or another advisor approved elective.) 3

CRD 511	Begin Rding Pre-K-Prim Grades	
CEE 580	Concepts of EC/ELE School Math	
CEE 581	Early Child/Elem Math Curr Res	

SPE 500 is required if a special education survey course was not completed as part of the undergraduate program or another graduate program. 0-3

Total Hours 30-36

Footnotes

* SDE approved diversity course

Gifted (P-12), Class A

This course listing applies to candidates having appropriate prior certification who begin this program June 1, 2017. Candidates earning graduate credit prior to this date may elect to utilize this program. Candidates must present a GPA of at least 3.25 on all courses in the program, with no grade below a C. Passing scores on the appropriate Praxis subject assessment are required.

For admission, applicants must hold valid bachelor's level certification in a teaching field.

Code and Title **Hours**

Required courses:

SPE 582	Teach Gifted And Taltd	3
SPE 583	Creative Prob Solving	3

Foundations of Professional Studies:

(Choose ONE of these SDE approved diversity courses.) 3

BEF 503	History Of Amer Educn	
BEF 507	Sociology Of Education	
BEF 534	Multicultural Education	
BEF 575	Found Educn Through Film	
BEF 607	Readings In Soc Of Ed	
BEF 650	Critical Race Theory In Educ	
BEF 667	Multicult Soc Ed Leadershp	
BEF 681	Ethics And Education	

Educational Research:

BER 500	Intro Educatn Research	3
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SPE 501 is also required if an assessment/evaluation course was not part of the undergraduate program or another graduate program. 0-3

Teaching Field:

SPE 581	Psy Gift Tal Chld Yth	3
SPE 584	Spec Populatn Gift Educ *	3
SPE 585	Teaching Thinking Skills	3
SPE 589 (S.E.W.) **		3
SPE 589 or 3 hours from a previous Class A certification program		3

Additional requirements/electives:

Advisor approved elective in content or special interest area (counseling, geography, space science workshop, children's literature, etc.) 3

SPE 500 is required if a special education survey course was not completed as part of the undergraduate program or another graduate program. 0-3

Total Hours 30-36

Footnotes

* SDE approved diversity course

** Two 3-hour internships are required, one of which must be S.E.W.

Severe Disabilities, Class A

This course listing applies to candidates having appropriate prior certification who begin this program June 1, 2017. Candidates earning graduate credit prior to this date may elect to utilize this program.

Candidates must present a GPA of at least 3.25 on all courses in the program, with no grade below a C.

For admission, applicants must hold valid bachelor's level certification in an appropriate area of special education.

Code and Title	Hours
Required courses:	
SPE 593 Intro Severe/Profound Disabili	3
Foundations of Professional Studies:	
SPE 506 Working W/Families	3
Educational Research:	
SPE 501 Diag Assess Except Chld Youth	3
Technology:	
CAT 531 Computer Based Instruction	3
Teaching Field:	
SPE 502 Adv Behav Mgt Spec Educt *	3
SPE 514 Teach Consult Model Spe	3
SPE 594 Methods Severe Disability	3
SPE 597 Transition In Special Ed	3
Additional requirements:	
SPE 595 Severe Practicum	3
Additional courses from advisor approved cognate (Early, Autism, Assist Tech, Transition)	6
SPE 500 is required if a special education survey course was not part of the undergraduate program or another graduate program.	0-3
Total Hours	33-36

Footnotes

* SDE approved diversity course

Alternative Class A, Nontraditional, Initial Teacher Certification Programs

Special Education & Multiple Abilities offers teacher education programs that do not require prior certification in a teaching field. These programs lead to Alabama Alternative Class A certification in special education (collaborative teacher, K-6; collaborative teacher, 6-12; early childhood special education, P-3; or gifted, P-12) and are designed to allow individuals with undergraduate degrees in nonteaching fields to enter the field of education.

Admission to a nontraditional, alternative certification program in special education requires full admission to the Graduate School and the completion of specified undergraduate prerequisite courses.

For admission to the Alternative Class A (non-traditional) program in collaborative education, early childhood special education, or gifted and talented education, applicants must meet the following requirements:

- **Transcript evaluation:** Applicants should contact the Office of Student Services & Certification for a transcript evaluation to determine prerequisite courses.
- **Degree requirement:** An appropriate bachelor's degree from a regionally accredited institution with a minimum overall GPA of 2.75 OR a master's degree with a GPA of at least 3.0 is required.
- **General Studies and Teaching Field:** For Alternative Class A in Collaborative or Early Childhood Special Education, applicants must have completed 12 hours of coursework in each of four areas: English Language Arts, social studies, science, and mathematics. (This is

called the 4 x 12 requirement.) Applicants who do not meet the 4 x 12 requirement have the option to earn a passing score on the appropriate Praxis subject assessment(s) in lieu of completing the deficient 4 x 12 courses. For Alternative Class A in Gifted, applicants must have an academic major in a discipline that is approved in the Alabama Course of Study.

- **Fingerprinting/background clearance**

Collaborative (K-6), Alternative Class A

This course listing applies to candidates who have completed a baccalaureate degree at a regionally accredited college or university and who begin this program June 1, 2017. Candidates earning graduate credit prior to this date may elect to utilize this program. Candidates must present a GPA of at least 3.25 on all courses in the program, with no grade below a C.

Code and Title	Hours
Curriculum and Teaching:	
SPE 502 Adv Behav Mgt Spec Educt *	3
SPE 503 Masters Seminar In Spe	3
SPE 514 Teach Consult Model Spe	3
Foundations of Professional Studies:	
BEF 510 Phil Hist Socl Founds Ed *	3
Technology:	
CAT 531 Computer Based Instruction	3
Evaluation of Teaching and Learning:	
SPE 501 or Diag Assess Except Chld Youth	3
BER 550 Eval Classroom Learning	
Literacy:	
CEE 570 Teach Reading in ELE School	3
Teaching Field:	
SPE 583 Creative Prob Solving	3
SPE 590 Intro Mild Disabilities	3
SPE 591 Adv Academc Methods Elem	3
SPE 593 Intro Severe/Profound Disabili	3
SPE 594 Methods Severe Disability	3
Choose ONE of the following:	3
CEE 580 or Concepts of EC/ELE School Math	
CEE 581 Early Child/Elem Math Curr Res	
Special Education Coursework:	
SPE 500 is required unless SPE 300 (or the equivalent) was completed as part of the undergraduate program within the last 5 years.	0-3
Internship:	
SPE 598 Internship In Special Ed **	3-6
EDU 500 Internship Seminar	1
Total Hours	43-49

Footnotes

* SDE approved diversity course

** Students seeking K-12 certification must register for 3 hours of elementary internship and 3 hours of secondary internship.

Collaborative (6-12), Alternative Class A

This course listing applies to candidates who have completed a baccalaureate degree at a regionally accredited college or university and who begin this program June 1, 2017. Candidates earning graduate

credit prior to this date may elect to utilize this program. Candidates must present a GPA of at least 3.25 on all courses in the program, with no grade below a C.

Code and Title	Hours
Curriculum and Teaching:	
SPE 502 Adv Behav Mgt Spec Educt *	3
SPE 503 Masters Seminar In Spe	3
SPE 514 Teach Consult Model Spe	3
Foundations of Professional Studies:	
BEF 510 Phil Hist Socl Founds Ed *	3
Technology:	
CAT 531 Computer Based Instruction	3
Evaluation of Teaching and Learning:	
SPE 501 or Diag Assess Except Chld Youth	3
BER 550 Eval Classroom Learning	
Literacy:	
CRD 512 Impr Read Second Schools	3
Teaching Field:	
SPE 583 Creative Prob Solving	3
SPE 590 Intro Mild Disabilities	3
SPE 592 Adv Academc Methods Sec	3
SPE 593 Intro Severe/Profound Disabili	3
SPE 594 Methods Severe Disability	3
SPE 597 Transition In Special Ed	3
Special Education Coursework:	
SPE 500 is required unless SPE 300 (or the equivalent) was completed as part of the undergraduate program within the last 5 years.	0-3
Internship:	
SPE 598 Internship In Special Ed **	3-6
EDU 500 Internship Seminar	1
Total Hours	43-49

Footnotes

* SDE approved diversity course

** Students seeking K-12 certification must register for 3 hours of secondary internship and 3 hours of elementary internship.

Early Childhood Special Education (P-3) with dual certification in Early Childhood (P-3), Alternative Class A

This course listing applies to candidates who have completed a baccalaureate degree at a regionally accredited college or university and who begin this program June 1, 2017. Candidates earning graduate credit prior to this date may elect to utilize this program. Candidates must present a GPA of at least 3.25 on all courses in the program, with no grade below a C.

Code and Title	Hours
Curriculum and Teaching:	
SPE 571 Educ Yng Child W/Disabl	3
Foundations of Professional Studies:	
BEF 510 Phil Hist Socl Founds Ed *	3
Technology:	
CAT 531 Computer Based Instruction	3

Evaluation of Teaching and Learning:

SPE 576 Assessment Young Childrn	3
Literacy: (Select ONE of these literacy courses)	3

CEE 570 or Teach Reading in ELE School
CRD 511 Begin Rding Pre-K-Prim Grades

Teaching Field:

SPE 502 Adv Behav Mgt Spec Educt *	3
SPE 506 Working W/Families	3
SPE 578 Meth Tch Yng Child W/Dis	3
HD 501 Child Development	3
HD 602 Adv Infant Development	3

Additional requirements (Choose ONE of the following):

CEE 580 or Concepts of EC/ELE School Math
CEE 581 Early Child/Elem Math Curr Res

Special Education Coursework:

SPE 500 is required unless SPE 300 was completed in the undergraduate program within the last 5 years. 0-3

Internship:

SPE 579 Intern Ed Yg Child Div Abil **	6
EDU 500 Internship Seminar	1

Total Hours 40-43

Footnotes

* SDE approved diversity course

** The internship will include a placement with at least two of the following age groups: birth-age 3, age 3-5, and age 5-8. Placements will be in appropriate settings which include children with and without identified disabilities.

Gifted (P-12), Alternative Class A

This course listing applies to candidates who have completed a baccalaureate degree at a regionally accredited college or university and who begin this program June 1, 2017. Candidates earning graduate credit prior to this date may elect to utilize this program. Candidates must present a GPA of at least 3.25 on all courses in the program, with no grade below a C.

Code and Title	Hours
Curriculum and Teaching:	
SPE 583 Creative Prob Solving	3
Professional Studies:	
BEF 510 Phil Hist Socl Founds Ed *	3
Technology:	
CAT 531 Computer Based Instruction	3
Evaluation of Teaching and Learning:	
BER 550 Eval Classroom Learning	3
SPE 501 Diag Assess Except Chld Youth	3
Literacy:	
CRD 512 Impr Read Second Schools	3
Teaching Field:	
SPE 581 Psy Gift Tal Chld Yth	3
SPE 582 Teach Gifted And Taltd	3
SPE 584 Spec Populatn Gift Educ *	3
SPE 585 Teaching Thinking Skills	3
SPE 586 Socl Emotl Compts Talent Dev	3

SPE 587	Indiv Needs Talents Classroom	3
Special Education Coursework:		
SPE 500 is required unless SPE 300 (or the equivalent) was completed in the undergraduate program within the last 5 years.		0-3
Internships (Two 3-hour internships are required.)**		
SPE 589 (S.E.W.)		3
SPE 589	Internship Gift/Talent	3
EDU 500	Internship Seminar	1
Total Hours		43-46

Footnotes

* SDE approved diversity course

** Two 3-hour internships are required, one of which must be S.E.W.

Certification

The Alabama State Board of Education grants Class A professional educator certification in special education (collaborative, K-6; collaborative, 6–12; early childhood special education, P-3; gifted, P-12; or severe disabilities, P-12). To be eligible, candidates must hold appropriate prerequisite certification OR complete an Alternative Class A program and must complete all requirements for the MA degree in the chosen program as described in this catalog, including a comprehensive exam, state assessments (if applicable), and the *Praxis* subject assessment(s).

Non-Certification Overseas Program for Special Education, MA

This is a non-certification program offered only to overseas students. Completion of this program does not lead to professional educator licensure or certification.

Admission Requirements

An entrance exam score (at least 300 on the GRE or the 50th percentile or above on the MAT) is needed for regular admission.

Admission requirements for the Graduate School (Admission Criteria) and the College of Education (General Admission (p. 501)) are detailed in earlier sections of this catalog.

Degree Requirements

A minimum of 30 hours of course credit must be earned, and a comprehensive exam must be successfully completed. Candidates must present a GPA of at least 3.25 on all courses in the program, with no grade below a C.

Overseas Program Course Requirements

Code and Title	Hours
Group I Special Education Courses	
AREA 1. Required Courses. Students select either SPE 500 or SPE 571.	3
SPE 500 or Intro Exc Childr/Youth	
SPE 571 Educ Yng Child W/Disabl	
AREA 2. Program Specifics	
SPE 501 Diag Assess Except Chld Youth	3
SPE 502 Adv Behav Mgt Spec Educat	3
SPE 503 Masters Seminar In Spe	3
SPE 506 Working W/Families	3
SPE 514 Teach Consult Model Spe	3

AREA 3. Educational Research		
BER 500	Intro Educatn Research	3
Credit Hours Subtotal:		21
Group II: Electives		
Students select THREE courses from the list below. Students may also choose courses not taken from the Group I list above or courses specifically approved by the Office of International Programs.		9
BCE 514	Counseling Skills	
BCE 542	Med Aspects	
BEF 534	Multicultural Education	
BER 550	Eval Classroom Learning	
CAT 531	Computer Based Instruction	
CIE 577	Second Language Acquisition	
CIE 579	Tch English For Lang Prog/Pol	
CRD 510	Expanding Reading	
CRD 511	Begin Rding Pre-K-Prim Grades	
CRD 512	Impr Read Second Schools	
Total Hours		30

Special Education, Ph.D.

The doctor of philosophy (PhD) program is designed to prepare scholars for roles as university professors or researchers.

Applicants must submit a recent (within the last five years) GRE score of 300 or higher. Additionally, applicants must have an earned MA degree in special education (or a related area) with an accomplished scholarly record at the master's level, three years of appropriate experience (defined as three years of work in agencies serving children and youth, one year of which must have been spent in direct, full-time interaction with exceptional children), a demonstrated commitment to a scholarly career in special education, a successful presentation to the department, and a successful interview process with faculty members. Graduate faculty members individually evaluate and collectively discuss admission applications.

College of Engineering

Department of Aerospace Engineering and Mechanics (p. 593)

Department of Chemical and Biological Engineering (p. 609)

Department of Civil, Construction and Environmental Engineering (p. 621)

Department of Computer Science (p. 639)

Department of Electrical and Computer Engineering (p. 654)

Department of Mechanical Engineering (p. 665)

Department of Metallurgical and Materials Engineering (p. 677)

Graduate Degrees

The College of Engineering offers the following graduate degrees:

Master of Science in aerospace engineering, chemical engineering, civil engineering, computer science, electrical engineering, environmental engineering, mechanical engineering, and metallurgical engineering

Doctor of Philosophy in the fields of aerospace engineering and mechanics, chemical engineering, civil engineering, computer science, electrical engineering, mechanical engineering and materials/

metallurgical engineering (the PhD in materials/metallurgical engineering is offered jointly with The University of Alabama at Birmingham)

Joint interdisciplinary PhD program in Materials Science

A PhD degree in the field of materials science is also offered, in collaboration with The University of Alabama at Birmingham and The University of Alabama in Huntsville. Full details of the program and its admission requirements may be found in the Interdisciplinary Programs (p. 28) section of the Graduate School Catalog.

Requirements for the Graduate School (Admission Criteria (p. 7) and Degree Requirements (p. 17)) and the College of Engineering (General Admission (p. 7), MS Degree (p. 17), and PhD Degree (p. 22)) are detailed in sections of this catalog. Additional requirements are outlined in the individual department descriptions in this catalog.

Master of Science Degrees

Master of Science degrees with appropriate designations are conferred on those students who satisfy the requirements of:

- the programs or departments in which they are enrolled,
- the College of Engineering, and
- the Graduate School as outlined earlier in the Degree Requirements (p. 17) section of this catalog.

Any requirements established by the individual departments are outlined in the departmental information that follows.

Master of Science Degree Requirements

Minimum requirements for the master's degree in all programs are 24 semester hours of acceptable coursework under Plan I (plus 6 thesis hours) or 30 hours under Plan II. Specific course requirements (in addition to those established by the Graduate School) are as follows:

- The greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred, subject to the approval of the appropriate faculty and final approval by the Graduate School. Average grade must be at least 'B.' The Request for Transfer of Graduate Credit is available at the website of the Graduate School.
- Engineering courses numbered 400 to 499 (offered primarily for senior undergraduates) may be taken by master's students (not doctoral) for graduate credit with prior approval of the student's supervisory committee and prior approval of the Graduate School requested on the Approval of 400-Level Course for Master's Credit form (p. 7). A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree. To receive graduate credit for such courses, a minimum grade of 'B' must be made in courses in the student's major field of study, and a minimum grade of 'C' in courses outside the major field. Courses numbered 500 to 599 are offered primarily for master's students. Courses numbered 600 to 699 are offered primarily for students beyond the master's level.
- Students will be expected to have received credit for MATH 238 Appld Diff Equations I prior to admission, or to complete the course with a passing grade after admission (no graduate credit will be awarded), unless they are enrolled in the computer science program.
- All courses are selected by the student with the approval of the student's supervisory committee. If there are deficiencies in undergraduate subjects, the student's supervisory committee may require additional coursework to correct them.
- Under no circumstances will graduate credit be given for courses numbered below 400.

- Under Plan I, an approved thesis must be completed; a minimum of 6 semester hours of credit in 599 Thesis Research is required for Plan I students, in addition to the 24 hours of coursework.
- Under both Plan I and Plan II, students must pass a final comprehensive examination on the content of the degree program. Information about the comprehensive examination is detailed in the Degree Requirements section of this catalog.

Master of Science (Environmental Engineering) Degree Requirements

The master of science in environmental engineering is administered by the Department of Civil and Environmental Engineering; for more information, please visit <http://cce.eng.ua.edu/graduate/m-s-programs/master-of-science-in-engineering-environmental/>. The program is open to persons with baccalaureate degrees who have completed at least one year's work in chemistry, mathematics through differential equations, and an engineering mechanics sequence through fluid mechanics. These prerequisites and others may be satisfied by completing appropriate coursework for non graduate credit.

The versatile master of science in environmental engineering program uses environmental engineering courses offered by the College of Engineering and appropriate courses in biology, chemistry, geology, and microbiology. A list of courses approved for inclusion in the environmental engineering major is available upon request. The flexibility of the degree requirements permits a student to follow a course of study designed to suit individual interests and needs. Degree requirements are as follows:

- For Plan I students, 24 semester hours of approved environmental coursework and a minimum of 6 additional semester hours of credit in CE 599 Thesis Research is required, along with an approved completed thesis. For Plan II students, 30 semester hours of approved environmental coursework is required. It is expected that master's students will pursue the Plan I (thesis) option. The Plan II (non-thesis) option may be pursued only with approval of the faculty of the department. Students wishing to pursue the Plan II option must formally petition the department faculty to be considered for approval and must present substantial reasons for seeking the variance.
- No more than 6 hours at the 400-level may be applied to this program, and as noted on the Approval of 400-Level Course for Master's Credit form, approval must be obtained from the department and Graduate School before a 400-level course is taken for master's credit.
- One course in air pollution and one course in water pollution are required.

Doctor of Philosophy Degree

Doctor of Philosophy students in each College of Engineering department with a PhD program must meet minimum course requirements and all other requirements described in the Doctoral Degrees (p. 22) and Degree Requirements (p. 17) section of this catalog.

Plan of Study

Requirements for the Graduate School include but are not limited to submission of a completed PhD Plan of Study (available on the Graduate School website) to the Graduate School. Early in the graduate program, students must meet with their program advisor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. All doctoral students must have a completed PhD Plan of Study approved by the Graduate School no later than the semester during which the student will complete

30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a hold may be placed on future registration.

An amended Plan of Study (if needed) must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Admission to Candidacy

A department-approved Admission to Candidacy for the Doctoral Degree is submitted to the Graduate School as soon as possible after passing the comprehensive (preliminary) examination. See the online Graduate Catalog (Sec. 4.11.3) for details on Plan of Study, Admission to Candidacy, and all other degree requirements.

400-level Credit

Under no circumstances will graduate credit be given for courses numbered below 400. Only the 400-level credit (6 hours maximum) that was accepted for a master's program may be accepted for a doctoral degree program.

Research Skill/Language Requirements

Each college or department offering the PhD degree may set its own requirements for the language/research skill. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments or the Graduate School Degree Requirements (p. 17) section of this catalog.

For additional information about all requirements for the PhD degree, see Admission Criteria (p. 7) and Degree Requirements (p. 17) in earlier sections of this catalog. Students need to review requirements outlined in individual department descriptions in this catalog and visit the College of Engineering website.

Cooperative Education Program

Graduate students in the College of Engineering may choose to pursue their studies under a cooperative plan of education. The program is necessarily flexible, so that the study-work experience schedule will meet the needs of individual students. The availability of the cooperative plan will be dependent on the employment being approved by the student's graduate committee.

A student in the Cooperative Education Program should be able to complete all requirements for the MS degree in two years. The schedule for PhD candidates is arranged, in cooperation with the participating industry, to fit the needs of the individual student.

Admission Requirements

Applicants for graduate work in engineering must apply for admission to the Graduate School of the University. Regular admission to graduate study may be granted to applicants who:

- have earned a baccalaureate degree from institutions with programs accredited by ABET
- have an overall GPA of at least 3.0 on a 4.0 scale, or at least 3.0 for the last 60 hours completed
- have Graduate Record Examination general test scores of 300 or higher, as specified by the department of interest (this is not required for the Accelerated Masters Program)

Each applicant is required to submit a statement of purpose as part of the application packet; there are no exceptions.

Other appropriate requirements may be established by the individual engineering departments.

Regular admission may also be granted to applicants who are not graduates of ABET accredited programs. Other appropriate requirements may be established by the individual engineering departments.

The student's proposed plan of study shall include a schedule for removing any undergraduate course deficiencies.

International Admission

International applicants for engineering graduate programs must satisfy the above requirements and may also be required to supply a TOEFL score of at least 79, an IELTS score of at least 6.5, or a PTE score of at least 59.

Admission with Permission to Continue

This status may be granted to applicants who do not meet the GPA or GRE requirement.

A student who has is granted this status is required to maintain a 'B' average for the first 12 semester hours of graduate coursework and to remove any conditions imposed for admission in order to continue graduate study.

Applicants with GPAs of less than 2.5 (out of a possible 4.0) may be considered for admission to the Graduate School only after demonstrating the ability to pursue advanced work successfully.

See the Admission Criteria section of this catalog for more information.

Advisement and Committees

After admission to graduate study by the dean of the Graduate School, the student will be referred to the head of the appropriate department for assignment to a temporary advisor. The chairman and other members of the graduate student's supervisory committee are usually appointed during the first term of enrollment. The examining committee (the membership of which is normally the same as that of the supervisory committee) is appointed approximately one semester before the student expects to graduate.

General Engineering Studies Courses

Graduate courses are offered on a regular basis in some departments, as indicated in the course listings. However, all graduate courses are taught only upon sufficient demand. In the following course listing, each description contains a set of parentheses immediately preceding the semester hours. The first number within the parentheses indicates the number of contact hours per week in lecture, recitation, or seminar. The second number indicates the number of contact hours per week in laboratory.

The College of Engineering requires that a grade of 'C' or better be earned in all prerequisite courses.

Additional information is in the Admission Criteria (p. 7) section and the Degree Requirements (p. 17) section of this catalog.

GES courses are interdisciplinary and may be taken to meet individual program requirements.1

GES500 Engineering Statistics

Hours 3

Probability and basic statistical concepts. Discrete and continuous distributions; the central limit theorem; sampling distributions; point and interval estimation; hypothesis testing; regression and correlation analysis; analysis of variance.

GES501 Operations Research

Hours 3

Model construction, linear programming, network models, dynamic models, stochastic models, queueing theory, and decision theory.

GES551 Matrix And Vector Analysis

Hours 3

This course provides a graduate level overview of linear algebra and vector analysis. Topics covered include; linear simultaneous equations, eigenvalues and eigenvectors, matrix functions, computer techniques, and transformations, vector calculus, the Laplacian, and integral theorems such as the theorems of Green and Stokes.

GES554 Partial Diff Equations

Hours 3

This course examines the solution of partial differential equations by focusing on three specific equations: (1) the heat equation, (2) the wave equation, and (3) Laplace 's equation. Topics covered include: Fourier transforms, Sturm-Liouville problems, classification of partial differential equations, Bessel functions, and numerical methods for solving partial differential equations.

Department of Aerospace Engineering and Mechanics

Assistantships (teaching and research) are offered by the department and individual faculty to highly qualified applicants with preference towards those pursuing a PhD. Most assistantships start in the fall and last one academic year with consideration for renewal. An assistantship provides a competitive stipend, full tuition, and health benefits. No additional application is necessary. Contacting faculty with similar research interests is encouraged.

For more information about Aerospace Engineering and Mechanics graduate programs, contact Dr. James P. Hubner (phubner@eng.ua.edu):

- Majors
 - [Aerospace Engineering and Mechanics, MS \(p. 598\)](#)
 - [Aerospace Engineering and Mechanics, PhD \(p. 602\)](#)

Executive Vice President and Provost

- Whitaker, Kevin

Dean, College of Engineering

- Karr, Charles L.

Department Head

- Barkey, Mark E.

James R. Cudworth Chair

- Gogineni, Prasad

William D. Jordan Chair

- Roy, Samit

Undergraduate Programs Coordinator

- Olcmen, Semih

Graduate Programs Coordinator

- Hubner, James Paul

Mechanics Programs Coordinator

- Barkey, Mark E.

Professors

- Baker, John
- Barkey, Mark E.
- Gogineni, Prasad
- Hubner, James Paul
- Olcmen, Semih
- Roy, Samit

Associate Professors

- Cheng, Gary
- Haque, Anwarul
- Lang, Amy W.
- Mulani, Sameer
- Sharif, Muhammad Ali Rob
- Shen, Jinwei
- Su, Weihua

Assistant Professors

- Branam, Richard
- He, Jiaze
- Larson, Jordan
- Sood, Rohan
- Wang, Xiaowen 'Sean'
- Zhang, Ning

Instructors

- Brazeal, Clyde Ellis
- Chaganti Subrahmanya Datta, Narendra
- Jones, Stanley E.
- Li, Hui
- Papon, Easir
- Ravindranth, Pruthul Kokkada

Adjunct Faculty

- Allison, Paul
- Jordan, Brian
- Lemmon, Andrew
- MacPhee, David
- Marley, Brent
- Thompson, Greg

Professors Emeriti

- Gambrell, Samuel, Jr.
- Jackson, John E., Jr.
- Jones, Stanley E.

Associate Professor Emeritus

- Freeman, Michael

Master's students may, with permission of the department and prior approval by the Graduate School, receive credit for six (6) hours of 400-level credit. No 400-level courses can be approved for application to a PhD degree, other than the maximum of six (6) hours already completed as part of a master's degree. A master's student may, with approval of a petition, meet prerequisites with a combination of related coursework and experience.

AEM500 Intermediate Fluid Mechanics

Hours 3

Development and use of the integral and differential forms of the equations of continuity, momentum, and energy with ideal fluids, viscous fluids and compressible fluids. Advanced topics in fluid mechanics, including potential flow, viscous flow and compressible flow.

AEM508 Propulsion Systems

Hours 3

Basic propulsion dynamics, thermodynamics of fluid flow, combustion kinetics, air-breathing engines, rockets, design criteria, performance, and advanced propulsion systems.

AEM513 Compressible Flow

Hours 3

Fundamentals of high-speed aerodynamics theory discussed. Topics covered include: normal and oblique shock waves, heat addition and friction effects in one-dimensional flow, expansion waves in two-dimensional flow, quasi 1-D nozzle flow, unsteady compressible flow calculations using method of characteristics, shock tube relations.

AEM514 Experimental Aerodynamics

Hours 3

The course provides a laboratory counterpart to concepts discussed in aerodynamics and fluid mechanics. Course topics include statistical and uncertainty analysis techniques, design of experiments, computer-based data-acquisition, sensors for fluid mechanic measurements, and aerodynamic measurement techniques and facilities.

AEM515 Micro-Aerial Vehicles (MAVs)

Hours 3

This course surveys topics related to micro air vehicles (MAVs). These are small, flying vehicles generally classified by a maximum length of 15 cm. It is intended to be interdisciplinary in nature, involving seniors and first-year graduate students from different engineering academic departments.

AEM516 Helicopter Theory

Hours 3

Critical examination of the propulsive airscrew, including induced velocity relations, flow patterns, and similarity. Practical applications approached through existing theory and practice.

AEM517 Aircraft Systems

Hours 3

The principal objective of this course is to establish, develop, and refine capability in the integrated analysis and interdependency of aircraft systems.

AEM520 Computational Fluid Dynamics

Hours 3

Introduction to basic mathematical concepts and engineering problems associated with numerical modeling of fluid systems. Application of the state of the art numerical models to engineering problems. Fundamentals of Finite Difference and Finite Volume Methods and their applications in fluid dynamics and heat transfer problems will be covered.

AEM525 Spacecraft Dynamics and Control

Hours 3

Formulate, understand, and apply rigid body dynamics to a spacecraft. Determine the orientation of the spacecraft. Demonstrate the ability stabilize a spacecraft (gravity gradient, momentum-bias, spin stabilization). Perform analytic and numerical analysis to understand its behavior.

AEM528 Space Propulsion

Hours 3

Students are introduced to different types of space propulsion systems in this class. Different rockets, such as: monopropellant, bi-propellant, solid, liquid, nuclear and electric rockets are discussed in detail. Working principles of these rockets, their intended use and their design are discussed. Power limited and energy limited rocket working principles are given. Several rocket design projects are assigned throughout the class.

AEM530 Continuum Mechanics

Hours 3

Introduction to tensor analysis. Analysis of stress and strain at a point. Development of the equations representing conservation laws for a continuum. Study of constitutive relationships for fluids and solids. Application of field equations to simple boundary value problems in solid mechanics and fluid mechanics.

AEM535 Applied Finite Element Analysis

Hours 3

Applications of the finite element method to static stress analysis, heat transfer, natural frequency and Eigen-mode determination, for linear, hyper-elastic, and elastic-plastic materials. The course includes a basic background on finite element theory as well as usage of current finite element software.

AEM546 Intermediate Solid Mechanics

Hours 3

Two-dimensional theory of elasticity; exact and approximate solutions of bending, torsion, and buckling for bars; open sections and curved beams; stresses in axisymmetric members; and finite-element and energy methods.

AEM548 Stochastic Mechanics

Hours 3

This course develops, analyzes and discusses the application of uncertainty quantification in engineering systems and design methodologies to include uncertainties in the systems. Topics include: classification of uncertainties and methods of quantification, perturbation approaches, polynomial chaos, sampling techniques, random processes and Bayesian analysis.

AEM552 Composite Materials

Hours 3

First exposure to composite materials. Focus on how heterogeneity/anisotropy in composites influence thermomechanical behavior. The behavior of both continuous and short fiber reinforced composites will be emphasized. Stress analysis for design, manufacturing processes and test methods of composite materials will be covered.

AEM553 Multiscale Analysis of Advanced Composites

Hours 3

Concepts of multiscale analysis, nano-mechanics, micromechanics - principles of analysis of heterogeneous systems, information transfer between multiple spatial and temporal scales, including atomistic-to-continuum coupling, continuum-to-continuum coupling, and temporal bridging.

Prerequisite(s): AEM 655

AEM555 Nondestructive Evaluation

Hours 3

Fundamental theories, limitations and instrumentation of nondestructive test methods used for metal, polymer and composites materials. The ultrasonic, acoustic emission, vibration, thermography, eddy current, penetrant, and radiography methods are emphasized.

AEM562 Intermediate Dynamics

Hours 3

Dynamics of systems in moving coordinate frames; Lagrangian formulation and Hamilton's principle; stability and perturbation concepts for rigid body motion; motion of systems of rigid bodies in three dimensions.

AEM569 Orbital Mechanics

Hours 3

Introduction to engineering application of celestial mechanics; to formulate, understand, and apply fundamentals in orbital mechanics to trajectory design process. Perform analytic and numerical analysis to understand its behavior. Kepler's laws, coordinate transformations, and related studies.

AEM570 Mechanical Vibrations

Hours 3

Free and forced vibrations, both undamped and damped. Systems with many degrees of freedom are formulated and analyzed by matrix methods. Experimental techniques of vibration measurement are introduced.

AEM574 Structural Dynamics

Hours 3

Theoretical foundations of structural dynamics and application of methods to modeling, analysis, and design.

AEM575 Fundamentals of Aeroelasticity

Hours 3

Aeroelasticity deals with interactions between aerodynamic loads and elastic static and/or dynamic deformations, as well as the influence of the interactions on aircraft performance. The performance of interest may include stability of structures immersed in an airflow (e.g., divergence, buffeting, and flutter), rejection of external disturbances (e.g., gust alleviation), and controllability of flight vehicle trajectory (attitude or motion). Structural mass and stiffness are often tailored to change the aerodynamic load distributions on lifting surfaces. Aeroelasticity is not just fluid mechanics or solid mechanics. Its major emphasis is the fluid-structure interaction. This course focuses on understanding the phenomenology of aerodynamic and structural interactions, instead of the complicated modeling processes. The material is relatively self-contained as we will introduce concepts such as mass and stiffness matrices, shear centers, aerodynamic coefficients, and aerodynamic centers, and then build on these concepts. The students will have access to some simple models, which may become complicated when the fluid-structure interaction is considered. With the study in the class, the students will be able to analyze fundamental aeroelastic phenomena and solve the problem by using a numerical tool. Students should learn the concept of aeroelastic tailoring and structural designs with aeroelastic constraints.

Prerequisite(s): AEM 574 or instructor's permission

AEM581 Complex Engineering Systems

Hours 3

Introduction to the concepts and techniques associated with the analysis of complex systems, dynamic systems, chaos, lumped parameter modeling, feedback, networks, thermal/electrical circuit analogies, entropy.

AEM582 Space Systems

Hours 3

Concepts in systems engineering of space systems: systems engineering, space systems, satellites, space transportation systems, space environment, attitude determination and control, telecommunications, space structures, rocket propulsion, and spacecraft systems.

AEM584 Space Environment

Hours 3

This course provides an introduction to the effects of the space environment on spacecraft. The harsh space environment introduces several unique challenges to the spacecraft designer. Focus on the impact of this environment and how best to mitigate these effects through early design choices will give the satellite designer better tools. Topics include: geomagnetic field, gravitational field of the Earth, Earth's magnetosphere, vacuum, solar UV, atmospheric drag, atomic oxygen, free and trapped radiation particles, plasma, spacecraft charging, micrometeoroids.

AEM588 Advanced Space Propulsion and Power

Hours 3

This course will explore concepts, theory, and performance of electrical, nuclear, and exotic space propulsion systems for use in space. This exploration will include fundamental physical processes exploited by these propulsion schemes. The course will also include concept, theory and performance of power generation methods in space. Systems studied will include low and high power systems intended for short term or long term applications. Thermal, solar and nuclear devices and the energy conversion means for converting energy from these sources into useful electrical power will be studied.

AEM591 Special Problems

Hours 1-6

Independent investigations of special problems. Credit is based on the amount of work undertaken.

AEM592 Special Problems

Hours 1-6

Independent investigations of special problems. Credit is based on the amount of work undertaken.

AEM594 Special Projects

Hours 1-6

Planning, executing, and presenting results of an individual project involving a research design, analysis, or similar undertaking.

AEM598 Non-Thesis Research

Hours 1-3

Research not related to thesis.

AEM599 Thesis Research

Hours 1-12

This independent research course partially fulfills required master's-level research thesis hours toward the master's degree Aerospace Engineering and Mechanics. The course is conducted under the guidance of the thesis advisor. Material covered or studied will be of an advanced nature aimed at providing master's students with an understanding of the latest research and current developments within the field. Discussion and advisor guidance will be directed towards readings of research articles and development of research methodology, with the aim of producing an original research contribution that represents a novel development in the field, or a novel perspective on a pre-existing topic in the field.

AEM606 Physical Gas Dynamics

Hours 3

Introduction to the behavior of gases. Gases are treated as interacting particles and the collective behavior is studied as an ensemble of semi-random events. The evolution of gas properties from the molecular viewpoint to the continuum viewpoint will be examined. Applications of interest include chemical reactions important to hypersonic aircraft, scramjet engines, current and future high pressure ratio gas turbine engines as well as rocket propulsion.

AEM614 Airfoil And Wing Theory

Hours 3

Compressible and incompressible airfoil and wing theory.

AEM616 Rotorcraft Aeromechanics

Hours 3

This course presents the fundamentals of rotorcraft aeromechanics, which study equilibrium, motion, and control of elastic rotorcraft under aerodynamic loading. Topics included: blade motion, unsteady rotor aerodynamics, rotor wakes, dynamic stall, noise, and stability and control.

Prerequisite(s): AEM 516

AEM621 Viscous Flow

Hours 3

Development of basic boundary layer equations and concepts. Classical incompressible solutions for laminar boundary layer, approximate solutions, and concepts of turbulence.

AEM622 Turbulent Flows

Hours 3

Introduction to the physics and modeling of turbulent flows. This course will cover the governing equations of multi-species viscous laminar flows, origin and characteristics of turbulence, mathematical methods for obtaining the governing equations of turbulent flows, various modeling techniques for resolving closure problems associated with the governing equations of turbulent flows.

AEM624 Hypersonic Flow

Hours 3

This course develops, analyzes and discusses the application of hypersonic flow theory. Topics include: Hypersonic shock/expansion wave relations, approximate methods to calculate lift and drag on hypersonic vehicles, boundary layer equations for hypersonic flow, hypersonic viscous interactions, and topics of current interest.

AEM625 Advanced Computational Fluid Dynamics

Hours 3

Finite volume methods for numerical analysis of transport problems including fluid dynamics and heat transfer in complex curvilinear boundary fitted domain will be developed and applied.

Prerequisite(s): AEM 420 or AEM 520

AEM626 Unsteady Flow

Hours 3

This course develops, analyzes and discusses unsteady potential flow theory and the calculation of steady and unsteady aerodynamic loads and response on airfoils, wings and bodies as well as corresponding topics of current interest.

Prerequisite(s): BSAE or AEM 500 or instructor's consent

AEM630 Flow Control

Hours 3

Passive, active and reactive flow management strategies to achieve transition delay/advance, separation control, mixing augmentation, drag reduction, lift enhancement, and noise suppression. Unified framework for flow control.

Prerequisite(s): AEM 500 or AEM 621 or equivalent

AEM635 Finite Element Methods

Hours 3

Finite-element formulations in the areas of solid mechanics, fluid mechanics, and heat conduction; isoparametric elements; assembly process; solution of stiffness equations; and convergence of results.

AEM637 Theory Of Elasticity

Hours 3

Equations of linear elasticity, principal stresses and strains, stress and displacement potentials, energy principles, and numerical methods. Boundary value problems of elasticity.

AEM638 Introduction to Experimental Mechanics

Hours 3

Theory and application of electrical resistance strain gauges for stress analysis and for use as transducers. Study of circuits and instruments used for strain measurement. Theory and application of photoelasticity for measurement of stress. Fundamentals of servohydraulic testing.

AEM644 Engineering Fracture Mechanics

Hours 3

Linear elastic and elastic-plastic fracture mechanics. Fracture analysis using Griffith's criterion, stress intensity factors, CTOD methods, and the J-Integral.

AEM648 Theory Of Plasticity

Hours 3

Theory of plastic deformation of metals and other materials. Development of yield criteria, application of flow rules, and yield surface based plasticity theories. Application to engineering structures, including computer programming assignments and finite element analysis assignments.

Prerequisite(s): AEM 637

AEM649 Fatigue Analysis

Hours 3

Presentation of the strain life and fracture mechanics approaches to fatigue analysis. Review of damage parameters, mean stress effects, and cycle counting methods for uniaxial and multiaxial loading.

AEM655 Advanced Composite Materials

Hours 3

Advanced topics in composite materials, including theories of linear orthotropic elasticity, micro-mechanics of composites, nano-composites, and sandwich structures.

AEM662 Multibody Dynamics

Hours 3

This course presents the fundamentals of multibody dynamics: kinematics and dynamics of multibody systems, analytical dynamics, constrained dynamical systems, and flexible multibody dynamics.

Prerequisite(s): Instructor's consent.

AEM668 Advanced Dynamics Of Flight

Hours 3

Analysis of the rigid body dynamic motions of an aircraft; response of an airplane to actuation of controls; introduction to automatic control and stability; introduction to vehicle simulation by digital computer.

AEM669 Advanced Astrodynamics

Hours 3

The main objective of this course is to formulate, understand, and apply fundamentals of dynamical systems theory to spacecraft trajectory design process. Understand the behavior of a spacecraft under gravitational and non-gravitational forces and design cost-effective trajectories. Perform analytic and numerical analysis to understand spacecraft behavior beginning with the three-body problem.

Prerequisite(s): AEM 469 or AEM 569

AEM685 Engineering Optimization

Hours 3

This graduate course introduces the techniques of design optimization of engineering systems. Topics include: Basic principles of optimization theory, parameter optimization problems, linear and nonlinear programming. Unconstrained and constrained problems treated by simplex, penalty function, generalized reduced gradient methods, global optimization techniques, and surrogate modeling.

AEM691 Special Problems

Hours 1-3

Independent investigations of special problems. Credit is based on the amount of work undertaken.

AEM694 Special Project

Hours 1-6

Planning, executing, and presenting results of an individual project involving a research design, analysis, or similar undertaking.

AEM698 Non-Dissertation Research

Hours 1-3

Research not related to dissertation.

AEM699 Dissertation Research

Hours 1-12

Research related to dissertation.

Faculty**Executive Vice President and Provost**

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Dean, College of Engineering

Karr, Charles L.

Department Head

Barkey, Mark E.

James R. Cudworth Chair

Gogineni, Prasad

William D. Jordan Chair

Roy, Samit

Undergraduate Programs Coordinator

Olcmen, Semih

Graduate Programs Coordinator

Hubner, James Paul

Mechanics Programs Coordinator

Barkey, Mark E.

Professors

Baker, John

Barkey, Mark E.

Gogineni, Prasad

Hubner, James Paul

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Lang, Amy W.

Mulani, Sameer

Sharif, Muhammad Ali Rob

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Larson, Jordan

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Li, Hui

Papon, Easir

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Lemmon, Andrew

MacPhee, David

Marley, Brent

Thompson, Greg

Professors Emeriti

Gambrell, Samuel, Jr.

Jackson, John E., Jr.

Jones, Stanley E.

Associate Professor Emeritus

Freeman, Michael

Aerospace Engineering and Mechanics, MS

The Department of Aerospace Engineering and Mechanics offers a Master of Science in aerospace engineering and mechanics degree via

an on-campus program and an off-campus (distance learning) program through the College of Continuing Studies. An MSAEM can be earned by coursework only or by a combination of coursework and an approved thesis. Most distance learning students elect to complete the coursework only degree option. On-campus students supported by assistantships are expected to complete an approved thesis.

Admission Requirements

Admission requirements are outlined in the Admission Criteria section of this catalog. Specific admission information relating to the Department of Aerospace Engineering and Mechanics is listed on their departmental web page.

Minimum graduated school requirements does not guarantee admission. All application materials are carefully considered (transcripts, standardized test scores, letters of recommendation and statement of purpose). Students without a BS or MS in aerospace, mechanical and civil engineering are required to complete the following coursework from a regionally accredited university (if not already completed) prior to admission: Calculus (12 credit hours), Ordinary Differential Equations, Statics, Dynamics, Mechanics of Materials and Fluid Mechanics. The mechanics courses must be calculus based.

MS in Aerospace Engineering and Mechanics

The Department of Aerospace Engineering and Mechanics offers a Master of Science in aerospace engineering and mechanics degree via an on-campus program and an off-campus (distance learning) program through the College of Continuing Studies.

An MSAEM can be earned by coursework only or by a combination of coursework and an approved thesis. Most distance learning students elect to complete the coursework only degree option. On-campus students supported by assistantships are expected to complete an approved thesis.

- MSAEM – Thesis (Plan I) Option
- MSAEM – Non-Thesis (Plan II) Option

Thesis (Plan I) Option

Credit Hours

A total of 30 semester credit hours is required for a masters of science in aerospace engineering and mechanics degree. For the MSAEM Plan I option, these credit hours consist of:

Code and Title	Hours
Core coursework	6
Select one course from Aerospace Core and one from Mechanics Core	
Aerospace Core:	
AEM 569 Orbital Mechanics	
AEM 582 Space Systems	
AEM 614 Airfoil And Wing Theory	
AEM 668 Advanced Dynamics Of Flight	
Mechanics Core:	
AEM 500 Intermediate Fluid Mechanics	
AEM 530 Continuum Mechanics	
AEM 562 Intermediate Dynamics	
AEM 637 Theory Of Elasticity	
Mathematics Course Options	6

GES 551	Matrix And Vector Analysis
GES 554	Partial Diff Equations
MATH 510	Numerical Linear Algebra (or higher level Math)
ME 501	Mech Engr Analysis I
ST 552	Applied Regression Analy
Or one of the following	
GES 500	Engineering Statistics
MATH 551	Math Stats W/Applictn I
MATH 554	Math Statistics I
ST 550	Stat Methods In Res I
ST 554	Math Statistics I
ST 560	Statistical Methods

Elective Course Options 12

Select courses AEM 500 through AEM 691

Other graduate engineering and science courses, relevant to student research, maybe approved by the Research Advisor or Graduate Program Coordinator. Other math courses, including MATH 510 and higher, may be approved by the Research Advisor or the Graduate Program Coordinator. Of the 12 Elective coursework credit hours at least 6 must have an AEM designation.

AEM 599	Thesis Research	6
Total Hours		30

Non-Thesis (Plan II) Option

Credit Hours

A total of 30 semester credit hours is required for a Master of Science in aerospace engineering and mechanics degree. For the MSAEM Plan II option, these credit hours consist of:

Code and Title	Hours
Core Course Options	6
Select one course from Aerospace Core and one from Mechanics Core	
Aerospace Core:	
AEM 569	Orbital Mechanics
AEM 582	Space Systems
AEM 614	Airfoil And Wing Theory
AEM 668	Advanced Dynamics Of Flight
Mechanics Core:	
AEM 500	Intermediate Fluid Mechanics
AEM 530	Continuum Mechanics
AEM 562	Intermediate Dynamics
AEM 637	Theory Of Elasticity
Mathematics Course Options	6
GES 551	Matrix And Vector Analysis
GES 554	Partial Diff Equations
MATH 510	Numerical Linear Algebra
ME 501	Mech Engr Analysis I
ST 552	Applied Regression Analy
Or one of the following	
GES 500	Engineering Statistics
MATH 551	Math Stats W/Applictn I
MATH 554	Math Statistics I

ST 550	Stat Methods In Res I
ST 554	Math Statistics I
ST 560	Statistical Methods

Elective Course Options 18

Select courses AEM 500 through AEM 691

Other graduate engineering and science courses, relevant to student research, maybe by the Research Advisor or Graduate Program Coordinator. Other math courses, including MATH 510 and higher, may be approved by the Research Advisor or the Graduate Program Coordinator. Of the 18 Elective coursework credit hours at least 12 must have an AEM designation.

Total Hours	30
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Comprehensive Examination or Culminating Experience

Students pursuing the MSAEM Plan II degree option have the choice of completing one of the following options to satisfy the requirement of a comprehensive examination or culminating experience:

- Pass the Ph.D. qualifying examination that serves as the comprehensive examination or
- Complete a culminating experience and receive faculty adviser approval for the written report detailing the culminating experience. MSAEM Plan II students may, but are not required to, enroll in AEM 594 Special Projects, three credit hours, complete the culminating experience, and submit the written report detailing the culminating experience as part of the AEM 594 course requirements.

The student must have completed at least 18 hours of coursework prior to submitting the written report for the culminating experience. The approved written report for the culminating experience must be submitted no later than the thesis deadline date during the semester in which the student intends to graduate. The comprehensive examination option may be attempted only twice.

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

- Plan I.** Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.
- Plan II.** Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject. With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem

courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.

- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;

- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Aerospace Engineering and Mechanics, Ph.D.

Admission Requirements

Admission requirements are outlined in the Admission Criteria section of this catalog. Specific admission information relating to the Department of Aerospace Engineering and Mechanics is listed on their departmental web page.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

A list of current degree requirements and additional information can be found on the Department of Aerospace Engineering and Mechanics website. The following departmental requirements are in addition to those specified by the Graduate School (degree requirements) and the College of Engineering (MS Degree and PhD Degree requirements) detailed in earlier sections of this catalog.

Doctor of Philosophy in Aerospace Engineering and Mechanics

The Department of Aerospace Engineering and Mechanics offers a Doctor of Philosophy degree on campus and through alternative residency (distance learning). A research-based degree, students are required to propose, complete and defend an approved dissertation on a research topic that contributes to the field of aerospace engineering and/or engineering science and mechanics.

Credit Hours

A total of 72 semester credit hours is required for a Ph.D. degree. These credit hours consist of:

Code and Title	Hours
Core coursework	6
Mathematics coursework	9
Elective coursework	33
AEM 699 Dissertation Research	24
Total Hours	72

Elective coursework must be approved by the student's advisor. Of the 48 coursework credit hours, at least 24 must have an AEM designation.

Core Course Requirements

All students must complete a minimum of one (1) class from the Aerospace Core listing of classes and one (1) class from the Mechanics Core listing of classes.

Code and Title	Hours
Aerospace Core	
AEM 569 Orbital Mechanics	3
AEM 582 Space Systems	3
AEM 614 Airfoil And Wing Theory	3
AEM 668 Advanced Dynamics Of Flight	3
Mechanics Core	
AEM 500 Intermediate Fluid Mechanics	3
AEM 530 Continuum Mechanics	3
AEM 562 Intermediate Dynamics	3
AEM 637 Theory Of Elasticity	3

Mathematics Requirement

A total of nine credit hours of mathematics is required. Consult with your advisor regarding approved math courses.

Elective Coursework Requirement

A student must complete at least 33 hours of elective coursework. These courses are typically AEM courses, but other approved courses are acceptable. The specific courses must be approved by the student's adviser, in consultation with student's graduate advisory committee.

Ph.D. Qualifying Examinations

Students in the PhD program are required to successfully complete the qualifying examination based on the student's core coursework. The qualifying examination may only be taken twice. A student should pass the qualifying examination within 18 months after completing 24 credit hours of AEM coursework and at least twelve months prior to graduation. The written examination is offered twice a year, usually in early October and early March. The Graduate Program Coordinator coordinates the PhD qualifying examinations.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School

before the student is admitted to the program. See Interdisciplinary Studies (IDS) (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to*

the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.

- b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
- c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
- d. The Field-Related Employment Since Earning Master's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs

(Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to

which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama

faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
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By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
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After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
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After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3
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*Completed" means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

- ¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.

² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline's style manual require deviation. Students

considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The

majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Department of Chemical and Biological Engineering

- Majors
 - Chemical Engineering, MS (p. 611)
 - Chemical Engineering, PhD (p. 615)

Department Chair

- Turner, C. Heath

Professors

- Arnold, David W.
- Gupta, Arunava
- Mumper, Russell J.
- Turner, C. Heath
- Van Zee, John W.
- Wiest, John M.

Associate professors

- Bao, Yuping
- Bara, Jason E.
- Brazel, Christopher S.
- Kim, Yonghyun John
- Klein, Tonya M.
- Ritchie, Stephen M. C.

Adjunct professors

- Flowers, Brian
- Lizarazo-Adarme, Jair A.
- Street, Shane
- Weaver, Mark L.

Assistant professors

- Esfahani, Milad Rabbani
- Huang, Qiang
- Koh, Amanda S.
- Peng, Qing
- Rao, Shreyas S.
- Summers, Ryan M.
- Weinman, Steven T.
- Wujcik, Evan K.
- Zhao, Chao

Emeritus Professors

- April, Gary
- Carlson, Eric
- Clements, William
- Lane, Alan
- McKinley, Marvin

CHE512 Polymer Materials Engineering

Hours 3

Introduction to the manufacture, processing, and applications of organic polymeric materials. This course covers the chemistry of polymer manufacture, the molecular structures of polymers, and the structure-property relationships for thermoplastic and thermosetting polymers.

CHE518 Tissue Engineering

Hours 3

Tissue engineering is an emerging dynamic, experimental science in which engineering and biological science principles are used to develop techniques for improving or restoring the structure and function of tissue.

CHE540 Health Safety Chem Process Ind

Hours 3

Health and safety in the chemical process industry that will introduce chemical engineering students to health and safety, regulations and the designs and procedures to meet them in the chemical process. Advanced topics will also be introduced, including current relevant topics such as recent accidents and ways and means of preventing a reoccurrence, advanced models of spills and advanced safety analysis. Several loss prevention topics are more complex than typically assigned to the undergraduate chemical engineering students. Advanced topics may include recent accidents and ways and means of preventing a reoccurrence, advanced models of spills and advanced safety analysis. Greater analysis, synthesis and evaluation-of-knowledge skills will be required.

Prerequisite(s): two courses from (CHE 304, CHE 305, CHE 306, CHE 324, CHE 354)

CHE545 Introduction to Biochemical Engineering

Hours 3

Study of biological processes, application of chemical engineering skills to areas including enzyme kinetics, fermentation, cell growth, and metabolic processes.

Prerequisite(s): CH 231

CHE551 Adv Thermodynamics I

Hours 3

Application of thermodynamic principles to chemical and phase equilibria.

CHE552 Transport Phenomena

Hours 3

Development of the analogy between momentum, energy, and mass transport, with applications.

CHE553 Computation In Chem Engr

Hours 3

Chemical-engineering applications of advanced calculus, numerical methods, and digital computer techniques, with emphasis on expressing physical situations in mathematical language.

CHE554 Chemical Reaction Engr

Hours 3

Chemical kinetics theory and experimental techniques. Industrial reactor design by advanced methods.

CHE591 Special Problems

Hours 1-4

Open to properly qualified graduate students. Advanced work of a research nature. Credit is based on the amount of work completed.

CHE592 Special Problems

Hours 1-3

Open to properly qualified graduate students. Advanced work of a research nature. Credit is based on the amount of work completed.

CHE593 Chem & Biol Engr Practicum

Hours 1-3

This course allows graduate students to gain classroom and lab experience under supervised conditions. Tasks may include grading for selected courses, structured lecturing, lab monitoring, and other related pedagogical exercises.

CHE595 Seminar

Hours 1

Discussion of current advances and research in chemical engineering, presented by graduate students and other speakers.

CHE596 Seminar

Hours 1

Discussion of current advances and research in chemical engineering, presented by graduate students and other speakers.

CHE598 Non-Thesis Research

Hours 1-6

No description available

CHE599 Thesis Research

Hours 1-12

This independent research course partially fulfills required master's-level research thesis hours toward the master's degree in chemical engineering. The course is conducted under the guidance of the thesis advisor. Material covered will be of an advanced nature aimed at providing master's students with an understanding of the latest research and current developments within the field. Discussion and advisor guidance will be directed towards readings of research articles and development of research methodology, with the aim of producing an original research contribution that represents a novel development in the field, or a novel perspective on a pre-existing topic in the field.

CHE691 Special Problems

Hours 1-3

Problems of current research.

CHE692 Special Problems

Hours 1-3

Problems of current research.

CHE693 Chem & Biol Engr Practicum

Hours 1-3

This course allows graduate students to gain classroom and lab experience under supervised conditions. Tasks may include grading for selected courses, structured lecturing, lab monitoring, and other related pedagogical exercises.

CHE695 Seminar

Hours 1

Presentations of dissertation research.

CHE696 Seminar

Hours 1

Presentations of dissertation research.

CHE698 Non-Dissertation Research

Hours 1-6

No description available

CHE699 Dissertation Research

Hours 1-12

This independent research course partially fulfills required doctoral-level research dissertation hours toward the doctoral degree in chemical engineering. The course is conducted under the guidance of the dissertation advisor. Material covered will be of an advanced nature aimed at providing doctoral students with an understanding of the latest research and current developments within the field. Discussion and advisor guidance will be directed towards readings of research articles and development of research methodology, with the aim of producing an original research contribution that represents a novel development in the field, or a novel perspective on a pre-existing topic in the field.

Faculty**Department Chair**

Turner, C. Heath

Professors

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Peng, Qing

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Summers, Ryan M.

Weinman, Steven T.

Wujcik, Evan K.

Zhao, Chao

Emeritus Professors

April, Gary

Carlson, Eric

Clements, William

Lane, Alan

McKinley, Marvin

Chemical Engineering, MS

Our Master's program offers a streamlined educational experience that bolsters knowledge and professional skills in chemical engineering.

The program covers basic subjects important to all chemical engineers, including thermodynamics, transport phenomena, kinetics and applied mathematics, along with coursework tailored to student interest.

All students in the thesis-based track (Plan I) conduct innovative, original research in faculty-run labs. All students in the non-thesis track (Plan II) complete specialized coursework in chemical engineering and a capstone experience.

The Master's degree typically requires one to two years to complete, depending on the intensity of study and whether a thesis is produced.

We welcome students with undergraduate degrees in chemical engineering, as well as in other related STEM fields such as chemistry, biology, and materials science and engineering. Students entering with a degree other than a BS ChemE, however, may require additional coursework, thereby adding time to the degree.

Admission Requirements

Specific admission requirements for the programs in chemical and biological engineering coincide with those of the Graduate School and the College of Engineering (p. 590) as detailed earlier in this catalog. Admission is also contingent upon approval by the graduate faculty of the Department of Chemical and Biological Engineering. Special opportunities are available for students with undergraduate degrees in fields other than chemical engineering.

M.S. Degree Requirements

Master of Science-Thesis Option (Plan I): 30 Credit hours

Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework and write a thesis (a minimum of six semester hours of thesis research required).

- A minimum of 24 credit hours of coursework is required.
- A minimum of six hours of thesis research is required.
- A student's curriculum and thesis must be approved by the student's graduate advisory committee. The student must pass a final comprehensive examination, which is typically a presentation and defense of the thesis. In addition, the student must satisfy all University requirements defined in the current edition of The University of Alabama Graduate Catalog.

All graduate students in chemical engineering are required to pass the following core graduate courses:

Code and Title	Hours
Required Core Course	
CHE 551 Adv Thermodynamics I	3
CHE 552 Transport Phenomena	3
CHE 553 Computation In Chem Engr	3
CHE 554 Chemical Reaction Engr	3
Elective Courses Options	
12	
CHE 512 Polymer Materials Engineering	
CHE 518 Tissue Engineering	
CHE 540 Health Safety Chem Process Ind	
CHE 545 Introduction to Biochemical Engineering	
CHE 592 Special Problems	
Additional elective course options available upon approval of Advisor	
Thesis Research	
CHE 599 Thesis Research	6
Total Hours	30

Master of Science-Non-Thesis Option (Plan II): 30 Credit hours

Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of credit and complete a culminating or "Capstone experience" as described below.

- A minimum of 30 credit hours of coursework is required.
- A student's curriculum must be approved by the student's graduate advisory committee. The graduate advisory committee must also approve the submission of a manuscript, a conference proceeding or a graduate seminar presentation. This activity shall constitute The University of Alabama Graduate School culminating experience requirement for a MS Plan II degree in chemical engineering.

Code and Title	Hours
Required Core Courses	
CHE 551 Adv Thermodynamics I	3
CHE 552 Transport Phenomena	3
CHE 553 Computation In Chem Engr	3
CHE 554 Chemical Reaction Engr	3
Elective Courses Options	
14	
CHE 512 Polymer Materials Engineering	
CHE 518 Tissue Engineering	
CHE 540 Health Safety Chem Process Ind	
CHE 545 Introduction to Biochemical Engineering	
CHE 592 Special Problems	
Additional elective course options available upon approval of Advisor	

Capstone Experience Courses

CHE 595	Seminar	1
CHE 591	Special Problems	3
Total Hours		30

For additional information about chemical engineering graduate programs, contact Dr. Heath Turner.

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may

be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those

outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the

student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations.

A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive

video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is

published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Chemical Engineering, Ph.D.

Admission Requirements

Specific admission requirements for the programs in chemical and biological engineering coincide with those of the Graduate School and the College of Engineering (p. 590) as detailed earlier in this catalog. Admission is also contingent upon approval by the graduate faculty of the Department of Chemical and Biological Engineering. Special opportunities are available for students with undergraduate degrees in fields other than chemical engineering.

See the Admission Criteria section of this catalog for more information.

Doctor of Philosophy degree requirements

Study in the doctoral program is contingent upon satisfactory performance on the qualifying examination described above. The department requires that students take and pass CHE 695 Seminar during the first part of the doctoral program of study and CHE 696 Seminar in the latter part of the program. These two hours of seminar are in addition to the course hours needed for graduation.

A prospectus examination is required of all candidates for the doctor of philosophy degree. This examination is given after two full years of graduate study have been completed and the supervisory committee deems the student to have adequate preparation. The examination consists of a written proposal describing the student's research activities and an oral presentation and defense of the proposal before the student's supervisory committee. The examination must be completed at least one year prior to the final dissertation defense.

A doctoral Plan of Study must be submitted to the Graduate School by the time the student completes 30 hours of UA and/or transfer for the doctorate. The PhD Plan of Study is available at the Graduate School website.

A department-approved Admission to Candidacy for the Doctoral Degree is submitted to the Graduate School as soon as possible after passing the comprehensive (preliminary) examination. See the online Graduate Catalog (Sec. 4.11.3) for details on plan of study, admission to candidacy, and all other degree requirements. The College of Engineering MS Degree and PhD Degree requirements (p. 590) are detailed in earlier sections of this catalog.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants

(GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See Interdisciplinary Studies (IDS) (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the

EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.*
 - b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
 - c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field

master's degree and continuous related work since earning the degree).

- d. The Field-Related Employment Since Earning Master's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3

*Completed" means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.

² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate

Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in *A Student Guide to Preparing Electronic Theses and Dissertations*, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in *A Student Guide to Preparing Electronic Theses and Dissertations*.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which

requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Department of Civil, Construction and Environmental Engineering

- Graduate Degrees
 - Civil Engineering, MS (p. 625)
 - Environmental Engineering, MS (p. 635)
 - Civil Engineering, PhD (p. 629)
 - Dual Graduate Degree Programs
 - Scholars Program
 -

Master's students may, with permission of the department and approval by the Graduate School, receive credit for six hours of 400-level credit. No 400-level courses can be approved for application to a PhD degree, other than the maximum of 6 hours already completed as part of a master's degree. A master's student may, with approval of a petition, meet prerequisites with a combination of related coursework and experience.

CE501 Masters Capstone Project-Plan II

Hours 3

Development of a research paper, professional practice or policy paper, or other equivalent report. Topic to be approved in advance by the student's graduate advisor.

Prerequisite(s): MS Plan II students only

CE514 Information Systems Design

Hours 3

An overview of management information systems (MIS). The course will focus on the practical aspects, applications, and methodology of MIS, particularly from the construction engineer's perspective. Information design methodology and building information modeling (BIM) will be covered in detail.

CE517 Advanced Project Management

Hours 3

Not open to students who have credit for CE 417. This is an engineering management course designed to introduce students to the functions of project engineers and managers. It details the processes of planning and controlling project scope, time, and cost.

CE518 Engineering Management

Hours 3

Not open to students who have credit for CE 418. An introduction to management principles, and the management functions of planning, organizing, motivating, and controlling. Management of engineers in research, design, manufacturing/construction, and quality will be studied.

CE521 Environmental Engineering Microbiology

Hours 3

Fundamentals of microbiology for environmental engineers and application of these principles to natural and engineered systems.

Prerequisite(s): CE 320 or equivalent

CE522 Solid Hazardous Waste Management

Hours 3

Engineering design and regulatory requirements for the collection, storage, recycling, treatment, and disposal of solid wastes.

Prerequisite(s): CE 320

CE524 Water & Wastewater Treatment

Hours 3

No description available

Prerequisite(s): AEM 311 or CHE 304; and CE 320

CE525 Air Pollution

Hours 3

Introduction to the source, characteristics, and effects of air pollution and to air pollution control technology and design.

Prerequisite(s): AEM 311 or CE 320

CE526 Groundwater Mechanics

Hours 3

A mechanics course focusing on developing the physical and mathematical principles of groundwater models used for predicting water and contaminant transport processes in subsurface aquifers.

Prerequisite(s): MATH 227 and AEM 311

CE529 Research Proposal Writing in EWR

Hours 3

Research funding is essential to a successful academic career. However, few PhD students receive adequate mentoring in how to craft competitive proposals. In this course, graduate students review literature, identify research questions, then draft and submit competitive funding proposals (for example to the EPA P3 program).

CE530 Non-Destructive Evaluation and Testing of Civil Engineering Structures

Hours 3

This course covers the state-of-the-art and state-of-the-practice methods of non-destructively evaluating and testing various civil engineering structures and materials such as concrete, asphalt, and steel. Students will use the techniques to solve real-world problems by evaluating and testing various structures across campus.

Prerequisite(s): CE 340

CE531 Structural Dynamics

Hours 3

Response of civil engineering structures to typical dynamic loads including theory, development of basic equations, and measurement of structure response in the laboratory.

Prerequisite(s): AEM 264 and CE 331

CE532 Matrix Analysis of Structures

Hours 3

Introduction to the matrix-displacement method of analysis for framed structures, including computer implementation of analysis. An introduction to finite-element analysis is also included.

Prerequisite(s): CE 331

CE533 Structural Loads

Hours 3

Calculation of typical gravity and lateral loads on Civil Engineering structures, identification of load paths for different building systems, and preliminary evaluation of structural adequacy.

Prerequisite(s): CE 331

CE534 Advanced Structural Mechanics

Hours 3

Introduction to advanced structural mechanics topics, including elementary elasticity, elementary beam theories, beams on elastic foundations, energy methods, buckling and free vibration of beams, and elementary thin-plate theory.

CE535 Concrete Materials

Hours 3

Portland cement and supplementary cementitious materials, aggregates, properties of fresh and hardened concrete, concrete durability issues, mixture proportioning, concrete construction methods, special concrete materials, test methods.

Prerequisite(s): CE 331 or CE 340; MTE 271 for non-CCEE students

CE536 Wood Structural Design

Hours 3

Modern timber engineering: design of beams, columns, trusses, and floor systems.

Prerequisite(s): CE 331

CE537 Reinforced Concrete Struct II

Hours 3

Design of reinforced concrete building components including two-way slabs, slender columns, prestressed beams, slap-on-grade, and retaining walls.

Prerequisite(s): CE 433

CE538 Struct Steel Design II

Hours 3

Basic and elementary design procedures for steel structures such as plate girders, mill buildings, multistory buildings, highway bridges, and light-gauge steel structures.

Prerequisite(s): CE 434

CE541 Wind and Earthquake Engineering

Hours 3

Wind and Earthquake engineering theories and their applications in load estimation and structural design.

Prerequisite(s): CE 531, Structural Dynamics or instructor permission.

CE542 Waste Containmnt Facility

Hours 3

Introduction to the fundamentals of soil behavior as they relate to environmental engineering. Topics include soil behavior, soil compaction, conduction phenomena, geosynthetics, and aspects of landfill design.

Prerequisite(s): CE 320

CE543 Prestressed Concrete Design

Hours 3

Analysis and design of prestressed concrete members, review of hardware, stress calculations, prestress losses, section proportioning, flexural design, shear design, deflections, and statically indeterminate structures.

Prerequisite(s): CE 433 or equivalent course on reinforced concrete structures

CE544 Foundation Engineering

Hours 3

Analysis and design of soil foundation systems.

Prerequisite(s): CE 340

CE551 Roadway and Intersection Design

Hours 3

Application of the principles of geometric design and traffic signal layout: vertical and horizontal alignment, intersections, traffic control, and traffic signal layout. Design projects will be prepared to illustrate standard techniques.

Prerequisite(s): CE 350

CE552 Transportation Safety and Security

Hours 3

This course focuses on major transportation safety and security issues. The course examines how death, injury and property damage and the public perception of risk detract communities from achieving their goals. The specific issues relate to transportation safety and security goals, relevant frameworks, and the selection of safety countermeasures and their evaluation in terms of specific criteria.

Prerequisite(s): CE 350

CE553 Intelligent Transportation Systems

Hours 3

This course covers the fundamentals of Intelligent Transportation Systems (ITS). The topics to be covered in the course will include systems engineering approach applied to ITS, ITS deployment and transportation operations, transportation system management, traveler response to technologies and information, ITS planning, evaluation, and institutional issues.

Prerequisite(s): CE 350

CE554 Urban Transportation Planning

Hours 3

An introduction to the planning process, software associated with transportation modeling, and conducting transportation planning and traffic impact studies.

CE555 Traffic Flow Theory

Hours 3

This course covers the fundamentals of traffic flow theory. Topics shall include microscopic flow characteristics, macroscopic flow characteristics, microscopic speed characteristics, macroscopic speed characteristics, microscopic density characteristics, macroscopic density characteristics, demand-supply analysis, capacity analysis, traffic stream models, shockwave analysis, queueing analysis, and simulation models.

Prerequisite(s): CE 350

CE558 Traffic Engineering

Hours 3

This course covers the fundamentals of traffic engineering, including vehicle operating characteristics, traffic flow, traffic data, traffic hardware, traffic software, geometric design of road and intersections, and methods of traffic control.

Prerequisite(s): CE 350

CE559 Pavement Design and Rehabilitation

Hours 3

This course covers two areas concerning care of existing highway asphalt and concrete pavements. Major maintenance includes overlay design, additional drainage, recycling, and slab repair. Routine maintenance includes distress surveys, pothole repair, and crack and joint sealing.

Prerequisite(s): CE 350 or CE 366

CE560 Front End Planning

Hours 3

Principles and applications for effective early planning of capital facilities, including: finance, economics decision making, risk management, team alignment, and front end planning processes and tools.

CE561 Horizontal Construction Method

Hours 3

Introduction to horizontal construction engineering equipment and methods. Design of horizontal construction systems, and construction operation analyses and simulation.

CE562 Vertical Construction Methods

Hours 3

Construction of buildings, including mechanical, electrical, plumbing and controls systems, design of temporary structures, and planning and design of lifts.

Prerequisite(s): CE 366

CE563 Construction Cost Estimating

Hours 3

Addresses the estimating and cost control function from conceptual planning through project execution. Topics include productivity analysis, organization of estimates, cost forecasting, estimating tolls and techniques, contingency planning and relationship to contract types and project execution strategies.

Prerequisite(s): CE 366

CE564 Safety Engineering

Hours 3

Not open to students with credit for CE 464. An exposure to safety engineering and accident prevention including state and federal laws related to general and construction projects. Topics include accident theories, safety regulations, Construction Safety Act, hazards and their control, human behavior and safety, and safety management.

Prerequisite(s): GES 255, CE 366

CE567 Constr. Accounting & Finance

Hours 3

Applications of accounting and financial practice to management of construction projects.

Prerequisite(s): CE366

CE568 Construction Scheduling

Hours 3

The management structure of construction companies and the laws, regulations, practices, tools, and processes used in planning, scheduling, and monitoring construction projects. Writing proficiency is required for a passing grade in this course.

CE570 Open Channel Flow

Hours 3

Basic concepts of fluid flow, energy and momentum principles, flow resistance in nonuniform sections, channel controls and transitions, and nonuniform flow computations.

Prerequisite(s): CE 378

CE573 Statistical Applications

Hours 3

Applications of statistical and probabilistic methodologies for analysis and solution of practical civil engineering problems, including hypothesis testing, simple and multiple regression analysis, analysis of variance for single and multi-factor experiments, forecasting models, simulation, and statistical quality control.

Prerequisite(s): GES 255

CE575 Hydrology

Hours 3

Hydrologic cycle, rainfall-runoff relations, unit hydrograph, statistical hydrology, and hydrologic simulation; includes a class project with application to flood control, water supply, and multipurpose projects.

Prerequisite(s): CE 378

CE576 Process Hydrology

Hours 3

This course develops a quantitative approach to understanding and prediction of hydrologic processes. The processes covered include interception, snowmelt, evapotranspiration, infiltration, groundwater flow, overland flow, and streamflow. Relative (dis-)advantages of different model representations will be highlighted. Process couplings and their impact on the integrated hydrologic response will be also discussed. Evaluation in the course will consist of out-of-class assignments and a term project.

Prerequisite(s): CE 378

CE580 Forensic Engineering

Hours 3

When failures in the built environment occur, whether during design, construction or in-service, a thorough examination of the causes is essential to both the evolution sound engineering practices and to dispute resolution through the legal system. The role of the engineer in this process is examined.

CE581 Legal Aspects of Engineering and Construction

Hours 3

Legal aspects of engineering and construction contracts and specifications; contract formation, interpretation, rights and duties, and changes; legal liabilities and professional ethics of architects, engineers and contractors. This is a three hour survey course covering, primarily, the organization of the federal and state courts, construction contracting, potential tort liability and professionalism for engineers in Alabama.

Prerequisite(s): CE 320, CE 331, CE 340, CE 350, CE 366 or CE 378, and one HU elective (3 credits)

CE585 Constructn Site Erosion Contrl

Hours 3

Nature and magnitude of erosion problems, and erosion plan development. Rainfall energy and erosion predictions. Sediment transport in urban areas. Channel and slope stability, and sedimentation and other controls.

CE586 GIS for Civil Engineers

Hours 3

Introduction to geographic information system design and use for civil engineering problem solving.

Prerequisite(s): CE 260 and any CE 300 Level course

CE591 Special Problems

Hours 1-3

Independent study. Credit is based on the amount of work undertaken.

CE593 Practicum

Hours 1-3

This course allows graduate students to gain classroom and laboratory experience under supervised conditions. Tasks may include grading for selected courses, structured lecturing, laboratory monitoring, and other related pedagogical exercises.

CE598 Non-Thesis Research

Hours 1-6

Research Not Related to Thesis. Variable credit.

CE599 Thesis Research

Hours 1-12

This independent research course partially fulfills required master's-level research thesis hours toward the master's degree in Civil Engineering/ Environmental Engineering. The course is conducted under the guidance of the thesis advisor. Material covered will be of an advanced nature aimed at providing master's students with an understanding of the latest research and current developments within the field. Discussion and advisor guidance will be directed towards readings of research articles and development of research methodology, with the aim of producing an original research contribution that represents a novel development in the field, or a novel perspective on a pre-existing topic in the field.

CE631 Experimental Methods in Structural Dynamics

Hours 3

Introduction to experimental methods in the behavior of structures subjected to dynamic loading. Principles of vibration testing and digital signal processing. Current techniques in modal analysis, system identification, actuator and structural control, structural health monitoring.

Prerequisite(s): CE 531

CE632 Structural Reliability

Hours 3

The knowledge taught in this course is to provide the background needed to understand how reliability-based design criteria were developed and to provide a basic tool for structural engineers interested in applying this reliability-based design criteria to other situations.

Prerequisite(s): CE 573 Statistical Applications in Civil Engineering or instructor permission

CE636 Advanced Infrastructure Materials

Hours 3

Introduction to advanced and innovative materials used in civil infrastructure systems. An introduction to research methodology in materials is also included.

Prerequisite(s): CE 331

CE641 Wind Engineering

Hours 3

This research-oriented class is intended to provide a rational description of the phenomena involved and to develop appropriate analytical and design tools for structural engineering. The course attempts to present a synthesis of the main trends of specialized literature in Wind Engineering.

Prerequisite(s): CE 531

CE655 Sustainable Transportation

Hours 3

No description available

CE673 Statistical and Econometrics Practices for Engineers

Hours 3

This course covers basic and advanced statistical and econometric methods as applied to engineering-related problems. Topics include introduction to ordinary least squares regression, count-data models including Poisson and negative binomial regressions and their extensions, simultaneous equations models, multinomial logit models, ordered probability models, joint discrete/continuous models, and hazard-based duration models.

Prerequisite(s): CE 573

CE691 Special Problems

Hours 1-6

Advanced work in some area of specialization. Credit awarded is based on the amount of work completed.

CE693 Practicum

Hours 1-3

This course allows graduate students to gain classroom and laboratory experience under supervised conditions. Tasks may include grading for selected courses, structured lecturing, laboratory monitoring, and other related pedagogical exercises.

CE699 Dissertation Research

Hours 1-12

This independent research course partially fulfills required doctoral level research dissertation hours toward the Ph.D. in civil engineering. A minimum of 24 dissertation hours are required, at 1-12 hours per semester. The course is conducted under the guidance of the Ph.D. advisor. After completing requirements for admission to candidacy, the student registers for a minimum of 3 hours per semester in this course, each semester, until all dissertation requirements have been approved. Material covered will be of an advanced nature aimed at providing doctoral students with an understanding of the latest research and current developments within the field. Discussion and advisor guidance will be focused on readings of research articles and development of research methodology, with the aim of producing an original research contribution that represents a novel development in the field, or a novel perspective on a pre-existing topic in the field.

Faculty**Head**

Back, W. Edward

Associate Department Head

Moynihan, Gary P.

Director, Undergraduate Programs

Williamson, Derek G.

Director, Graduate Programs

Kreger, Michael

Director, Center for Sustainable Infrastructure

Liang, Daan

Executive Director, Alabama Transportation Institute

TDB

Director, University Transportation Center for Alabama

Smith, Randy

Director, Large Scale Structures Laboratory

Kreger, Michael

Director, Center for Complex Hydrosystems

Moradkhani, Hamid

Director, Center for Water Quality

Clement, Prabhakar

Professors

Back, Edward W.

Batson, Robert G.

Clement, Prabhakar

Fridley, Kenneth J.

Jones, Jr., Steven

Kreger, Michael

Liang, Daan

Moradkhani, Hamid

Moynihan, Gary P.

Wang, Jialai

Associate Professors

Aaleti, Sri

Dao, Thang N.

Elliott, Mark

Kumar, Mukesh

Song, Wei

Tootle, Glenn

Williamson, Derek G.

Assistant Professors

Amirkhanian, Armen

Bhardwaj, Saahastaranshu

Hainen, Alexander

Kim, Sungjin

Liu, Jun

Moftakhari, Hamed

Nnaji, Chukwuma

Shin, Minjae

Terry, Leigh

Adjunct professor

Allen, Jody

Instructor

Monk, Bridgett

Civil Engineering, MS

The department offers programs leading to the Master of Science in civil engineering, Master of Science in engineering (environmental engineering) and Doctor of Philosophy degrees in civil engineering. Research programs in the department include environmental quality and water resources; management and safety of transportation systems; structural engineering including assessment, renewal, and protection of infrastructure; and construction engineering and management. Laboratory facilities are provided for graduate research and instruction in these and other areas.

Admission Requirements

The requirements for admission to the Graduate School are located here (p. 7). The Department of Civil, Construction, and Environmental Engineering also embraces the requirements of the College of Engineering, summarized as follows:

1. An applicant should have earned a baccalaureate degree from an institution accredited by the Engineering Accreditation Council (EAC) of ABET Inc. and have a GPA of at least 3.0 on a 4.0 scale, or at least 3.0 for the last 60 hours completed. Applicants must also have Graduate Record Examination general test scores of 300 or higher.
2. Applications may be considered from a graduate of a non EAC/ABET-accredited program. The same GPA and Graduate Record Examination criteria will apply,

Degree Requirements**Master of Science Degree Requirements**

The basic requirements for both the master of science in civil engineering and master of science in engineering (environmental engineering) are identical. A total of 30 hours is required for a master's degree, consisting

of at least 24 regular course hours and 6 or more thesis research hours for Plan I students. The student's adviser and supervisory committee work with the student to define an appropriate plan of study that meets all degree requirements, including any prerequisite or preparatory work and a core set of courses as required and specified by each specialty area. Plan I students are required to pass a thesis defense administered by the student's supervisory committee while Plan II students must pass CE 501 MS Capstone Proj. Plan II.

Thesis Option (Plan I): 30 Credit Hours

Plan of Study (minimum of 30 credit hours)

- 6 hours of CE 599 Thesis Research
- 0-3 hours of CE 593 Practicum/CE 693 Practicum
- 21-24 hours of approved coursework
 - 9 hours of core coursework (see below)
 - 6 hours maximum of approved 400-level courses
 - 12 hours maximum of approved transfer credit
 - 15 hours minimum of CE courses
- Thesis Committee and Defense
 - Minimum of three graduate faculty, with the majority from the department and at least one member from outside the department
 - Maximum of two attempts to pass defense
 - The Committee may require additional prerequisite courses (not allowed as part of the Plan of Study) for those students without an ABET/EAC-accredited degree
- Maximum of 6 years to complete degree requirements

Non-Thesis Option (Plan II): 30 Credit Hours

Plan of Study (minimum of 30 credit hours)

- 0-3 hours of CE 593 Practicum/CE 693 Practicum
- 0-3 hours of CE 598 Non-Thesis Research
- 21-27 hours of approved coursework
- Approved Coursework (21-27 hours)
 - 9 hours of core coursework (see below)
 - 6 hours maximum of approved 400-level courses
 - 12 hours maximum of approved transfer credit
 - 18 hours minimum of CE courses
- 3 Hours CE 501 Master Capstone Project
- Maximum of 6 years to complete degree requirements

MSCE Core Coursework Requirements (9 hours)

Code and Title	Hours
Construction Engineering and Management	
CE 573 Statistical Applications	3
CE 567 Constr. Accounting & Finance	3
CE 568 Construction Scheduling	3
Credit Hours Subtotal:	9
Structural Engineering and Materials	
CE 573 Statistical Applications	3
CE 534 Advanced Structural Mechanics	3
CE 531 Structural Dynamics	3
Credit Hours Subtotal:	9
Environmental and Water Resources Engineering	
CE 573 Statistical Applications	3
CE 524 Water & Wastewater Treatment	3

CE 575 Hydrology	3
Transportation Systems Engineering	
CE 573 Statistical Applications	3
CE 591 Special Problems (When offered as Statistics & Econometrics for Engineers)	3
CE 559 Pavement Design and Rehab	3
Credit Hours Subtotal:	18

See the Master's Degrees Graduate School requirement section of this catalog for additional information.

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates

who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for

a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected

to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is

published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Civil Engineering, Ph.D. Admission Requirements

The requirements for admission to the Graduate School are detailed below. The Department of Civil, Construction, and Environmental Engineering also embraces the requirements of the College of Engineering, summarized as follows:

1. An applicant should have earned a baccalaureate degree from an institution accredited by the Engineering Accreditation Council (EAC) of ABET, inc. and have a GPA of at least 3.0 on a 4.0 scale, or at least 3.0 for the last 60 hours completed. Applicants must also have Graduate Record Examination test scores of 300 or higher.
2. Applications may be considered from graduates of non EAC/ABET-accredited programs. The same GPA and Graduate Record Examination criteria will apply.

See the Admission Criteria section of this catalog for more information.

Doctor of Philosophy Degree Requirements

A total of 72 hours is required for the degree, including a minimum of 48 hours of coursework beyond the baccalaureate and 24 hours of dissertation research. A maximum of 24 hours of approved transfer credit is allowed, with approval of the Graduate School on the form for Request for Transfer of Graduate Credit.

The student's adviser and supervisory committee will work with the student to define an appropriate plan of study that meets all degree requirements, including any prerequisite or preparatory work and a core set of courses as required and specified by each specialty area. After approval by the department the PhD Plan of Study is submitted to the Graduate School for final approval. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit for the doctoral degree. Otherwise, a 'hold' may be placed on future registration.

Students are required to pass a preliminary examination that includes both written and oral components, a proposal defense, and a final dissertation defense administered by the student's supervisory committee.

After passing the comprehensive (preliminary) examination, the student should complete and submit an Admission to Candidacy for the Doctoral Degree to the department for approval. A department-approved candidacy form will be forwarded to the Graduate School for final approval.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School

before the student is admitted to the program. See Interdisciplinary Studies (IDS) (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to*

the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.

- b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
- c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
- d. The Field-Related Employment Since Earning Mater's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs

(Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to

which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama

faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus/only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3

*Completed" means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.

² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline's style manual require deviation. Students

considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee member are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The

majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Environmental Engineering, MS

The department offers programs leading to the Master of Science in civil engineering, Master of Science in engineering (environmental engineering) and Doctor of Philosophy degrees in civil engineering. Research programs in the department include environmental quality and water resources; management and safety of transportation systems; structural engineering including assessment, renewal, and protection of infrastructure; and construction engineering and management. Laboratory facilities are provided for graduate research and instruction in these and other areas.

Admission Requirements

The requirements for admission to the Graduate School are detailed below. The Department of Civil, Construction, and Environmental Engineering also embraces the requirements of the College of Engineering, summarized as follows:

1. An applicant should have earned a baccalaureate degree from an institution accredited by the Engineering Accreditation Council (EAC) of ABET, inc. and have a GPA of at least 3.0 on a 4.0 scale, or at least 3.0 for the last 60 hours completed. Applicants must have Graduate Record Examination test scores of 300 or higher.
2. Applications may be considered from graduates of non EAC/ABET-accredited programs. The same GPA and Graduate Record Examination criteria will apply.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

RESEARCH THESIS OPTION (PLAN I)

The thesis option is a research-focused program, which includes conducting original research, writing a research thesis, and defending the thesis to the student's graduate supervisory committee. The research thesis option degree requirements are as follows:

Code and Title	Hours
Core Courses	9
CE 524 Water & Wastewater Treatment	
CE 573 Statistical Applications	
CE 575 Hydrology	
CE Coursework ¹	15
Commonly taken courses include:	
CE 521 Environ Eng Microbiology	

CE 522	Solid Hazardous Waste Managmnt	
CE 525	Air Pollution	
CE 526	Groundwater Mechanics	
CE 529	EWR Proposal Writing	
CE 570	Open Channel Flow	
CE 576	Process Hydrology	
CE 586	GIS for Civil Engineers	
CE 591	Special Problems	
And other Approved Courses		
Practicum Course ²		
CE 593	Practicum	
Thesis Course ³		6
CE 599	Thesis Research	
Total Hours		30

Footnotes

- ¹ A maximum of 6 hours of approved 400-level courses - use the Graduate School's 'Approval of 400-level Courses for Master's Credit' form.
- ² Taken with permission under the supervision of the student's graduate advisor.
- ³ Taken with permission under the supervision of the student's graduate advisor. The graduate advisor must be a full member of the department's graduate faculty. Once taken, CE 599 Thesis Research must be taken every term until graduation.

PAPER/REPORT OPTION (PLAN II)

The paper/report, or non-thesis, option requires a research paper, a policy and practice paper, or equivalent culminating experience, which is graded by the student's graduate advisor. The paper/report option requirements are as follows:

Code and Title	Hours
Core Courses	
CE 524	Water & Wastewater Treatment
CE 573	Statistical Applications
CE 575	Hydrology
CE Coursework ¹	
Commonly taken courses include:	
CE 521	Environ Eng Microbiology
CE 522	Solid Hazardous Waste Managmnt
CE 525	Air Pollution
CE 526	Groundwater Mechanics
CE 529	EWR Proposal Writing
CE 570	Open Channel Flow
CE 576	Process Hydrology
CE 586	GIS for Civil Engineers
CE 591	Special Problems
And other Approved Courses	
Practicum Course ²	
CE 593	Practicum
Capstone Course ³	
CE 501	MS Capstone Proj. Plan II
Total Hours	

6

30

18

9

3

30

Footnotes

- ¹ A maximum of 6 hours of approved 400-level courses - use the Graduate School's 'Approval of 400-level Courses for Master's Credit' form.
- ² Taken with permission under the direction of the student's graduate advisor.
- ³ Taken with permission under the direction of the student's graduate advisor. The graduate advisor must be a full member of the department's graduate faculty. This course requires the completion of a research paper, a policy and practice paper, or equivalent report with the topic, scope, and format pre-approved by the student's advisor. This course must be taken the semester the student plans to graduate.

Additional Course Requirements for Students Without an ABET/EAC-Accredited Degree

- AEM 201 Statics, AEM 264 Dynamics, AEM 250 Mechanics Of Materials I, AEM 311 Fluid Mechanics

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability;

participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection

of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the Master's/EdS Examination Form ([this link needs to be changed to https://](https://graduate.ua.edu/current-students/forms-students/)

graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Department of Computer Science

- Majors
 - Computer Science, MS (p. 643)
 - Computer Science, PhD (p. 648)

Interim Department Head

- Susan V. Vrbsky

Professors

- David Brown
- Jeffrey Carver
- David Cordes
- Jeff Gray
- Yang Xiao

Associate professors

- Monica Anderson
- Richard Borie
- Brandon Dixon
- Xiaoyan Hong
- John Lusth
- Randy Smith
- Susan V. Vrbsky
- Jingyuan Zhang

Assistant professors

- Travis Atkison
- Chris Crawford
- Zhe Jiang
- Aibek Musaev
- Dingwen Tao

Professor emeritus

- Allen Parrish

CS503 Programming Languages

Hours 3

This course provides a graduate level presentation of Programming Languages. Formal student of programming language specification, analysis, implementation, and run-time support structures; organization of programming languages with emphasis on language constructs and mechanisms; and study of non-programming paradigms. Students who have successfully completed CS 403 may not also receive credit for CS 503.

CS504 CS Curriculum for Math Education

Hours 3

Building upon the concepts from CS 104, students will explore in-depth how computer science education is presented in the secondary education setting. Students will get the opportunity to explore current computer science curriculum and develop resources for future teaching, with a specific emphasis on the College Board's AP CS Principles (AP CSP) curriculum.

Prerequisite(s): CS 104 or permission by instructor.

CS507 Software Interface Design

Hours 3

Concepts of the human-computer interface, emphasizing the software aspects. Dialog styles, form models, user documentation and the evaluation of human-computer software interfaces. Students who have successfully completed CS 407 may not also receive credit for CS 507.

CS515 Software Design and Development

Hours 3

Object-oriented design and development using UML and Java, design patterns, and architectural patterns.

Prerequisite(s): CS 200, CS 201, and ECE 383 each with a minimum grade of C-

CS516 Testing and Quality Assurance

Hours 3

Study of verification & validation and related processes. Topics include techniques and tools for software analysis, testing, and quality assurance. Students who have successfully completed CS 416 may not also receive credit for CS 516.

CS517 Requirements Engineering

Hours 3

Study of requirements engineering and its phases. Topics include formal, semi-formal, and informal paradigms for elicitation, documentation, and management of software system requirements. Students who have successfully completed CS 417 may not also receive credit for CS 517.

CS526 Intro Operating Systems

Hours 3

This course provides a graduate level presentation of Introduction to Operating Systems. Study of basic operating system concepts with an emphasis on memory processor, device, and information management.

Prerequisite(s): CS 200, CS 201 and ECE 383 with a minimum grade of C-

CS528 Computer Security

Hours 3

An examination of computer security concepts, such as cryptographic tools, user authentication, access control, database security, intrusion detection, malicious software, denial of service, firewalls and intrusion prevention systems, trusted computing and multilevel security, buffer overflow, software security, physical and infrastructure security, human factors, and security auditing. Students who have successfully completed CS 428 may not also receive credit for CS 528.

CS534 Compiler Construction

Hours 3

This course provides a graduate level presentation of Compiler construction. Syntax and semantics of procedure-oriented languages and translation techniques used in their compilation; includes computer implementation.

CS535 Computer Graphics

Hours 3

Display memory, generation of points, vectors, etc. Interactive versus passive graphics, analog storage of images on microfilm, etc. Digitizing and digital storage, pattern recognition by features, syntax tables, and random nets. The mathematics of three dimensions, projections, and the hidden-line problem. Students who have successfully completed CS 435 may not also receive credit for CS 535.

CS538 Computer Comm & Networks

Hours 3

This course provides a graduate level presentation of Computer Communications and Networks. The student of the issues related to Computer communications. Topics include physical topologies, switching, error detection and correction, routing, congestion control, and connection management for global networks (such as the Internet) and local area networks (such as Ethernet). In addition, network programming and applications will be considered. Students who have successfully completed CS 438 may not also receive credit for CS 538.

CS542 Cryptography

Hours 3

This course will cover algorithms and concepts in cryptography and data security. We will undertake an examination of algorithms and concepts in cryptography and data security, such as symmetric ciphers, asymmetric ciphers, public-key cryptography, hash functions, message authentication codes, key management and distribution, etc.

CS543 Digital Forensics

Hours 3

Digital Forensics is an area of study that is rapidly growing in importance and visibility. It involves preserving, identifying, extracting, documenting and interpreting digital data. Though sometimes misunderstood, digital forensics is like other types of investigation. With the continuous rise of computer-related incidents and crimes, and the increased emphasis on homeland defense in this country, there is a growing need for computer science graduates with the skills to investigate these crimes. This course will introduce the topics of computer crime and digital forensics. Students will be required to learn different aspects of computer crime and ways in which to uncover, protect and exploit digital evidence.

CS544 Software Security

Hours 3

This course is an introduction to software security principles and practices. Topics for this course will include but not be limited to security architectures, defensive programming, web security, secure information flow, and common software vulnerabilities.

CS545 Software Reverse Engineering

Hours 3

Software Reverse Engineering is an area of study that is rapidly growing in importance and visibility. This course will reveal to students the challenges of monitoring and understanding software systems. During the course students will become familiar with the practice of software reverse engineering files by utilizing static and dynamic techniques, and methods in order to gain an understanding as to what impact a file may have on a computer system.

CS548 Network Security

Hours 3

Concepts concerning network security, including an examination of network security concepts, algorithms, and protocols.

CS551 Data Science

Hours 3

This course introduces fundamental concepts & techniques in data science as well as develops practical skills for data analysis in real-world applications. Given the multi-disciplinary nature of data science, the course will primarily focus on the advantages and disadvantages of various methods for different data characteristics, but will also provide some coverage on the statistical or mathematical foundations. Topics to cover include data preprocessing, data exploration, relationship mining, prediction, clustering, outlier detection, deep learning, spatial and spatiotemporal data analysis, text data analysis, and big data.

Prerequisite(s): MATH 237 with a grade of C- or higher, (MATH 355 or GES 255) with a grade of C- or higher

CS552 Information Retrieval

Hours 3

This course is an introduction to information retrieval principles and practices. The course will cover several aspects of Information Retrieval including; indexing, processing, querying, and classifying data. Also, retrieval models, algorithms, and implementations will be covered. Though the class will focus primarily on textual data, other media including images/videos, music/audio files, and geospatial information will be addressed. Topics for this course will include but not be limited to: text processing and classification, web search development techniques, and document clustering.

CS555 Social Media Data Analytics

Hours 3

The world is experiencing rapid growth in the amount of published data which come from different sources, including Social Media platforms. The availability of programming interfaces to these platforms allows for near real-time processing of these data for various purposes. This course will reveal to students the inherent challenges of analyzing Social Media data and introduce tools and techniques that are available to address them.

CS557 Database Management Systems

Hours 3

This course provides a graduate level presentation of Database Management Systems. Constituent parts of database management (design, creation, and manipulation of databases), client-server, relational, and object-oriented data models.

Prerequisite(s): CS 200, CS 201, and ECE 383 each with a minimum grade of C-

CS560 Introduction To Autonomous Robotics

Hours 3

Issues involved with the implementation of robot control software including motion, kinematics, simulation testing, sensor incorporation and unmodeled factors. Students who have successfully completed CS 460 may not also receive credit for CS 560.

Prerequisite(s): CS 300 or CS 426

CS561 Brain Computer Interface

Hours 3

This course involves the exploration of new forms of Human-Computer Interaction (HCI) based on passive measurement of neurophysiological states (cognitive and affective). These include the measurement of cognitive workload and affective engagement.

CS565 Artificial Intelligence

Hours 3

The advanced study of topics under the umbrella of artificial intelligence including problem solving, knowledge representation, planning and machine learning.

CS567 Computer Systems Architecture

Hours 3

Computer architectures, computer design, memory systems design, parallel processing concepts, supercomputers, networks, and multiprocessing systems.

CS570 Computer Algorithms

Hours 3

This course provides a graduate level presentation of Introduction to Computer Algorithms. Construction of efficient algorithms for computer implementation. Students who have successfully completed CS 470 may not also receive credit for CS 570.

CS575 Formal Languages & Machines

Hours 3

Regular expressions and finite automata. Context free grammars and pushdown automata. Recursively enumerable languages and turing machine. The Chomsky hierarchy. Students who have successfully completed CS 475 may not also receive credit for CS 575.

CS580 Computer Simulation

Hours 3

Introduction to simulation and use of computer simulation models; simulation methodology, including generation of random numbers and variants, model design, and analysis of data generated by simulation experiments. Students who have successfully completed CS 480 may not also receive credit for CS 580.

CS581 High Performance Computing

Hours 3

This course provides students with knowledge and fundamental concepts of high performance computing as well as hands-on experience of the core technology in the field. The objective of this class is to understand how to achieve high performance on a wide range of computational platforms. Topics include: optimizing the performance of sequential programs based on modern computer memory hierarchies, parallel algorithm design, developing parallel programs using MPI, analyzing the performance of parallel programs.

CS591 Special Topics In Cs

Hours 3

Formal courses that cover new and innovative topics in computer science and do not yet have their own course numbers. Specific course titles will be announced.

CS592 Independent Study

Hours 1-6

This course requires a written proposal that must be approved by the sponsoring faculty member before registration.

CS598 Non-Thesis Research

Hours 1-6

No description available

CS599 Thesis Research

Hours 1-6

This independent research course partially fulfills required master's-level research thesis hours toward the master's degree in Computer Science. The course is conducted under the guidance of the thesis advisor. Material covered will be of an advanced nature aimed at providing master's students with an understanding of the latest research and current developments within the field. Discussion and advisor guidance will be directed towards readings of research articles and development of research methodology, with the aim of producing an original research contribution that represents a novel development in the field, or a novel perspective on a pre-existing topic in the field.

CS600 Foundatns Software Engr

Hours 3

Introduction to formal software development techniques; theoretical foundations of specification, design, and testing; and programming methodologies and software reuse.

CS602 Adv Formal Lang & Machin

Hours 3

Regular languages, context-free languages, recursive and recursively enumerable languages, nondeterminism, and undecidability.

Prerequisite(s): CS 475 or CS 575

CS603 Organz Program Languages

Hours 3

Design and implementation of programming languages; syntax and translation; semantic structures and run-time representations; data, operations, control structures, and storage management.

Prerequisite(s): CS 403 or CS 503

Prerequisite(s) with concurrency: CS 403

CS605 Artificial Intelligence

Hours 3

An advanced course in artificial intelligence topics. These topics include, but are not limited to, topics such as problem solving, knowledge representation, planning, and machine learning. The course will examine the various branches within the field as well as applications of artificial intelligence.

CS606 Analys Operating Systems

Hours 3

Design of operating systems; advanced examination of synchronization, deadlock, virtual memory, and security; and parallel and distributed systems.

Prerequisite(s): CS 300

CS609 Database Management

Hours 3

An advanced view of database management systems, addressing both practical and theoretical aspects of database systems. The implementation and performance of the relational and NoSQL models will be examined, along with system techniques associated with transaction processing and recovery. Distributed databases, database security, and databases in clouds will also be discussed.

Prerequisite(s): CS 301

Prerequisite(s) with concurrency: CS 457

CS612 Advanced Data Structures

Hours 3

A graduate-level study of data structures. Topics include self-balancing trees binomial and Fibonacci heaps, disjoint sets, graphs and digraphs.

Prerequisite(s): CS 470 or CS 570

CS613 Adv Computer Comm & Networks

Hours 3

Study of computer networks, including telecommunications and related data transmission techniques. Network philosophy, design, and implementation.

Prerequisite(s): CS 438 or CS 538

CS618 Wireless Mbile Netwrk Protocl

Hours 3

Network protocol design and analysis in wireless and mobile networks. Topics include ad hoc.

Prerequisite(s): CS 438 or CS 538 or CS 613 or ECE 406 or ECE 506 or ECE 502

CS630 Empirical Software Engineering

Hours 3

Introduction to empirical research methods in software engineering. Focus on measuring processes and designing experiments.

CS691 Special Topics

Hours 3

Formal courses that cover new and innovative topics in computer science and do not yet have their own numbers; specific course titles will be announced.

CS692 Independent Study

Hours 1-6

This course requires a written proposal that must be approved by the sponsoring faculty member before registration.

CS699 Dissertation Research

Hours 1-12

This independent research course partially fulfills required doctoral-level research dissertation hours toward the Ph.D. degree in Computer Science. The course is conducted under the guidance of the dissertation advisor. Material covered will be of an advanced nature aimed at providing doctoral students with an understanding of the latest research and current developments within the field. Discussion and advisor guidance will be directed towards readings of research articles and development of research methodology, with the aim of producing an original research contribution that represents a novel development in the field, or a novel perspective on a pre-existing topic in the field.

Faculty**Interim Department Head**

Susan V. Vrbsky

Professors

David Brown

Jeffrey Carver

David Cordes

Jeff Gray

Yang Xiao

Associate professors

Monica Anderson

Richard Borie

Brandon Dixon

Xiaoyan Hong

John Lusth

Randy Smith

Susan V. Vrbsky

Jingyuan Zhang

Assistant professors

Travis Atkison

Chris Crawford

Zhe Jiang

Aibek Musaev

Dingwen Tao

Professor emeritus

Allen Parrish

Computer Science, MS

The University of Alabama's Computer Science Department offers interdisciplinary graduate programs leading to master's and doctoral degrees.

Students in the master's degree program may pursue either a thesis or non-thesis option.

Research activity in the department includes active investigations in software engineering, cyber security, big data analytics, distributed autonomy and human-computer interaction, networking and its applications, and computer science education.

Admission Requirements

In addition to meeting the admission requirements established by the Graduate School (Admission Criteria), students applying for graduate study in the department must also meet the following general requirements:

1. demonstrated competence in programming
2. completion of the equivalent of the department's undergraduate core computer science curriculum
3. demonstration, by an appropriate score on the general test of the Graduate Record Examination, of competence in the discipline of computer science

See the Admission Criteria section of this catalog for more information.

Each student must submit scores from the Graduate Record Examination general test. This requirement may be waived for a student who graduated with a GPA of 3.0 or higher on a 4.0 scale from an institution accredited by the CAC Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012 – telephone 410-347-7700. It is strongly recommended that each student submit a score from the GRE Subject Exam in Computer Science, particularly students who wish to be considered for funding opportunities.

Additional details of these requirements may be obtained directly from the department. Applicants who present most but not all of these qualifications may be considered for conditional admission.

Degree Requirements**Master of Science**

Departmental degree requirements for the MS degree, which are in addition to those established by the College and by the Graduate School, are as follows for Plan I and Plan II students:

- Each Plan I candidate must earn a minimum of 24 semester hours of credit for coursework, plus a six-hour thesis under the direction of a faculty member.
- Each Plan II candidate must earn a minimum of 30 semester hours of credit for coursework, which may include a three-hour non-thesis project under the direction of a faculty member.
- Unlike the general College of Engineering requirements, graduate credit may not be obtained for courses at the 400-level.

Master of Science - Thesis Option (Plan I)

Code and Title	Hours
Core Course Requirements	
Select One Course from each of the Three Areas	
Software Courses:	3
CS 503	Programming Languages
CS 507	Software Interface Design
CS 515	Software Design & Development
CS 516	Testing and Quality Assurance
CS 534	Compiler Construction
CS 545	Software Reverse Engineering
CS 600	Foundatns Software Engr

CS 603	Organz Program Languages	
CS 630	Empirical Software Engineering	
Systems Courses:		3
CS 526	Intro Operating Systems	
CS 538	Computer Comm & Networks	
CS 548	Network Security	
CS 567	Computer Systems Architecture	
CS 581	High Performance Computing	
CS 606	Analys Operating Systems	
CS 613	Adv Computer Comm & Networks	
CS 618	Wireless Mbile Netwrk Protocl	
Theory Courses:		3
CS 570	Computer Algorithms	
CS 575	Formal Languages & Machines	
CS 602	Adv Formal Lang & Machin	
CS 612	Advanced Data Structures	
Thesis Course Requirements		
CS 599	Thesis Research	6
Elective Courses		15
Select CS courses but no more than 12 hours from the following courses		
CS 591	Special Topics In Cs	
CS 592	Independent Study	
CS 691	Special Topics	
CS 692	Independent Study	
Courses taken outside of CS are subject to the approval of the student's advisor		
Total Hours		30

Additional Requirements:

- The student will select a thesis advisor and a thesis committee. The committee must contain at least four members, including the thesis advisor. At least two members are faculty of the Computer Science department, and at least one member must be from outside the Department of Computer Science.
- The student will develop a written research proposal. This should contain an introduction to the research area, a review of relevant literature in the area, a description of problems to be investigated, an identification of basic goals and objectives of the research, a methodology and timetable for approaching the research, and an extensive bibliography.
- The student will deliver an oral presentation of the research proposal, which is followed by a question-and-answer session that is open to all faculty members and which covers topics related directly or indirectly to the research area. The student's committee will determine whether the proposal is acceptable based upon both the written and oral presentations.
- The student will develop a written thesis that demonstrates that the student has performed original research that makes a definite contribution to current knowledge. Its format and content must be acceptable to both the student's committee and the Graduate School.
- The student will defend the written thesis. The defense includes an oral presentation of the thesis research, followed by a question-and-answer session. The student's committee will determine whether the defense is acceptable.

- The student will complete an oral comprehensive exam. This exam is scheduled with the Department Head prior to the semester in which the student intends to graduate.
- Other requirements may be specified by the Graduate School and by the College of Engineering.

Master of Science - Non-Thesis Option (Plan II)

Code and Title	Hours
Core Course Requirements	
Select One Course from each of the Three Areas	
Software Courses: 3	
CS 503	Programming Languages
CS 507	Software Interface Design
CS 515	Software Design & Development
CS 516	Testing and Quality Assurance
CS 534	Compiler Construction
CS 545	Software Reverse Engineering
CS 600	Foundatns Software Engr
CS 603	Organz Program Languages
CS 630	Empirical Software Engineering
Systems Courses: 3	
CS 526	Intro Operating Systems
CS 538	Computer Comm & Networks
CS 548	Network Security
CS 567	Computer Systems Architecture
CS 581	High Performance Computing
CS 606	Analys Operating Systems
CS 613	Adv Computer Comm & Networks
CS 618	Wireless Mbile Netwrk Protocl
Theory Courses:	
CS 570	Computer Algorithms
CS 575	Formal Languages & Machines
CS 602	Adv Formal Lang & Machin
CS 612	Advanced Data Structures
Elective Courses ¹ 24	
No more than 12 hours from the following courses	
CS 591	Special Topics In Cs
CS 592	Independent Study
CS 691	Special Topics
CS 692	Independent Study
Courses taken outside of CS are subject to the approval of the student's advisor	
Total Hours 30	

Footnotes

- ¹ The student may elect to replace 3 hours of course work with 3 hours of CS 598 Non-Thesis Research. This course should be proposed in writing in advance, approved by the instructor, and a copy placed in the student's file. The proposal should specify both the course content and the specific deliverables that will be evaluated to determine the course grade.

Additional Requirements:

- The student will complete an oral comprehensive exam. This exam is scheduled with the Department Head prior to the semester in which the student intends to graduate.
- Other requirements may be specified by the Graduate School and by the College of Engineering.

• Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student

has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change

of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on#campus#only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The

thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Computer Science, Ph.D.

Admission Requirements

In addition to meeting the admission requirements established by the Graduate School (Admission Criteria), students applying for graduate study in the department must also meet the following general requirements:

1. demonstrated competence in programming
2. completion of the equivalent of the department's undergraduate core computer science curriculum
3. demonstration, by an appropriate score on the general test of the Graduate Record Examination, of competence in the discipline of computer science

See the Admission Criteria section of this catalog for more information.

Additional details of these requirements may be obtained directly from the department. Applicants who present most but not all of these qualifications may be considered for admission with Permission to Continue.

Degree Requirements

Doctor of Philosophy

The doctor of philosophy degree is regarded as a research degree and is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and the capacity for independent, original investigation. The first two criteria are tested in coursework and a qualifying examination, the last by a dissertation that must present the results of substantial research clearly and effectively. A combination of these accomplishments, rather than the mere accumulation of residency and course credits, is the essential consideration in awarding the PhD degree.

A minimum of 48 semester hours of course credit is required. Graduate credit may not be obtained for courses at the 400-level. Approval of the selection of courses must be obtained from the student's advisor and supervisory committee, and the course of study as a whole must be unified so that all its parts contribute to an organized program of study and research. A PhD Plan of Study (available at the Graduate School website) must be prepared and submitted to the Graduate School not later than the semester in which the student accumulates 30 hours of transfer and/or UA course work.

Students also must complete at least 24 semester hours of dissertation research and have fulfilled residency, passed the comprehensive (preliminary) and other exams. A department-approved Admission to Candidacy for the Doctoral Degree is submitted to the Graduate School as soon as possible after passing the comprehensive (preliminary) examination. See the website for the Department of Computer Science and details below on plan of study, admission to candidacy, and all other degree requirements.

All requirements for the PhD must be completed within seven years (21 fall, spring and summer semesters) of the admission semester. See this catalog's time limits section below.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See Interdisciplinary Studies (IDS) (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must

be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to*

- the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.
- The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
 - The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
 - The Field-Related Employment Since Earning Master's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs

(Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to

which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama

faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
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By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
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After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
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After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3
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*Completed" means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

- ¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.

² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline's style manual require deviation. Students

considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The

majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Department of Electrical and Computer Engineering

- Majors
 - Electrical Engineering, MS (p. 656)
 - Electrical Engineering, PhD (p. 659)

Chair

- Tim Haskeew

Professor

- Tim Haskeew

Master's degree students may earn graduate credit for a maximum of 6 semester hours of 400-level course credit but only if a form for Approval of 400-Level Course Work for Master's Credit (p. 7) is approved by the department and Graduate School prior to the semester in which the 400-level coursework will be taken.

ECE508 Communications

Hours 3

Analog and digital communication systems, random signals, sampling, filtering, analog-to-digital encoding, advanced digital modulation/demodulation, source encoding/decoding, channel encoding/decoding, multiplexing, system performance analysis.

Prerequisite(s): ECE 370 and MATH 355

ECE509 Communications Lab

Hours 1

Modeling and design of communication systems. Familiarization with specialized communications equipment and techniques. Proper use of laboratory instruments.

Prerequisite(s): ECE 370 and MATH 355

Prerequisite(s) with concurrency: ECE 508

ECE530 Solid State Devices

Hours 3

Solid state physics for semiconductor devices, PN junction, metal semiconductor, JFET/MESFET, MOSFET, BJT, and non-ideal behaviors of solid state devices. Organic thin film devices, including organic solar cells, thin film transistors, light emitting diodes, and their application for flexible displays.

Prerequisite(s): ECE 330

ECE538 Integr Circuit Fabr Prin

Hours 3

Study of the processing tools used in semiconductor device fabrication. Topics include semiconductor fundamentals, semiconductor device fabrication processes, interconnections and contacts, integrated circuit packaging, and chip yield. Oral presentation and advance analytical work required.

ECE539 Thin Film Technology

Hours 3

Crystal structure and defects, film nucleation and growth models, growth of polycrystalline and epitaxial films, vacuum science technology, physical and chemical vapor deposition, solution based methods, thin film characterization techniques.

Prerequisite(s): ECE 225 or PH 253

ECE540 Electromagnetic Waves

Hours 3

Mathematics and physics of the radiation, propagation and scattering of electromagnetic waves. Boundary value problems involving finite and infinite structures, waveguides, antennas and media.

Prerequisite(s): ECE 340

ECE551 Power Electronics

Hours 3

Detailed study on the theory and operation of power electronic converters and systems. Overview of enabling power semiconductor switching devices. Introduction to feedback control of converters. Machine drives fundamentals.

Prerequisite(s): ECE 332 and ECE 350

ECE552 Power Electronics Laboratory

Hours 1

Laboratory experience in three phase power systems and electric machinery. Laboratory experience on the theory and operation of power electronic converters, systems and machine drives.

Prerequisite(s): ECE 350 and ECE 332

Prerequisite(s) with concurrency: ECE 551

ECE553 Power Systems

Hours 3

Basic power systems concepts and per unit quantities; transmissions line, transformer and rotating machine modeling; power flow; symmetrical component of power systems; faulted power system analysis.

Prerequisite(s): ECE 350

ECE554 Power Systems Laboratory

Hours 1

Test and analysis of power systems and machine devices and the design of systems using devices.

Prerequisite(s): ECE 350

Prerequisite(s) with concurrency: ECE 553

ECE555 Electromechanical Systems

Hours 3

Static and dynamic modeling, analysis, and simulation of mechanical, electrical, hydraulic, and mixed systems. MATLAB and SIMULINK model development and simulation.

Prerequisite(s): ECE 225 and MATH 238

ECE561 Quantum Well Elec & Devices

Hours 3

Energy levels and wave functions of semiconductor microstructures; envelope function approximation; quantum wells, superlattices; excitons; optical and electrical properties; selection rules; quantum confined Stark Effect; Wannier-Stark localization; field-effect transistors, tunneling devices, quantum well lasers, electro-optic modulators, quantum-well intersubband photodetectors.

Prerequisite(s): ECE 330 or PH 253

ECE562 Semiconductor Optoelectronics

Hours 3

Elemental and compound semiconductors; fundamentals of semiconductors physical properties, solid state physics, optical recombination and absorption, light emitting diodes, quantum well lasers, quantum dots lasers, blue lasers, semiconductor modulators, photodetectors, semiconductor solar cells and semiconductor nanostructure devices.

Prerequisite(s): PH 253

ECE563 Magnetic Materials & Devices

Hours 3

Diamagnetism and Paramagnetism, Ferromagnetism, Antiferromagnetism, Ferrimagnetism, magnetic anisotropy, domains and the magnetization process, fine particles and thin films, magnetization dynamics.

Prerequisite(s): ECE 340

ECE566 Fund of Nanotechnology

Hours 3

Nanofabrication with electron beam lithography, focused ion beam, lithography, and nanoimprint; microscopies for nanostructures, including SEM, EDX, TEM, AFM, STM; nano-scale devices based on nanostructured materials (carbon nanotubes and metal oxide nanomaterials.).

Prerequisite(s): ECE 330 or PH 253

ECE579 Digital Control Systems

Hours 3

Frequency and time domain methods in discrete time control systems; sampling of continuous-time signals, stability, transform design techniques, state variable analysis, and design techniques.

ECE580 Digital Systems Design

Hours 3

Digital systems design with hardware description languages, programmable implementation technologies, electronic design automation design flows, design considerations and constraints, design for test, system on a chip designs, IP cores, reconfigurable computing, digital system design examples and applications.

ECE581 Digital Systems Design Lab

Hours 1

Logic design and simulation via hardware description languages, use of electronic design automation tools, and CPU design.

ECE582 Comp Visn Dig Image Proc

Hours 3

Introduction to computer vision and digital image processing with an emphasis on image representation, transforms, filtering, compression, boundary detection, and pattern matching.

Prerequisite(s): MATH 355 and CS 124

ECE584 Adv Computer Architect

Hours 3

Computer architectures, computer design, memory systems design, parallel processing concepts, supercomputers, networks, and multiprocessing systems.

ECE585 Programmable Logic Controllers

Hours 3

Programmable Logic Controllers, fundamentals of ladder logic programming and PLC systems, advanced PLC operation and related topics including networking, control applications, and human machine interface design.

Prerequisite(s): ECE 383

ECE586 Embedded Systems

Hours 3

Integration of microprocessors into digital systems. Includes hardware interfacing, bus protocols and peripheral systems, embedded and real-time operating systems, real-time constraints, networking and distributed process control.

Prerequisite(s): ECE 383. Corequisite: ECE 587

ECE587 Embedded Systems Laboratory

Hours 1

Design and implementation experience with microcontrollers, interfacing, digital control systems, bus protocols and peripheral systems, real-time constraints, embedded and real-time operating systems, distribution process control.

Prerequisite(s): ECE 383 Corequisite: ECE 586

ECE588 Computational Intelligence

Hours 3

Computational Intelligence is a discipline that relies on biologically inspired computation to solve real-world problems that otherwise are infeasible or impossible to solve using classical engineering approaches. The course will cover the fundamental techniques of computational intelligence and study practical applications in real-world engineering problems.

Prerequisite(s): MATH 355 or consent of instructor.

ECE593 Special Topics

Hours 1-5

Advanced topics of a specialized nature.

ECE598 Non-Thesis Research

Hours 1-6

*No description available***ECE599 Thesis Research**

Hours 1-12

*No description available***ECE637 Fund Solid State Engineering**

Hours 3

Fundamentals of solid state physics and quantum mechanics are covered to explain the physical principles underlying the design and operation of semiconductor devices. The second part covers applications to semiconductor microdevices and nanodevices such as diodes, transistors, lasers and photodetectors incorporating quantum structures.

Prerequisite(s): PH 253

ECE662 Advanced Nanoscience

Hours 3

Advanced quantum physics; basics of nanotechnology, molecular and nanoelectronics; fundamentals in nanophotonics; interaction of light and matter; nanostructure characterization; bionanotechnology.

Prerequisite(s): PH 253

ECE663 Spin Electronics

Hours 3

Electron spin. Giant magnetoresistance theory. Spin-tunneling phenomena in magnetic tunneling junctions. Spin structure to spin electronics. Image of magnetization configuration. Magnetic materials for spin electronic devices. Spin transport to design of magnetic nanodevices.

Prerequisite(s): ECE 463 or ECE 563

ECE693 Special Topics

Hours 1-9

Advanced topics of a specialized nature.

ECE699 Dissertation Research

Hours 1-12

*No description available***Faculty****Chair**

Tim Haskew

Professor

Tim Haskew

Electrical Engineering, MS

Graduate students are vital to the Department of Electrical and Computer Engineering's research efforts.

Faculty and their students are conducting research in three core electrical and computer engineering areas: devices and materials, electromechanical systems, and embedded systems. The department offers masters and doctorate degrees in electrical and computer engineering.

Admission Requirements

The requirements for admission to the Graduate School are detailed below. The Department of Electrical and Computer Engineering also embraces the requirements of the College of Engineering, summarized as follows:

1. An applicant should have earned a baccalaureate degree from an institution accredited by the Engineering Accreditation Council (EAC) of ABET, inc. and have a GPA of at least 3.0 on a 4.0 scale, or at least 3.0 for the last 60 hours completed. Applicants must have Graduate Record Examination test scores of 300 or higher.
2. Applications may be considered from graduates of non EAC/ ABET-accredited programs. The same GPA and Graduate Record Examination criteria will apply.

Additional information is in the Admission Criteria section below.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

Master of Science

The department offers MS degrees with a thesis (Plan I) and a nonthesis (Plan II) option.

Plan I requires 30 credit hours with at least 24 at the graduate level (i.e., at the 500 or 600 level). These credit hours must include at least 12 hours in a concentration area within electrical and computer engineering; 3 hours in mathematics, general engineering studies, or the sciences (physics, chemistry, or biology); 9 hours in an approved elective area; and 6 hours of thesis research. Majoring in some areas of specialization may require specific courses in that area. The student must pass a final comprehensive examination, which typically is a presentation and defense of the thesis.

Plan II requires 30 credit hours with at least 24 at the graduate level (i.e., at the 500 or 600 level). These credit hours must include at least 15 hours in a concentration area within electrical and computer engineering; 3 hours in mathematics, general engineering studies or the sciences (physics, chemistry or biology); and 12 hours in an approved elective area. A graduate supervisory committee approved manuscript authored or co-authored by the candidate, and submitted to a refereed journal or conference shall constitute the University of Alabama Graduate School 'culminating' or 'Capstone' experience requirement for an MS Plan II degree in Electrical Engineering. In addition, the student must satisfy all the Graduate School Degree Requirements.

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required

coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral

thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including

reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies,

the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Electrical Engineering, Ph.D.

Admission Requirements

Applicants for graduate work in electrical and computer engineering must apply for admission to the Graduate School. Each applicant must submit a statement of purpose. Regular admission may be granted to an applicant, who has an electrical engineering degree from an ABET-accredited program, overall GPA above 3.0 on a 4.0 scale, and minimum 300 on a 340 scale on the Graduate Record Examination. Electrical engineering graduates from non-ABET accredited programs can be

awarded regular admission if they have overall GPAs of 3.0 on a 4.0 scale and an acceptable general test score (minimum 300 on a 340 scale) on the Graduate Record Examination. International students must have minimum 79 on an IBT, 550 on a PBT, 6.5 on an ELT, and 59 on a PTE. Additional information is in the Admission Criteria section below.

See the Admission Criteria section of this catalog for more information.

Degree Requirements:

Doctor of Philosophy

In the electrical and computer engineering department, the PhD degree requires a minimum of 48 credit hours of coursework. This must include 27 credit hours of closely related coursework in the major area. In addition, each student's program must include 15 hours in a minor field of electrical and computer engineering or other approved area; six hours in mathematics, general engineering studies, or science (physics, chemistry, or biology); and 24 hours of dissertation research.

Early in the program each student meets with an advisor to complete a Plan of Study. The PhD Plan of Study is available at the Graduate School website. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit for the doctoral degree.

All candidates must pass a qualifying examination and a final examination. The final examination is generally a presentation and defense of the dissertation. A department-approved Admission to Candidacy for the Doctoral Degree is submitted to the Graduate School as soon as possible after passing the qualifying examination.

See below for details on plan of study, admission to candidacy, and all other degree requirements.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and

effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See *Interdisciplinary Studies (IDS)* (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential

evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.*
 - b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
 - c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
 - d. The Field-Related Employment Since Earning Mater's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing

one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format

with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation.

Departments and programs may enforce stricter guidelines than those outlined, including an on#campus#only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability;

participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
--	--

By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
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After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)

After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)

"Completed" means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

- International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.
- The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering

- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in

real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Department of Mechanical Engineering

The MSME degree is offered in two basic plans. One MSME plan is based on both coursework and research and requires a thesis (Plan I). The other plan is based on coursework and the completion of a comprehensive exam (Plan II). The Plan II option is available via distance to off-campus students.

The PhD is a degree based on coursework and research. This degree provides graduates with the background needed to become experts in their selected area of specialization.

During the first semester, a student enrolled in any graduate program should identify a primary faculty advisor and become familiar with all the required forms and deadlines associated with their program.

- Majors
 - Mechanical Engineering, MS (p. 669)
 - Mechanical Engineering, PhD (p. 670)

The department has active research programs in the areas of Dynamic Systems & Control (DSC), ThermoFluids Science (TFS), and Materials Processing & Manufacturing (MPM). Faculty teach graduate-level courses and conduct research in thrust areas that include: automotive systems, robotics and human systems, automation and mechatronic systems, energy and building efficiency, internal combustion engines, manufacturing systems, additive manufacturing, and materials processing and modeling. Graduate courses in these areas, in addition to the general core graduate courses, provide the foundation for earning a Master of Science (MSME) or Doctoral (PhD) degree in mechanical engineering. Individual faculty members and their research and teaching interests are listed on the ME website, <http://me.eng.ua.edu/people/>.

Students and faculty in the Department of Mechanical Engineering have access to state of the art computational facilities and capabilities. On-campus assets include numerous commercially available computational modeling software packages through the College of Engineering server.

In addition, high performance computing capabilities are accessible through the University of Alabama's Office of Information Technology. High performance computing facilities are also available to UA students and faculty through the Alabama Supercomputer Authority.

The department maintains well-equipped laboratories in large modern buildings. Graduate students conduct their research in these laboratories and students are typically provided dedicated office space. The department also maintains a modularized research area capable of supporting many separate projects, as well as a student machine shop.

President

- Bell, Stuart

Department Head

- Jalili, Nader

Associate Department Head

- Shepard, W. Steve

Undergraduate Program Director

- Todd, Beth A.

Robert F. Barfield Chair

- Agrawal, Ajay K.

CAVT Executive Director

- Balasubramanian, Bharat

Alabama Industrial Assessment Center Director

- Woodbury, Keith

Chair of Dynamic Systems and Control (DSC) Departmental Disciplinary Group

- Shen, Xiangrong

Chair of Materials Processing and Manufacturing (MPM) Departmental Disciplinary Group

- Jordon, Brian

Student Challenge Projects Coordinator

- Puzinauskas, Paul

Distance Learning Education Coordinator

- Williams, Keith

Senior Design Projects Coordinator

- Fonseca, Daniel

Professor

- Daniewicz, Steve

Associate professors

- Allison, Paul
- Ashford, Marcus
- Khandelwal, Bhupendra
- Krishnan, Sundar Rajan
- Srinivasan, Kalyan
- Volkov, Alexey
- Yoon, Hwan-Sik

Assistant professors

- Bittle, Joshua
- Cousin, Christian
- Davami, Keivan
- Kasemer, Matthew
- MacPhee, David
- Mahmoodi, Seyed Nima
- Martelli, Dario
- Uddi, Mruthunjaya 'Jay'
- Vikas, Vishesh
- Wang, Xuefeng

Instructors/Research Engineers

- Carpenter, Joseph
- Newman, Frank

Adjunct Faculty

- Rasoulzadeh, Mojdeh

Affiliated Faculty

- Amaro, Robert L.
- O'Neill, Zheng

Professors Emeriti

- Doughty, Julian O.
- Harrisberger, Lee
- Kavanaugh, Steve
- Midkiff, Clark
- Parker, Joey K.
- Taylor, Robert P.

ME501 Mech Engr Analysis I

Hours 3

Analysis of mechanical engineering systems; presentations and application of advanced analysis techniques for continuous and discrete dynamic systems.

ME506 Found Thermal Power Gen

Hours 3

Thermal power systems; components, process analysis and modeling, fuels, combustion, environmental aspects, and availability analysis in steam and gas turbine plants. Examination of recent trends such as cogeneration and combined cycles.

ME509 Intermed Heat Transfer

Hours 3

Intermediate treatment of conduction, convection, and radiation heat transfer.

Prerequisite(s): ME 309 and AEM 311

ME511 Computational Heat Transfer and Fluid Flow

Hours 3

An introductory course providing computational background and experience to solve realistic heat transfer and fluid flow problems. Course will provide background on numerical techniques, and exposure to computer programming and commercial computational fluent dynamics (CFD) software.

ME514 Principles of Combustion I

Hours 3

Combustion thermodynamics, flame temperature and equilibrium compositions, ignition processes, detonation and deflagration, diffusion flames, and similitude; assigned papers.

ME516 Fnd Energy Conserv & Mgt

Hours 3

Analysis and management of energy use in residential, commercial, and industrial applications, including lighting, heating and cooling, controls, and energy management systems. Topics include economics, auditing, energy management, and alternative energy sources.

ME522 Reliability Maint & TPM

Hours 3

No description available

.

ME530 Fuzzy Set Theory & Application

Hours 3

No description available

.

Prerequisite(s): GES 257

ME540 Failure of Engineering Materials

Hours 3

Understand how structural components fail and apply the proper techniques for a failure analysis investigation. Demonstrate the ability to identify and differentiate fractographic features of material failure including overload and progressive failures (ductile, brittle, fatigue, creep, corrosion, wear). Practical failure analysis project experience included.

ME556 Mechatronics

Hours 3

This is the introductory course to the field of Mechatronics and Robotics. It covers fundamentals of electronics required for mechatronics systems, introduction to microcontroller programming and interfacing, data acquisition, sensing and actuation. The course is a mix of instructional theory and lab, coupled with an independent exploratory project.

ME562 Intermediate Dynamics

Hours 3

Dynamics of systems in moving coordinate frames; Lagrangian formulation and Hamilton's principle; stability and perturbation concepts for rigid body motion; motion of systems of rigid bodies in three dimensions.

ME570 Mechanical Vibrations

Hours 3

Formulation and solution of free and forced vibration problems for undamped and damped systems with single and multiple degrees of freedom. Both modal and frequency response techniques are discussed. An introduction to continuous systems is included.

ME571 Fundamentl Of Acoustics

Hours 3

Fundamental physical principles underlying wave propagation and resonance in mechanical systems. Introduces applications and provides experience in acoustic and audio measurements and the associated instrumentation.

ME572 Introduction to Robotic Kinematics

Hours 3

Teach the fundamental concepts in robot mechanics, planning and control, and enable the students to conduct basic kinematic and dynamic analysis for manipulator-type and mobile robots.

ME577 Advanced Linear Control

Hours 3

Modern techniques for the analysis and design of linear control systems. Matrix formulation; multivariable control systems; state-variable concepts; discrete-time systems; optimization; and statistical design methods.

ME591 Special Problems

Hours 3

This course covers topics not currently covered by an existing course in the catalog and is usually associated with a faculty member's specialty area. Content varies by section and semester.

ME594 Special Project

Hours 2-6

Planning, executing, and presenting results of an individual project involving a research design, analysis, or similar undertaking.

ME598 Non-Thesis Research

Hours 1-3

No description available

.

ME599 Thesis Research

Hours 1-12

No description available

.

ME605 Classical Thermodynamics

Hours 3

Classical macroscopic thermodynamic analysis of systems, pure substances, mixtures, and reacting systems.

ME607 Conduction Heat Transfer

Hours 3

Transient, multidimensional heat conduction in various geometries, and the mathematical and numerical means to analyze them.

ME618 Princ Of Combustion II

Hours 3

Parameters of confined combustion; evaporation of fuel, velocity of flames, detonation, and chamber design; dynamic effects; and measuring techniques. Assigned papers.

ME674 Nonlinear Control Systems

Hours 3

Analysis of nonlinear systems. Nonlinear controller design techniques. State variables, phase plane analysis, describing functions, and Lyapunov stability theory.

Prerequisite(s): ME 475 OR ECE 475

ME691 Special Problems

Hours 1-6

*No description available***ME694 Special Project**

Hours 2-6

Planning, executing, and presenting results of an individual project involving a research design, analysis, or similar undertaking.

ME695 Graduate Seminar

Hours 1

This is a first course in Graduate Research Seminar series offered by the Department of Mechanical Engineering. Students are exposed to a variety of lectures.

ME696 Graduate Seminar

Hours 1

This is a second course in Graduate Research Seminar series offered by the Department of Mechanical Engineering. Students are exposed to a variety of lectures.

Prerequisite(s): ME 695

ME697 Graduate Seminar

Hours 1

This is a third course in Graduate Research Seminar series offered by the Department of Mechanical Engineering. Students are exposed to a variety of lectures.

Prerequisite(s): ME 695 and ME 696

ME699 Dissertation Research

Hours 1-12

This independent research course partially fulfills required doctoral-level research dissertation hours toward the doctoral degree in Mechanical Engineering. The course is conducted under the guidance of the dissertation advisor. Material covered will be of an advanced nature aimed at providing doctoral students with an understanding of the latest research and current developments within the field. Discussion and advisor guidance will be directed towards readings of research articles and development of research methodology, with the aim of producing an original research contribution that represents a novel development in the field, or a novel perspective on a pre-existing topic in the field. Variable hours.

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Amaro, Robert L.

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Professors Emeriti

Doughty, Julian O.

Harrisberger, Lee

Kavanaugh, Steve

Midkiff, Clark

Parker, Joey K.

Taylor, Robert P.

Mechanical Engineering, MS

While pursuing a Master of Science in Mechanical Engineering (MSME), the student will take graduate-level courses and may conduct research with a faculty advisor and observe how these studies will lead to key engineering innovations and societal impacts in the field of mechanical engineering. Equipped with complementary and state-of-the-art computational and experimental facilities, the Mechanical Engineering Department has active research programs in the following three disciplinary groups; Dynamic Systems & Control (DSC), ThermoFluids Science (TFS), and Materials Processing & Manufacturing (MPM). Faculty teach graduate-level courses and conduct research in cross-disciplinary thrust areas that include: automotive systems, robotics and human systems, automation and mechatronic systems, energy and building efficiency, internal combustion engines, manufacturing systems, additive manufacturing, and materials processing and modeling. Graduate courses in these areas, in addition to the general core graduate courses, provide the foundation for earning an MSME degree. In addition to offering a thesis and non-thesis master's degree for the traditional on-campus student, the non-thesis master's degree is available as a distance degree through Bama By Distance.

Students and faculty in the Department of Mechanical Engineering have access to state-of-the-art computational facilities and capabilities. On-campus assets include numerous commercially available computational modeling software packages. In addition, high performance computing capabilities are accessible through the University of Alabama's Office of Information Technology.

Many full-time thesis students seek some form of financial assistance in the form of a graduate assistantship or fellowship. Assistantships generally include a monthly stipend, tuition, and health insurance. Graduate Research Assistantships (GRAs) are awarded by individual professors with funded research. Applicants should communicate directly with a faculty member in the applicant's area of study interest concerning the availability of GRA positions and a potential match. The ME Department offers Graduate Teaching Assistantships (GTAs) for students assisting faculty members with undergraduate courses and laboratories. GTA awards are determined by the ME Department Head, with preference being given to PhD students. There are a very limited number of GTA positions each semester. There are also both internal and external fellowship opportunities available to applicants such as Graduate Council Fellowships (GCF).

Qualified students in the Mechanical Engineering undergraduate program at The University of Alabama are eligible for early admission into the MSME program through the Accelerated Master's Program (AMP). This program allows students to double-count up to 9 hours of graduate credit toward their undergraduate degree.

Admission Requirements

MSME (On campus and Distance): For unconditional admission to the MSME Program, a prospective graduate student should have:

- a Bachelor's degree in mechanical engineering or related field,
- a grade point average of at least 3.0 on a 4.0 scale, and
- a combined verbal and quantitative GRE requirement of 300 or greater.

There is no minimum score on the writing section of the GRE for admission to the MSME Program. A short Statement of Purpose describing possible research/study interests and a Resume are also required. Applicants should submit three letters of recommendation.

Applicants with 5 or more years of field-related work experience may contact the ME Graduate Program Director to inquire about a GRE waiver request.

Applicants in related areas such as science and mathematics are encouraged to apply; however, prerequisite undergraduate courses will be required that will not apply for graduate credit.

International applicants whose first language is not English may be required to submit TOEFL scores of 92 or higher.

Accelerated Masters Program (AMP)

Current Mechanical Engineering (ME) and Aerospace Engineering and Mechanics (AEM) undergraduate students at The University of Alabama with a 3.3 or higher GPA and 90 or more hours of undergraduate course credit are eligible to apply for the Accelerated Masters Program (AMP).

AMP allows undergraduate students to simultaneously count up to 9 hours of graduate coursework toward both the undergraduate and graduate degrees. The **GRE test requirements are automatically waived for AMP applicants**. AMP is also available to distance students currently enrolled in our undergraduate program.

Dual MSME/MBA Program

Students interested in the Dual MSME/MBA Program must apply to each degree program separately and the two applications are reviewed for admission separately by each respective program. Please contact the Mechanical Engineering Department for more information on the Dual MSME/MBA Program.

Application Deadlines

There are no formal deadlines for graduate applications. Once an application is complete, the internal review process typically only takes a few days. However, **international applicants** should consider the time required to obtain any necessary travel documents. Only after the student has been accepted and the University has provided the appropriate paperwork can an applicant apply for appropriate travel documents. This process can take between two and six months, depending on the country of origin. Students must complete this process and arrive on campus prior to the first day of class. All of these steps should be considered by international students when planning to apply.

Degree Requirements

Graduate School Degree Requirements and College of Engineering MS degree requirements are detailed below. Also refer to the online Graduate Handbook on the departmental homepage.

Master's Degree Requirements

Plan I

Thesis Option (Plan I): 30 Credit Hours

The thesis option is the standard master's degree for mechanical engineering.

- Graduates complete 24 hours of graduate course work (500-level and above), at least six hours of ME 599 Thesis Research, and a thesis. All students on teaching or research assistantships in the department must pursue this degree option.
- A student's curriculum and thesis must be approved by the student's graduate advisory committee. The student must pass a final comprehensive examination, which is typically a presentation and defense of the thesis.
- A minimum of 12 semester course hours in the major area at or above the 500 level is required. Major area courses are ME and ME cross-listed courses. Three hours of approved coursework in a closely allied area may be used as a major area course, with additional hours requiring advisor approval and notification of the graduate registrar.
- A minimum of 6 hours of mathematics is required. Note that some engineering courses may satisfy this requirement.
- A minimum of 6 hours of elective courses is required.
- A minimum of 6 hours of ME 599 Thesis Research hours and an approved thesis are required. The forms for the approved committee and thesis are available on the graduate school web site.
- The student must provide a course portfolio to the thesis committee and Graduate Assessment Forms must be completed by the student's thesis committee and submitted to the ME department. Consult the department for additional details.

Non-Thesis Option (Plan II): 30 Credit Hours (On-Campus and Distance):

The non-thesis option is intended primarily for students who are employed in government or industry as well as those completing the program through Bama By Distance.

- Graduates complete 30 hours of graduate course work at the 500 level or above and pass a comprehensive exam. (Credit for ME 599 Thesis Research may not be used to satisfy hour requirements for this degree or The University's 75% rule.)
- A minimum of 18 semester hours in the major area at or above the 500 level is required. Major area courses are ME and ME cross-listed courses. Six hours of approved coursework in a closely allied area may be used as a major area course, with additional hours requiring advisor approval and notification of the graduate registrar.
- A minimum of 6 hours of mathematics is required. Note that some engineering courses may satisfy this requirement.
- A minimum of 6 hours of elective courses is required.
- The student must pass a comprehensive exam, typically taken during the final semester of study. The form for the Master's Exam is available on the graduate school web site.
- The student must provide a course portfolio to the comprehensive exam committee and the Graduate Assessment Forms must be completed and submitted to the ME department. Consult the department for additional details.

See the online Graduate Catalog (p. 6) for details on Plan of Study, Admission to Candidacy, and all other Degree Requirements.

Mechanical Engineering, Ph.D.

While pursuing a Doctor of Philosophy (PhD) degree in mechanical engineering, the student will take graduate-level courses and conduct research with a faculty advisor and observe how these studies will lead to key engineering innovations and societal impacts in the field of mechanical engineering. Equipped with complementary and state-of-the-art computational and experimental facilities, the Mechanical Engineering Department has active research programs in the following three disciplinary groups; Dynamic Systems & Control (DSC), ThermoFluids Science (TFS), and Materials Processing & Manufacturing (MPM). Faculty teach graduate-level courses and conduct research in cross-disciplinary research thrust areas that include: automotive systems, robotics and human systems, automation and mechatronic systems, energy and building efficiency, internal combustion engines, manufacturing systems, additive manufacturing, and materials processing and modeling. Graduate courses in these areas, in addition to the general core graduate courses, provide the foundation for earning a PhD degree in mechanical engineering. Additionally, the student demonstrates mastery of the selected study area through qualifying exams, the proposal of a research topic, and the defense of a research-based dissertation.

See the Admission Criteria section of this catalog for more information.

Students and faculty in the Department of Mechanical Engineering have access to state-of-the-art computational facilities and experimental capabilities. On-campus assets include numerous commercially available computational modeling software packages. In addition, high performance computing capabilities are accessible through The University of Alabama's Office of Information Technology. The department also has many state-of-the-art experimental facilities available for daily use by graduate students.

Many full-time PhD students seek some form of financial assistance in the form of a graduate assistantship or fellowship. Assistantships generally include a monthly stipend, tuition, and health insurance. Graduate Research Assistantships (GRAs) are awarded by individual professors with funded research. Applicants should communicate directly with a faculty member in the applicant's area of study interest concerning the availability of GRA positions and a potential match. The ME Department offers Graduate Teaching Assistantships (GTAs) for students assisting faculty members with undergraduate courses and laboratories. GTA awards are determined by the ME Department Head, with preference being given to PhD students. There are a very limited number of GTA positions each semester. There are also both internal and external fellowship opportunities available to applicants including, but not limited to, Graduate Council Fellowships (GCF) and Mechanical Engineering Fellowship.

Qualified students in the Mechanical Engineering undergraduate program at The University of Alabama are eligible for early admission into the PhD program through the Accelerated Masters Program (AMP). This program allows students to double-count up to 9 hours of graduate credit toward their undergraduate degree.

Admission Requirements

For admission to the PhD Program, a prospective graduate student should have:

- a Master's degree in Mechanical Engineering,
- a grade point average of at least 3.0 on a 4.0 scale

or

- a Bachelor's degree in Mechanical Engineering or related area (see below),
- a grade point average of at least 3.3 on a 4.0 scale, and
- a combined verbal and quantitative GRE requirement of 300 or greater.

There is no minimum score on the writing section of the GRE for admission to the PhD Program. The GRE requirement is automatically waived for those applicants holding an MSME degree from an accredited program. BSME applicants with 5 or more years of field-related work experience may contact the ME Graduate Program Director to inquire about a GRE waiver request. A short Statement of Purpose describing possible research/study interests and a Resume are required for each application. Applicants should also submit three letters of recommendation.

Current MSME students with a grade point average of at least 3.5 on 4.0 scale and 9 or more graduate credit hours may also apply for admission to the PhD program with the recommendation of his or her major advisor.

Applicants in related areas such as science and mathematics are encouraged to apply; however, prerequisite undergraduate courses will be required that will not apply for graduate credit.

International applicants whose first language is not English may be required to submit TOEFL scores of 92 or higher.

Accelerated Masters Program (AMP) – PhD Direct Admit

Current Mechanical Engineering (ME) undergraduate students at The University of Alabama with a 3.3 or higher GPA and 90 or more hours of undergraduate course credit are eligible to apply for the PhD direct admit program via the Accelerated Masters Program (AMP). AMP allows undergraduate students to earn admission to the PhD program and to simultaneously count up to 9 hours of graduate coursework toward both the undergraduate and graduate degrees. The **GRE test requirements are automatically waived for AMP applicants.**

Application Deadlines

There are no formal deadlines for graduate applications. Once an application is complete, the internal review process typically only takes a couple of weeks. However, **international applicants** should consider the time required to obtain any necessary travel documents. Only after the student has been accepted and the University has provided the appropriate paperwork can an applicant apply for appropriate travel documents. This process can take between two and six months, depending on the country of origin. Students must complete this process and arrive on campus prior to the first day of class. All of these steps should be considered by international students when planning to apply.

Degree Requirements

Graduate School Degree Requirements and College of Engineering PhD degree requirements are detailed below. Also refer to the online Graduate Handbook on the departmental homepage.

Doctor of Philosophy

The doctorate requires 48 credit hours of coursework beyond the Bachelor's degree, a comprehensive qualifying exam, and a dissertation. Students with a Master's degree will usually receive credit for 24 hours of course work. The dissertation must sufficiently document original

research that makes a significant contribution to the profession. Note that additional requirements may be stipulated by the UA Graduate School.

- A minimum of 48 semester hours (excluding ME 699 Dissertation Research) of approved courses that together satisfy all other course requirements for the degree
- A minimum of 24 semester hours of coursework in the major technical area, of which 9 hours may be in closely related supporting areas and of which 3 hours may be graduate research seminar
- A minimum of 12 semester hours in any minor technical areas included in the student's program of study
- The student must pass a qualifying examination and present a research proposal.
- An approved dissertation and a minimum of 24 semester hours of ME 699. Note that once ME 699 hours are started, there is a continuous registration requirement as described elsewhere in the graduate catalog.
- The student must provide a course portfolio to the dissertation committee. Refer to the online Graduate Handbook on the departmental web page for additional details.

Early in the graduate program, each student confers with a faculty adviser to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study is prepared and submitted to the Graduate School. The PhD Plan of Study is available at the Graduate School website under the forms section. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit for the doctoral degree. Otherwise, a 'hold' may be placed on future registration. If later there are changes in the Plan of Study, the student simply submits an amended PhD Plan of Study to the Graduate School at the time that the form for Admission to Candidacy for Doctoral Degree is submitted. A department-approved Admission to Candidacy for the Doctoral Degree is submitted to the Graduate School as soon as possible after passing the comprehensive (preliminary) examination.

See the online Graduate Catalog (p. 6) for details on Plan of Study, Admission to Candidacy, and all other Degree Requirements.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as

independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See *Interdisciplinary Studies (IDS)* (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music.

Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the

department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.*
 - b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
 - c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
 - d. The Field-Related Employment Since Earning Mater's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course

hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice.

Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part

of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.

- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
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By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
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After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
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After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3
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'Completed' means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.

² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance

- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human

Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Department of Metallurgical and Materials Engineering

An interdisciplinary PhD degree in materials science is also offered (see Interdisciplinary Programs (p. 784)). The graduate program in metallurgical and materials engineering allows for close association between graduate students and the faculty.

- Majors
 - Metallurgical Engineering, MS (p. 685)
 - Materials/Metallurgical Engineering, PhD (p. 680)

Associate Dean for Undergraduate and Graduate Programs

- Viola L. Acoff

Head

- Steven Daniewicz

Undergraduate Program Director

- Luke Brewer

Graduate Program Coordinator

- Lin Li

Professors

- Viola Acoff
- Steven Daniewicz
- Subhadra Gupta
- Ramana Reddy
- Takao Suzuki
- Gregory Thompson
- Mark Weaver

ACIPCO Professor

- Ramana Reddy

Associate professors

- Luke Brewer
- Laurentiu Nastac
- Ruigang Wang

Assistant professors

- Gregory Kubacki
- Nilesh Kumar
- Lin Li
- Feng Yan

Adjunct professor

- Mruthunjaya (Jay) Uddi

Professor Emeritus

- Doru Stefanescu
- Garry Warren

MTE519 Solidificatn Science

Hours 3

Overview of the principles of solidification processing, the evolution of solidification microstructure, segregation, defects and the use of analytical and computational tools for the design, understanding and use of solidification processes.

MTE539 Metallurgy Of Welding

Hours 3

Thermal, chemical, and mechanical aspects of welding using the fusion welding process. The metallurgical aspects of welding, including microstructure and properties of the weld, are also covered. Various topics on recent trends in welding research.

Prerequisite(s): MTE 380

MTE546 Macrosc Transp Mat Proc

Hours 3

Elements of laminar and turbulent flow; heat transfer by conduction, convection, and radiation; and mass transfer in laminar and in turbulent flow; mathematical modeling of transport phenomena in metallurgical systems including melting and refining processes, solidification processes, packed bed systems, and fluidized bed systems.

Prerequisite(s): MATH 238 and MTE 353

Prerequisite(s) with concurrency: MTE 271

MTE549 Powder Metallurgy

Hours 3

It is an elective class for graduate students, and is aimed at providing metallurgical engineering students with in-depth knowledge of powder metallurgy technology which is one of principal technologies for manufacturing near net-shape products. This course covers all processing steps involved in transforming powders into consolidated products, starting from powder fabrication to sintering of compacted powders with emphasis on the scientific principles associated with design and operation of these processes and on the structure and physical properties of the final product. The applications and specific engineering details are used as illustration. The ultimate goal of this course is to make students be able from the materials learned to select and design the optimal processing route for any given product properties.

MTE550 Plasma Processing of Thin Films

Hours 3

This course will cover fundamental technology involved in thin film processing. Plasma deposition and etch technology will be discussed. The basics of plasma processing equipment will be detailed, with special emphasis on sputtering tools. A range of thin film applications will be explored, with examples of magnetics, semiconductor, optical, and medical applications. The fundamentals of process optimization using a Design of Experiments will be taught with a test case of process optimization for the final exam.

Prerequisite(s): PH 105 or with permission of instructor.

MTE556 Advanced Mechanical Behavior

Hours 3

Topics include elementary elasticity, plasticity, and dislocation theory; strengthening by dislocation substructure, and solid solution strengthening; precipitation and dispersion strengthening; fiber reinforcement; martensitic strengthening; grain-size strengthening; order hardening; dual phase microstructures, etc.

Prerequisite(s): MTE 455

MTE562 Metallurgical Thermodyn

Hours 3

Laws of thermodynamics, equilibria, chemical potentials and equilibria in heterogeneous systems, activity functions, chemical reactions, phase diagrams, and electrochemical equilibria; thermodynamic models and computations; and application to metallurgical processes.

Prerequisite(s): MTE 362

MTE567 Strengthening Mechanisms in Materials

Hours 3

Mechanisms and micromechanics of strengthening in engineering materials. This course covers the physical phenomena that contribute towards high mechanical strength in engineering materials. Principles for designing high strength materials will be addressed.

Prerequisite(s): MTE 455 or equivalent: or permission of instructor

MTE579 Advanced Physical Metallurgy

Hours 3

Graduate-level treatments of the fundamentals of symmetry, crystallography, crystal structures, defects in crystals (including dislocation theory), and atomic diffusion.

MTE583 Adv Structure Of Metal

Hours 3

Graduate-level treatments of symmetry, crystallography, crystal structures and defects in crystals. Application of analytical techniques to study crystal structures and textures in materials.

MTE585 Materls At Elevd Temps

Hours 3

Influence of temperatures on behavior and properties of materials.

MTE587 Corrosion Science & Engr

Hours 3

Fundamental causes of corrosion problems and failures. Emphasis is placed on tools and knowledge necessary for predicting corrosion, measuring corrosion rates, and combining this with prevention and materials selection.

Prerequisite(s): MTE 271 and CH 102 or CH 118

MTE591 Special Problems

Hours 1-4

Advanced work of an investigative nature. Credit awarded is based on the work accomplished.

MTE592 Special Problems

Hours 1-3

Advanced work of an investigative nature. Credit awarded is based on the work accomplished.

MTE595 Seminar Senior Thesis

Hours 1

Discussion of current advances and research in metallurgical engineering; presented by graduate students and the staff.

MTE596 Seminar

Hours 1

Discussion of current advances and research in metallurgical engineering; presented by graduate students and the staff.

MTE598 Non Thesis Research Hours

Hours 1-12

Credit is based on the amount of work undertaken on non-thesis related research in a metallurgical and materials engineering area, the outcome of which is a define result presented in a report, paper, manuscript, or formal presentation at a conference or an MTE seminar. Instructor permission required. No prerequisites required.

MTE599 Thesis Research

Hours 1-12

*No description available***MTE643 Magnetic Materials and Magnetic Recording**

Hours 3

This course provides knowledge on basic magnetism and magnetic materials of various types, and also introduces the applications. Origin of magnetism, ferro-magnetism, anti-ferro-magnetism, ferrimagnetism, hard- and soft-magnetic materials, spintronics, magnetic recording, magnetic random access memory (MRAM), spin-transfer-torque MRAM, spin transistor and Optical recording.

Prerequisite(s): MTE 271 and permission of instructor.

MTE655 Electron Microscopy Matl

Hours 4

Topics include basic principles of operation of the transmission electron microscope, principles of electron diffraction, image interpretation, and various analytical electron-microscopy techniques as they apply to crystalline materials.

MTE670 Scanning Electron Microscopy

Hours 3

Theory, construction, and operation of the scanning electron microscope. Both imaging and x-ray spectroscopy are covered. Emphasis is placed on application and uses in metallurgical engineering and materials-related fields.

MTE680 Advanced Phase Diagrams

Hours 3

Advanced phase studies of binary, ternary, and more complex systems; experimental methods of construction and interpretation.

MTE684 Fund Solid State Engineering

Hours 3

Fundamentals of solid state physics and quantum mechanics are covered to explain the physical principles underlying the design and operation of semiconductor devices. The second part covers applications to semiconductor microdevices and nanodevices such as diodes, transistors, lasers, and photodetectors incorporating quantum structures.

Prerequisite(s): MTE 271 or ECE 332

MTE687 Microstructure Evolution of Materials

Hours 3

The course will cover the fundamentals and state-of-the-art techniques used in mathematical modeling and computer simulation of microstructure formation and control during the solidification and solid state transformations of materials. The concepts and methodologies covered in this course for net-shape casting and ingot remelt processes can be applied, with some modifications, to model other materials processes such as welding, deposition, and heat treatment processes. Modeling and simulation of microstructure evolution requires complex multi-scale computational areas, from computational fluid dynamics macroscopic modeling through mesoscopic to microscopic modeling, as well as strategies to link various length-scales emerged in modeling of microstructural evolution.

MTE691 Special Problems

Hours 1-3

Credit awarded is based on the amount of work undertaken.

MTE695 Seminar

Hours 1

Presentations on dissertation-related research or on items of current interest in materials and metallurgical engineering.

MTE696 Seminar

Hours 1

Presentations on dissertation-related research or on items of current interest in materials and metallurgical engineering.

MTE698 Non Dissertation Research Hours

Hours 1-12

Credit is based on the amount of work undertaken on non-dissertation related research in a metallurgical and materials engineering area, the outcome of which is a define result presented in a report, paper, manuscript, or formal presentation at a conference or an MTE seminar. Instructor permission required.

MTE699 Dissertation Research

Hours 1-12

*No description available***Faculty****Associate Dean for Undergraduate and Graduate Programs**

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Feng Yan

Adjunct professor

Mruthunjaya (Jay) Uddi

Professor Emeritus

Doru Stefanescu

Garry Warren

Materials/Metallurgical Engineering, Ph.D.

Admission Requirements

See the Admission Criteria section of this catalog for more information.

Degree Requirements

The program for the PhD in the area of materials/metallurgical engineering is conducted jointly with The University of Alabama at Birmingham (UAB). This arrangement permits sharing of facilities, exchange of faculty, joint seminars, and a wide choice of dissertation advisers. The PhD degree in the area of materials science is also offered, in collaboration with UAB and The University of Alabama in Huntsville. Full details of this interdisciplinary program (p. 783) may be found in this catalog.

For additional information, see the Graduate School's general requirements for advanced degrees below.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that

the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See Interdisciplinary Studies (IDS) (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.*
 - b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
 - c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
 - d. The Field-Related Employment Since Earning Mater's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for

the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.

- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate

in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
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By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
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After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)

After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)

"Completed" means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

- International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.
- The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering

- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in

real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Metallurgical Engineering, MS

The MTE department is one of only eight accredited metallurgical degree granting institutions in the United States. Its core emphasis in metallurgy and materials provides students depth in structure-processing-property relationships.

Admission Requirements

Prospective students will need to provide a statement of purpose, official academic transcript, references and submission of an official GRE score. International applicants (non-native English speakers) will also be required to complete a provisional language exam (TOEFL or IELTS or PTE.) Regular admission requirements are >3.0 GPA; >300 revised GRE (>1000 general GRE); and > 550 pBT or 79iBT TOEFL, >6.5 IELTS, >59 PTE. These scores do not necessarily grant admission to the department. Competitive MTE entering graduate applications have scores exceeding these minimums.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

Plan I (thesis) is the standard MS degree plan. However, in exceptional cases, a student who has the approval of his or her supervisory committee may follow Plan II (non-thesis). A student who believes there are valid reasons for using Plan II must submit a written request detailing these reasons to the department head no later than midterm of the first semester in residence.

Plan I - Thesis		Hours
Metallurgical & Materials Engineering Courses		18
Related Fields or Major		6
With the approval of the major department, the remainder of the coursework may be completed in either the major or related fields.		
Thesis Course		
MTE 599	Thesis Research	6
Total Hours		30

However, in exceptional cases, a student who has the approval of his or her supervisory committee may follow Plan II (non-thesis). A student who believes there are valid reasons for using Plan II must submit a written request detailing these reasons to the department head no later than midterm of the first semester in residence.

All graduate students, during the first part and the last part of their programs, are required to satisfactorily complete MTE 595 Seminar Senior Thesis (first part) and MTE 596 Seminar (last part). This required credit is in addition to the other degree requirements. Additional information is in the Degree Requirements section of this catalog.

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of

research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.

- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;

- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

College of Human Environmental Sciences

Department of Clothing, Textiles, and Interior Design (p. 690)

Department of Consumer Sciences (p. 691)

Department of Health Science (p. 697)

Department of Human Development and Family Studies (p. 710)

Department of Human Nutrition and Hospitality Management (p. 714)

Human Environmental Sciences, M.S. (p. 721)

General Degree Requirements

The following is a brief summary of requirements; students should confer with their department heads for additional information. A program plan for completing course requirements for the master's degree must be approved by the student's major advisor and committee and filed in the office of the dean of the College of Human Environmental Sciences no later than the beginning of the second semester of graduate study.

Program plans are based on undergraduate preparation, previous experiences, and expressed objectives for graduate study. Students pursuing the Master of Science in Human Environmental Sciences can specialize in one of the following areas: clothing, textile, and interior design; consumer sciences; and human environmental sciences. Students may complete degree requirements following Plan I (thesis) or Plan II (nonthesis).

Plan I (thesis)

All Plan I students must earn a minimum of 24 semester hours of credit, including HES 509 Research Methods, one course in statistics, and 18 hours in courses in the area of specialization and in areas supporting the specialization. In addition, all Plan I students must complete at least six semester hours of thesis research and write a thesis. The format of the thesis may vary, depending on the advice and consent of the thesis committee. A final oral examination is required upon completion of the thesis, and a manuscript of publishable quality based on the thesis research is expected of each Plan I degree candidate.

Plan II (nonthesis)

Students pursuing the Master of Science in Human Environmental Sciences degree under Plan II complete 30 hours of coursework, including HES 509, and a final evaluation as determined by departmental guidelines.

Information on all other degree requirements is in the Degree Requirements (p. 17) section of this catalog.

Repeating Courses in Selected Programs

Students majoring in Human Nutrition, Consumer Sciences, or Human Development and Family Studies are permitted to repeat a course in which a grade of 'C' was earned. The option to repeat a course is not available to HES students in any program other than these three. Both grades earned will be recorded on the transcript and will be included in the computation of the GPA. Only one attempt will count in the Plan of Study, and the second attempt will not reduce the minimum number of hours required for the degree.

The Graduate Council approved the above policy as a waiver to the usual policy on not being able to repeat a course in which a 'C' was earned. The policy's effective date was September 25, 2007.

Admission Requirements

The Master of Science degree offered through the College of Human Environmental Sciences reflects a diverse range of missions and objectives. Enrollment in all specializations is limited and competitive. Admissions are supervised by committees of the graduate faculty in each of the specializations. General application and admission requirements are outlined in the Admission Criteria and Application (p. 15) sections of this catalog. Students with deficiencies in undergraduate preparation may be required to complete designated undergraduate requirements before admission to the program.

See the Admission Criteria section of this catalog for more information.

HES508 Intro Research Interact Technl

Hours 3

This course is an introductory course designed to familiarize students with methods of research appropriate for conducting research either using web-based technology or addressing issues around technology. Qualitative and quantitative approaches will be discussed.

HES509 Research Methods

Hours 3

This course is an introduction to scientific methods appropriate for human sciences. It is designed to acquaint students with types of research, methods, and materials necessary for scientific inquiry and to provide students with practical steps to conduct and understand scientific research. Emphasis will be placed on quantitative, qualitative, and mixed methods designs appropriate for research in human sciences.

HES525 Workforce Development

Hours 3

This course is included in the Masters in Human Environment Science curriculum in order to give participants an additional mechanism for studying quality, health and safety, or conflict management and leadership methods, and thinking about how they can be applied through the process of teaching these methods to a workforce.

Prerequisite(s): HES 506, HES 507, & HES 508

HES554 Management and Administration in Sports Business Management

Hours 3

This course is designed for sport professionals desiring to increase their knowledge and understanding of management and administration issues in the sport industry.

Prerequisite(s): Graduate student in Human Environmental Sciences

HES563 Finance and Accounting in Sports Business Management

Hours 3

This graduate course is designed for sport professionals desiring to increase their knowledge and understanding of financial and accounting issues in the sport industry.

Prerequisite(s): Graduate student in Human Environmental Sciences

HES565 Legal and Ethical Issues in Sports Business Management

Hours 3

This course is designed for student/prospective sport industry professional desiring to increase their knowledge and understanding of current legal and ethical issues in sports business management and the sport industry. This class (HES 565) uses Blended (Hybrid) Delivery Methods of readings, classroom presentations and online and residential exams to present critical topics.

Prerequisite(s): Graduate student in Human Environmental Sciences

HES570 Fellowship in Sports Business Management

Hours 3

Under the supervision of an approved and qualified sports business management professional, the graduate student will experience activities related to job specific tasks in sports business management. This full-time work experience/fellowship in the sport industry must take place in a professional organization, in which the student has been selected and offered a fellowship.

Prerequisite(s): Graduate student in Human Environmental Sciences

HES590 Sp Prob Human Envir Std

Hours 3-6

This course is for students who desire to investigate a topic in Conflict Mediation, Management, and Negotiation (CMMN) or to complete the Capstone project.

HES591 Special Problems in Human Sciences

Hours 3

This course is open to qualified graduate students who will study special problems in human sciences.

HES592 Special Problems in Sports Business Management

Hours 3

Under the supervision of an approved and qualified sport management professional, the graduate student will experience activities related to job specific tasks in sport management. This full-time work experience/fellowship in the sport industry must take place in a professional organization, in which the student has been selected and offered a fellowship.

Prerequisite(s): Graduate student in Human Environmental Sciences

HES598 Non-Thesis Research

Hours 1-6

Development of a professional paper on a topic selected by the student and approved by the graduate committee.

Prerequisite(s) with concurrency: CSM 562 and HES 509 and CSM 564 and CSM 572

HES650 Special Topics In Hes

Hours 3

Critical analysis of current issues in selected areas of human environmental sciences. May be taken up to a total of four times.

Faculty**Dean**

Stuart Usdan

Senior Associate Dean

Jeannine Lawrence

Associate Dean for Academic Affairs

Deidre Leaver-Dunn

Department of Clothing, Textiles, and Interior Design

The Human Environmental Sciences (MS) (p. 721) focused area of study in clothing, textiles, and interior design provides preparation for careers in higher education, business and industry, and government services, and for admission to doctoral programs in clothing, textiles, interior design, and related fields.

Chair

- Foster, Shirley P.

Associate Professor

- Koontz, Marcy L.
- Thompson, Amanda

Instructors

- Davis, Babs
- Faulkner, Cassandra M.
- Robinson, Paula H.
- Rose, Michelle
- Self, Lauri
- Taylor, Brian

Adjuncts

- Kissinger, Beverly
- McLelland, Jonathan
- Reaves, Danielle

Assistant Professors

- Foster, Shirley P.
- Maki, Kristin
- Peaslee, John E.
- Tong, Michelle
- Wimberley, Virginia S.

Office Staff

- Donna McGee

CTD546 Cult Dynam Apparel Text

Hours 3

Examination of the impact of cultural dynamics on apparel and textile production and marketing.

CTD548 History Of Costumes

Hours 3

Study of costume development from prehistoric to modern times; includes cultural forces in relation to the evolution of costume.

CTD549 Social Psychological Aspects of Clothing

Hours 3

Application of behavioral science theories to clothing.

CTD561 Quality Control for Textiles

Hours 3

Quality Assurance for Textile offers the opportunity for graduate fashion retailing and apparel design students to develop a deeper and broader understanding of textile materials. Offered during the fall semester only, the class meets with the lectures and labs of CTD 461.

Prerequisite(s): CTD 261

CTD581 Practicum Cloth & Text

Hours 1-3

Supervised experience in a business related to the major field of study.

CTD590 Spec Prob Clothing

Hours 1-4

Independent investigation of selected topics in clothing.

CTD591 Spec Prob Interior Desgn

Hours 1-4

Independent investigation of selected topics in interior design.

CTD592 Spec Prob In Textiles

Hours 1-4

Independent investigation of selected topics in textiles.

CTD593 Readings Cloth Textiles

Hours 3

Comprehensive review and critical evaluation of the literature in clothing and textiles.

CTD595 Ctd Research I

Hours 3

Discussions emphasizing contemporary issues, trends, relevant research, professional problems, and interests of students.

CTD599 Thesis Research

Hours 1-6

No description available

Faculty**Chair**

Foster, Shirley P.

Associate Professor

Koontz, Marcy L.

Thompson, Amanda

Instructors

Davis, Babs

Faulkner, Cassandra M.

Robinson, Paula H.

Rose, Michelle

Self, Lauri

Taylor, Brian

Adjuncts

Kissinger, Beverly

McLelland, Jonathan

Reaves, Danielle

Assistant Professors

Foster, Shirley P.

Maki, Kristin

Peaslee, John E.

Tong, Michelle

Wimberley, Virginia S.

Office Staff

Donna McGee

Department of Consumer Sciences

Consumer Sciences, MS (p. 696)

Conflict Resolution Certificate (p. 696)

Dean

- Usdan, Stuart

Chair

- Nielsen, Robert

Professor

- Nielsen, Robert

Associate professor

- Wilmarth, Melissa

Assistant professors

- Choi, Shinae
- Clement, Gary
- Hale, Michelle
- Kim, Kyoung Tae
- L'Esperance, Madelaine
- McGahey, Courtney L.
- McMath, Juanita
- Pentecost, Eve
- Reddoch, Kym
- Stebbins, Rich
- Watkins, Kimberly

Professor emeritus

- Boschung, Milla

Adjunct assistant professor

- Zettler, Laura

CSM500 Personal Insurance Plan & Mgt

Hours 3

Survey of the myriad of personal risks facing consumers and families throughout the life cycle. An emphasis is placed on the fundamentals of risk management. Includes a comprehensive study of insurance products.

Prerequisite(s): CSM 204 or CSM 205

CSM501 Consumer Protection

Hours 3

Study of laws and agencies affecting the consumer's well-being, sources of consumer information, and discussion of current consumer issues.

CSM504 Personal Investment Plan & Mgt

Hours 3

Focus on personal investing in marketable securities. Covers the basics of investing, including detailed definitions of investment terms, descriptive materials on how securities are purchased and sold, theoretical models of security valuation and practical examples of how to calculate growth rates.

Prerequisite(s): CSM 204 or CSM 205

CSM505 Public Policy

Hours 3

A detailed analysis of U.S. public policy, recognizing the broader social and economic impacts of selected policies. Students will develop a better understanding of how and why specific policies are implemented and assess the strengths and weaknesses of different policy structures.

CSM506 Consumer Mgt Quality Assurance

Hours 3

Provides in-depth coverage of the primary theories and methods necessary for quality assurance in a wide range of organizational settings.

CSM507 Consumr Qual Mgt Facilitn Skill

Hours 3

Provides a comprehensive study of facilitation skills necessary to lead an organization in continuous improvement.

CSM508 Consumer Quality Mgt Systems

Hours 3

Provides an in-depth analysis of management systems as a method of organizing and leading business, educational, and health care institutions. Covers the primary issues related to management systems.

CSM509 NY Wall Street Stdy Tour

Hours 3

Provides an overview of the American financial system with emphasis on financial service providers, products and markets. Includes a 6-day tour of New York's financial district, presentations by financial professionals, team activities, assignments and stock market analysis.

CSM510 Pers Retire Plan Empl Benefits

Hours 3

Fundamentals of personal retirement planning and the selection of employee benefits.

Prerequisite(s): CSM 204 or CSM 205

CSM511 Building Employee Engagement

Hours 3

This course provides a comprehensive overview of the theory and methods necessary for promoting employee engagement. The role of employee engagement in improving service, product quality, and consumer satisfaction are explored. Methods used to promote a culture of quality and customer care through continuous improvement methods, Six Sigma implementation, and socio-technical systems redesign are addressed.

CSM512 Analysis in Quality Control

Hours 3

This course introduces quantitative tools and concepts that are useful for process analysis and quality control. Conceptual understanding and data analysis using software is required and emphasized throughout the course.

CSM514 Personal Investment Planning & Management II

Hours 3

This course builds on Personal Investment Planning and Management I with a focus on the valuation of investments and the management of investment portfolios. Financial securities analyzed include equities, derivatives, fixed income, and alternative investments.

Prerequisite(s): CSM 504 or permission of instructor

CSM515 Customer Service Management

Hours 3

Course provides an in-depth study of the functions and structures of customer relations as it relates to business and government agencies. Course analyzes consumer needs, complaints, and education.

CSM517 Financial Planning Foundations

Hours 1

Foundational financial planning principles and practice for graduate students without exposure to financial planning as an undergraduate student. Topics include time value of money, financial goal setting, budgeting, risk management, savings, and investments.

CSM518 Statistics Foundations for Consumer Sciences

Hours 1

Foundational statistics for consumer sciences graduate students. Topics include descriptive measures, statistical testing and inference, confidence intervals, bivariate correlation, and regression analysis. Examples and exercises emphasize real-world applications.

CSM519 Consumer Economics Foundations

Hours 1

Foundational consumer economics principles for graduate students without exposure to elementary microeconomics as an undergraduate student. Topics include consumer and producer behavior, market structures, equilibrium, elasticity, efficiency/welfare, externalities, and public goods.

CSM520 Personal Estate Planning

Hours 3

Techniques of personal estate planning within the family life cycle.

Prerequisite(s): CSM 204 or CSM 205

CSM524 Addiction and Dysfunction in Money Management

Hours 3

CSM 424/524 is an exploration of addictions and dysfunctions related to managing money and finances and a brief guide for changing dysfunctional behavior related to money. The course does not provide training in diagnosing, but rather emphasizes describing behavior.

CSM525 Conflict Resolution for the Workplace

Hours 3

This course provides skill building and practical methods for handling organizational and personal conflicts. Appropriate for the student who has received no formal preparation in managing conflict, and also for the professional who is educated in conflict theory and negotiation strategy, but needs grounding in basic interpersonal communication and management skills, such as rapport building, empathic listening, behavior modeling, reframing, problem solving, and decision making.

CSM527 Emotional Intelligence: The Personal Qualities of the Negotiator

Hours 3

This course teaches students to accurately identify and express emotions, and to develop and improve the emotional intelligence skills essential to managing conflict successfully. Students are directed through a series of self-evaluations to determine their current skill levels, learn the characteristics of specific skills, and apply and model the new learning. Students learn to break the habit of emotional reactivity and to model emotional proactivity.

CSM528 Processes of Negotiation

Hours 3

This course deepens students' understanding of negotiation skills that can be used across a variety of settings. Students explore best practices in negotiation and learn to identify and apply optimal strategies. The dynamics of negotiating across diverse cultures and contexts are also examined.

CSM530 Family & Consumer Law for Non-Lawyers

Hours 3

The study of family law for non-lawyers. Topics include marriage, divorce, custody, child support, alimony and property division, and the role of alternative dispute resolution in the family law setting, including mediation, private judges, and collaborative practice. Students will acquire a general understanding of legal terms, resources, and the legal system and its adversarial proceedings.

CSM535 Psychology Of Money

Hours 3

Innovative study of financial behaviors and their relationship to money management with emphasis placed on both theory and its application.

CSM537 Developing The Leader Within

Hours 3

An in-depth look at leadership principles, qualities, styles, and models with a focus on developing leadership skills and potential within the individual students. Designed to assist students in identifying opportunities for improvement.

CSM547 Digital Resources

Hours 3

Online class providing students with technological skills to live and work in a digital environment. Asynchronous class trains students in the use of computers, Internet, Web 2.0, mobile devices and other digital tools. Aids graduate students in any major with skills to enhance their career paths.

CSM549 Professional Social Networking

Hours 3

The course content is focused on current genre of communication tools identified as 'social media'. Content includes an overview of the origins of the current social media tools, definitions and terminology, and case studies of current uses of social media in specific settings. The social media tools selected are examined as discrete units and as components of larger initiatives within organizations. Connections of these tools to the functions of various organizations and individual professional initiatives are explored; the applications presented are those within large organizations, smaller groups and individual, professional offices. Popular press items on these tools as well as research foundations are included as background for the selection and use of social media. Case studies from a range of disciplines will be used as primary instructional tools. The precise suite of tools is revised each term.

Prerequisite(s): Good standing in The Graduate School and/or permission of instructor.

CSM550 Consumer Economics

Hours 3

Examination of the role of the consumer in the economy; economic analysis of market and non-market consumption activities, incorporating relevant social, psychological, political, and ecological considerations.

CSM551 Consumer Demographics

Hours 3

This course will focus on developing students' ability to understand consumer demographics and impacts from these demographic changes. The course will cover basic concepts and measurement issues of demography as it relates to consumer and families. This class will also develop student's ability to adapt to changing trends in a dynamic world. Writing proficiency is required for a passing grade in this course.

Prerequisite(s): N/A

Prerequisite(s) with concurrency: N/A

CSM554 Personal Income Tax Mgt Plang

Hours 3

Analysis of personal income tax management and planning as it relates to consumers and families throughout the life cycle.

Prerequisite(s): CSM 204 or CSM 205

CSM555 Research Methods and Analysis

Hours 3

Introductory research methods emphasizing non-experimental research designs. Examples and exercises are drawn from real-world research applications that inform consumer behavior and policy. Topics include: research design, measurement, sampling, data management, descriptive statistics, data visualization, and statistical inference.

CSM558 Spreadsheets in Fin. Decisions

Hours 3

Focus is on developing a working knowledge of Microsoft Excel as it may be used to analyze problems related to personal financial planning with an emphasis on life-cycle planning and computer literacy.

Prerequisite(s): CSM 204 or CSM 205 or RHM 474 or AC 210 or AC 211

CSM559 Tech of Counsl in Cons Science

Hours 3

Introduces students to basic interactional interviewing skills and strategies. Course is beneficial to those entering the fields of financial planning, business, management, sales or any commercial activity that involves interpersonal communication. Students who plan to supervise and manage others would benefit by expanding theory with practical application. Students with career goals involved counseling families, couples and individuals regarding life decisions will benefit from this course.

Prerequisite(s): CSM 204

CSM560 Finan Plan Case Study Capstone

Hours 3

A systems approach to financial management for individuals and families from the perspective of planner/counselor. Focuses on analytical techniques. Emphasizes identification and development of strategies for meeting client goals.

Prerequisite(s): CSM 558

CSM561 Managing in a High Performance Organization

Hours 3

This course will provide an interactive exploration of management skills that enable an individual to effectively communicate, build and lead teams, delegate, make presentations and manage priorities to achieve success.

CSM562 Cognition Strategy & Technology

Hours 3

This course lays some of the cornerstones of the program emphasis in interactive technology, guiding students in the development of their philosophy and understanding about the use of technology in teaching and learning as well as human interactions. Topics include synchronous vs. asynchronous learning, paradigm shifts in how people learn, and a review of the theory serving to underpin this topic.

CSM564 Digital Tools

Hours 3

The focus of this course is the use of a broad range of digital tools, including the skills considered core skills required to function in the asynchronous environment of this online degree program, the digital workplace, and in today's global economy. Building a collaborative environment, a course goal, requires this specific skill set. Computer mediated communications applied to collaborative, web-based environments are emphasized.

CSM566 Multimedia Design Development

Hours 3

Reviews the basic schools of thought and major theorists in the field of electronic design and development. Advanced development tools in the context of actual design and development projects. Students will combine an understanding of the theory of design and development with advanced tools.

Prerequisite(s) with concurrency: CSM 564

CSM568 Emerging Technologies

Hours 3

New technologies will be introduced as emerging tools for personal productivity, training-education, and marketing customer service areas and examined in terms of policy, implement issues within organizations and applications within the various fields of the students. Ethics, privacy and security will also be addressed.

CSM570 Coor Delivry Info W/Digitl Tech

Hours 3

An ever-growing range of options are available for delivering information via digital technologies, including web-based tutorials, online courses, webinars, synchronous and asynchronous communication media, multimedia presentations, Web 2.0 technologies, and wireless hand-held devices. The tools needed to coordinate these technologies will be addressed from the viewpoint of developer and content manager.

Prerequisite(s) with concurrency: CSM 564

CSM572 Needs Assessment Plan & Evaltn

Hours 3

Course outcomes include demonstrated understanding of program evaluation strategies based on a systems theory model for comprehensive planning, formative and summative evaluation. These evaluation activities focus on e-learning environments and applications in a wide-range of settings. Planning models are also introduced around which projects and action research can be structured.

CSM574 Technology Privacy & Security

Hours 3

This course is an introduction to some of the basic issues confronting technology users, especially those in today's workplaces. It is designed for entrepreneurs, small business owners and managers, freelance consultants, and anyone who works with technology but in organizations which may or may not have IT departments. It is also appropriate for those working remotely at home or concerned about privacy and security in personal technology use. The topics include threats to computer and communication systems and privacy concepts; basic security defense techniques; web and network security issues; portable device security; operating systems security issues; email security; and security issues for home networks and smaller work environments such as privately-held companies and non-profit groups.

CSM575 Entrepreneurship In Hes

Hours 3

Sound advice and vital practical help on developing an idea into a business and the different aspects of managing a home-based or small business. Examines each segment of creating and managing a small business.

CSM576 Collaborative Tools for Project Management

Hours 3

This course is an introduction to the use of collaborative tools for project management. Many professionals use collaborative tools but this class emphasizes their use specifically for project management, as using collaborative tools for project management is emerging as a managerial skill set. In today's global economy, the ability to work virtually is paramount, because organizations are increasingly distributed, with remote members and locations. Just knowing how to use virtual communication tools does not equate specifically to project management. Communication techniques in these organizations are no longer the same as they were when all members were located in the same building. Traditional managerial communication techniques do not apply to distributed teams, where in-person meetings may occur but are limited. Further, even employees who are geographically co-located need to communicate and plan using virtual means. Online collaboration tools provide opportunity for project success and will be covered, using examples and case studies from project management. Social media tools offer exciting opportunities to improve team communication, efficiency, and success and will be discussed. While online tools and strategies may be familiar to enrollees, this class focuses on the particular use of these for project management. Project management is significantly different from even usual business communications, something emphasized in the materials provided and the learning activities used in the class.

CSM580 E-Commerce@Ches

Hours 3

Sound advice and vital practical help on developing an idea into a business on the internet. Addresses the different aspects of designing a web site, internet marketing, the role of search engines, measuring the effectiveness or an internet strategy.

CSM581 Practicum

Hours 3

Supervised experience in a related business, industry, or social agency.

CSM582 Non-thesis Research

Hours 3

Course focuses on preparation and planning for the Capstone Project, including examination and analysis of collateral research studies. Students will prepare articles for possible submission to a referred journal or presentation at a professional conference or online module.

CSM583 Spec Prob in Inter Tech

Hours 3-6

This is the Capstone Project Plan II (for the IT specialization), featuring exploration of a special problem in an area of graduate study.

Prerequisite(s): CSM 564

CSM584 Portfolio

Hours 3

A culminating experience for Consumer Sciences students designed to increase knowledge of current and emerging issues in the field. With the instructor, students identify specific learning goals and provide evidence of achievement relative to these jointly-established criteria.

Prerequisite(s): Consumer Sciences graduate student and permission of instructor.

CSM586 Principled Negotiation

Hours 3

An in-depth study of principled, interest-based negotiation, which replaces adversarial approaches with problem-solving. Students formulate a personal strategy of thoughtful introspection with the goal of satisfying interests on all sides of a conflict and strengthening relationships among conflict partners.

CSM590 Spec Prob Consmr Affairs

Hours 2-6

No description available

CSM591 Spec Prob Cons/Fam Econ

Hours 3

This course gives the graduate student the opportunity to work directly with a professor in the graduate program to explore a problem related to technology in Consumer Sciences.

CSM592 Prob Fam Fin Plan Couns

Hours 2-6

No description available

CSM593 Special Problems in Technology

Hours 3

This course is open to qualified graduate students who will study special problems in technology.

CSM599 Thesis Research

Hours 1-6

This independent research course partially fulfills required master's-level research thesis hours toward the master's degree in Consumer Sciences. The course is conducted under the guidance of the thesis advisor. Material covered will be of an advanced nature aimed at providing master's students with an understanding of the latest research and current developments within the field. Discussion and advisor guidance will be directed towards readings of research articles and development of research methodology, with the aim of producing an original research contribution that represents a novel development in the field, or a novel perspective on a pre-existing topic in the field.

Faculty**Dean**

Usdan, Stuart

Chair

Nielsen, Robert

Professor

Nielsen, Robert

Associate professor

Wilmarth, Melissa

Assistant professors

Choi, Shinae

Clement, Gary

Hale, Michelle

Kim, Kyoung Tae

L'Esperance, Madelaine

McGahey, Courtney L.

McMath, Juanita

Pentecost, Eve

Reddoch, Kym

Stebbins, Rich

Watkins, Kimberly

Professor emeritus

Boschung, Milla

Adjunct assistant professor

Zettler, Laura

Conflict Resolution Certificate

This 15-credit hour certificate program teaches ways to manage consumer, workplace, and personal conflict through the use of effective communication, emotional intelligence skills, and cooperative problem solving. From a foundation in conflict theory, students learn strategies to prevent, reduce, and resolve conflict with the goal of preserving, and in many cases improving, relationships. All 15 hours required for the certificate are offered online. Students admitted to the regular, non-degree graduate program may enroll in up to 12 credits. These 12 credits may be used toward the HES Master's degree. Students admitted to the Conflict Resolution certificate, non-degree graduate program may enroll in up to 15 credits. All 15 of these certificate credits may be used toward the HES Master's degree.

Application: Special Non-degree

Admission Criteria:

Regular Admission - GPA Requirement: The applicant must have a minimum undergraduate grade point average of 3.0 overall, 3.0 for the last 60 semester hours in a degree program, or 3.0 for a completed graduate degree program. Entrance Exam Requirement: No admissions test is required for regular admission if GPA is 3.0 or higher.

Permission to Continue Admission - An applicant may be considered for Permission to Continue Admission if he or she has a minimum GPA of 2.5 and a minimum GRE score of 300 (revised GRE test) or 1000 (GRE general test). A graduate student satisfies the condition by earning an average of 'B' or better in the first 12 semester hours of graduate-level work completed and by satisfying any other conditions specified by the department or the Graduate School at the time of admission. If the 12 hours are completed in a term in which the total credits exceed 12, the evaluation is made on the basis of all graduate-level work.

General Requirements:

- Prerequisites: Bachelor Degree
- Minimum Required Hours: 15 hours.

Transfer Credit: Transfer credit is not accepted.

Certificate Completion Requirements: 15 hours of required courses are required as identified above and in the Program Body.

Time Limit: None

Awarding the Certificate: Students receive the Certificate from the Department of Consumer Sciences, College of Human Environmental Sciences, upon completion of 15 hours of required course work. No other institutions are involved.

Hours that might be Used Later if Admitted to a Degree Program: 15 Hours. Students admitted to the regular, non-degree graduate program may enroll in up to 12 credits. These 12 credits may be used toward the Master of Science degree in Human Environmental Sciences. Students admitted to the Conflict Resolution certificate, non-degree graduate program enroll in up to 15 credits. All 15 of these certificate credits may be used toward the Master of Science degree in Human Environmental Sciences.

Code and Title	Hours
CSM 525 Conflict Resolution Workplace	3
CSM 527 Emotional Intelligence	3
CSM 528 Processes of Negotiation	3
CSM 586 Principled Negotiation	3
Please select one of the following electives:	3
CSM 530 Family And Consumer Law	
CSM 559 Techniques of Counseling in Consumer Sciences	

Consumer Sciences, MS

The Master of Science in Consumer Sciences is a 30-credit-hour degree program that offers advanced study in two complementary concentration areas.

Consumer Economics Concentration

The Consumer Economics concentration offers an applied microeconomics approach to understanding consumers in home and market environments. This concentration prepares students to continue study in a doctoral program or employment in a research-oriented

setting investigating consumer decision-making, personal finance, and related family and consumer policy. This research-oriented concentration requires the successful completion of a thesis.

Family Financial Planning and Counseling Concentration

The Family Financial Planning and Counseling concentration focuses on the knowledge and skills necessary for a career in financial planning and related careers. The curriculum fulfills the educational requirements to sit for the CFP® certification exam that leads to the CERTIFIED FINANCIAL PLANNER™ certification registered with the Certified Financial Planner Board of Standards, Inc. Students who successfully complete the concentration may sit for the CFP® certification exam that leads to the CERTIFIED FINANCIAL PLANNER™ certification. The concentration also fulfills the educational requirements to sit for the Accredited Financial Counselor® exam offered by the Association for Financial Counseling and Planning Education®. Successful completion of a capstone project, practicum, or portfolio is required.

Consumer Sciences, MS		Hours
Core Courses		
HES 509 or CSM 560	Research Methods Finan Plan Case Study Capstone	3
BER 540 or CSM 558	Statistical Methods In Educ Spreadsheets in Fin. Decisions	3
BER 640 or CSM 554	Quantitative II Personal Income Tax Mgt Plang	3
Concentration Requirements		21

Students graduating from this program must complete a culminating experience. Students in Consumer Economics complete a thesis (6 credit hours) and a comprehensive exam. Students in Family Financial Planning and Counseling may choose from a capstone project (0-3 credit hours), a practicum (0-3 credit hours), or a comprehensive exam. Students' plans are approved and supervised by their graduate committee and/or program director.

Consumer Economics Concentration		Hours
CSM 599	Thesis Research	6
Choose from the following:		15
CSM 501	Consumer Protection	
CSM 505	Public Policy	
CSM 506	Consumer Mgt Quality Assurance	
CSM 507	Consumr Qual Mgt Facilitn Skil	
CSM 508	Consumer Quality Mgt Systems	
CSM 515	Customer Service Management	
CSM 525	Conflict Resolution Workplace	
CSM 550	Consumer Economics	
CSM 551	Consumer Demographics	
CSM 555	Research Methods and Analysis	
CSM 575	Entrepreneurship In Hes	
CSM 580	E-Commerce@Ches	
CSM 586	Principled Negotiation	
Total Hours		21

Family Financial Planning and Counseling Concentration		Hours
CSM 500	Personal Insurance Plan & Mgt	3
CSM 504	Personal Investment Plan & Mgt	3
CSM 510	Pers Retire Plan Empl Benefits	3

CSM 520	Personal Estate Planning	3
CSM 559	Techniques of Counseling in Consumer Sciences	3
Electives in area of specialization of which 3 hours may be a practicum		6
Options Include:		
CSM 581	Practicum	
CSM 525	Conflict Resolution Workplace	
CSM 530	Family And Consumer Law	
CSM 535	Psychology Of Money	
CSM 537	Developing The Leader Within	
CSM 575	Entrepreneurship In Hes	
Total Hours		21

Department of Health Science

- Health Studies, MA (p. 707)
- Health Education & Promotion, MPH (p. 700)
- Health Education & Promotion, PhD (p. 701)

Chair

- Paschal, Angelia (Interim)

Professors

- Birch, David
- Turner, Lori
- Usdan, Stuart

Associate Professors

- Knowlden, Adam
- Leaver-Dunn, Deidre
- Nickelson, Jen
- Paschal, Angelia
- Ross, Levi

Assistant Professors

- Eke, Ransome
- Gordon, Brian
- Hibberd, Lizzie
- Jaiswal, Jessica
- Larson, Rebecca
- Moran, Ryan
- Wallace, Jessica
- Zemke, Jeri

Instructor

- Harcrow, Andy

ATR552 Seminar in Athl. Training

Hours 3

A review of historical developments in the field of athletic training with emphasis on current challenges in the profession.

ATR554 Advanced Clin Eval Diag

Hours 3

Advanced clinical evaluation and diagnosis of structural and functional of soft tissue and skeletal injuries through the acquisition, application and integration of clinical skills. Focus on consideration of the entire kinetic chain in the examination and diagnostic process.

ATR555 Pharmacology in Athl. Trng

Hours 3

The study of pharmacologic agents used in the management of acute and chronic illnesses and their response to and impact on physical activity. Discussion of acute and chronic illnesses.

ATR556 Manual Therapy

Hours 3

Advanced evaluation of the structure and function of soft tissues and articulations. Focus on the acquisition and application of clinical skills in manual therapy with emphasis on the integration of manual therapy into the overall treatment plan.

Prerequisite(s): ATR 554 or HAT 554

ATR557 EBP Ther Modalities

Hours 3

A review of current theories, methods and techniques in the application of therapeutic modalities and a critical review of the evidence in support of these clinical practices.

ATR558 Applied Rsrch in Athl. Trng.

Hours 3

The acquisition and application of advanced literature search and scientific literature interpretation skills. The refinement of scientific writing skills as they relate to the development and completion of a literature review paper.

HHE500 Rural Environ/Occupatnl Health

Hours 3

The goal of the course is to help the student recognize environmental and occupational health hazards in the rural setting, the effects of exposure to these hazards, and preventive measures that should be taken to avoid them.

HHE504 Health Counseling

Hours 3

Diagnoses of individual needs and study of typical counseling cases; includes counseling, theory, and process related to health promotion.

HHE506 Tech Research In Health

Hours 3

Designed to acquaint the student with the types of research and the methods and materials necessary for scientific inquiry; includes development of a research proposal, with emphasis on form and style.

HHE512 Advanced Foundations of Public Health

Hours 3

This course provides foundational knowledge in the profession and science of public health. Course content also addresses factors related to human health, examines public health and health care systems, and explores emerging research and application areas in the field.

HHE515 Advanced Foundations of Health Promotion

Hours 3

Open to graduate students in all divisions of the University. Designed to provide understanding pertaining to advances in the health sciences.

HHE520 Theories of Health Behavior

Hours 3

Designed to review research literature regarding health behavior and to analyze various models developed to explain health behavior.

Prerequisite(s): HHE 515

Prerequisite(s) with concurrency: HHE 515

HHE521 Basic Epidemiology

Hours 3

A course for students in health-related fields. The basic epidemiologic approach is developed; principles and methods are learned through readings (text and published studies), lectures, discussions, and the preparation of a research design by each student.

HHE526 Biostatistics

Hours 3

A course in statistical methods and concepts particularly appropriate for biomedical research and health-related subjects. Topics include descriptive statistics, probability, parametric and nonparametric procedures for one-group and two-group problems, contingency tables, and computer applications.

HHE530 Health Promotion Techniques

Hours 3

Study of current health promotional techniques and programs, designed to facilitate health behavioral change. Emphasis on review of scientific literature concerning the development, implementation, and evaluation of health promotion schemes.

Prerequisite(s): HHE 515

Prerequisite(s) with concurrency: HHE 515 and HHE 565 and HHE 520

HHE542 Pract Issues Behavrl Medicine

Hours 3

Lectures and readings examine behaviors compromising overall health status, such as tobacco use, noncompliance; and behavioral aspects of medical conditions, such as heart disease, cancer, pain. Topics include bioethics, racial/ethnic disparities, and rural mental health. ONLY Rural Medical Scholars may register.

HHE565 Planning Health Promotion Programs

Hours 3

Study of planning and evaluation methods and procedures for health education and promotion programs; emphasis on review of current scientific literature.

HHE566 Program Evaluation in Health Promotion

Hours 3

Process, impact and outcome evaluation methods used to effectively evaluate health education/health promotion programs in the community, medical care, school and work site are reviewed.

Prerequisite(s): HHE 515 HHE 520 HHE 530

Prerequisite(s) with concurrency: HHE 506 and HHE 565

HHE584 Worksite Health Promotion Programs

Hours 3

Workplace health promotion program design, implementation, and evaluation that is grounded in health theory, evidence-based, and promotes health equity while addressing health care cost concerns.

HHE585 Public Health Practice

Hours 1-3

Supervised field experience in an external agency or organization (government, not-for-profit, for-profit) under the direction of a site supervisor and health science faculty member.

Prerequisite(s): HHE 512 and HHE 515 and HHE 521 and HHE 526 and HHE 586

HHE586 Environmental Health Promotion

Hours 3

This course provides a careful study of the physical and human environment and its influence on health and disease. The course also examines implications for environmental health promotion.

HHE587 Health Disparities

Hours 3

The purpose of this project is to examine a case study detailing a unique cultural view/experience of the American health system. It also serves to provide health education and promotion strategies to engage diverse populations in interventions.

HHE588 Sexuality Education: Theory and Practice

Hours 3

Sexuality Education: Theory and Practice deals with contemporary issues in sexuality education in all settings. Issues include how sexuality education should be handled by parents, teachers, and community leaders; controversies surrounding sexuality education; pros and cons of various forms of sexuality education; and, the importance of understanding your own sexuality.

HHE589 Women and Health

Hours 3

The purpose of this course is to emphasize the importance of understanding women's experiences and life circumstances when planning, implementing and evaluating health programs or interventions.

HHE590 Cert Hlth Ed Specialist Study

Hours 3

Course is designed to help students develop and/or refine skills related to the planning, implementation, and evaluation of health education programs in various settings. Completion of the course is also intended to prepare students for the Certified Health Education Specialist examination.

HHE595 Workshop In Health

Hours 3

Advanced study of special topics in health education and health promotion.

HHE596 Independent Study

Hours 1-6

Designed to provide the opportunity for independent research in any area of health education.

HHE597 Clin Health Prom

Hours 3

Integration and application of the principles of health education and health promotion in the patient care setting.

Prerequisite(s): HHE 515 and HHE 520 and HHE 530 and HHE 566 and HHE 565

Prerequisite(s) with concurrency: HHE 566

HHE598 Non-Thesis Research

Hours 3

Experimental or analytical investigation of health promotion problems.

HHE599 Thesis Research

Hours 1-6

Research study in a selected area of health promotion.

HHE602 Readings In Health

Hours 3

An independent readings course for doctoral students.

HHE603 Spec Projects In Health

Hours 3

Experimental or analytical investigations of problems in health education. Arranged on an independent basis for doctoral students.

HHE604 Seminar In Health

Hours 1-3

Critical and emerging issues in health education and health promotion.

HHE605 Theor Sci Basis Hlth Edu

Hours 3

Examination of theoretical, scientific, historical, and philosophical issues that serve as a basis for health education and health promotion.

HHE606 Plan Admin Hlth Ed Prog

Hours 3

A comprehensive examination of models for planning health education and health promotion programs.

HHE667 Advanced Evaluation In Health Education and Health Promotion

Hours 3

This course provides an in-depth analysis of evaluation and measurement techniques applied in health promotion and health education programs (HPE).

HHE685 Field & Lab Experience

Hours 3-6

Arranged on an independent basis for doctoral students. Participation and research in schools, communities, or work site settings.

HHE698 Research

Hours 3

Experimental or analytical investigation of problems in health.

HHE699 Dissertation Research

Hours 1-12

Design, research, and/or analytical investigation of a problem in the area of health to satisfy the dissertation requirement for the doctoral degree.

Faculty

Chair

Paschal, Angelia (Interim)

Professors

Birch, David

Turner, Lori

Usdan, Stuart

Associate Professors

Knowlden, Adam

Leaver-Dunn, Deidre

Nickelson, Jen

Paschal, Angelia

Ross, Levi

Assistant Professors

Eke, Ransome

Gordon, Brian

Hibberd, Lizzie

Jaiswal, Jessica

Larson, Rebecca

Moran, Ryan

Wallace, Jessica

Zemke, Jeri

Instructor

Harcrow, Andy

Health Education & Promotion, MPH

The Department of Health Science offers a Master's of Public Health (MPH) degree program in Health Education & Promotion. The program is offered both on campus and through a distance education format (online). The 42-credit-hour MPH program provides a high quality, student-oriented, and health-equity-focused curriculum developed to deliver core public health competencies that emphasize the application of health education and promotion. Designed for eventual Council on Education for Public Health (CEPH) accreditation, the curriculum offers education in the foundational areas of public health (health behavior, environmental health, epidemiology, biostatistics, and health services administration) and is tailored to train health promotion professionals to plan, implement, and evaluate programs to promote individual and population-based health. Upon program completion, students are eligible to take two national exams for professional certification: Certified Health Education Specialist (CHES) exam and the Certified in Public Health (CPH) exam.

An applicant to the program should have a cumulative GPA of 3.0, or a GPA of 3.0 in the last 60 hours of coursework, or a GPA of 3.0 in a master's degree program. Applicants not meeting the aforementioned GPA requirements must submit graduate record examination (GRE) test scores. Three letters of recommendation, a resume, and a statement of purpose should be submitted. Additional graduate school requirements may apply. Please see the Admission Criteria section of this catalog.

Health Education & Promotion, MPH		Hours
HHE 512	Adv Foundations of Pub Hlth	3
HHE 515	Adv Foundation Health Promot	3
HHE 520	Theories of Health Behavior	3
HHE 530	Health Promotion Techniques	3
HHE 565	Planning Health Promotion Prog	3
HHE 566	Program Eval In Hlth Promot	3
HHE 506	Tech Research In Health	3
HHE 521	Basic Epidemiology	3
HHE 526	Biostatistics	3
HHE 586	Environmental Health Promotion	3
HHE 587	Health Disparities	3
*Applied Practice Experience		3
HHE 585	Public Health Practice	
Approved Electives		6
HHE 504	Health Counseling	
HHE 588	Sex Ed: Theory & Practice	
HHE 589	Women and Health	
BEP 550	Life Span Development (Offered Online)	
ANT 505	Culture, Mind, and Behavior	
BEP 561	Social Cult Basis Behavr (Offered Online)	
BEP 565	Personality & Social Dev	
BER 540	Statistical Methods In Educ (Offered Online)	
BER 631	Inqry As Interp: Qual I	
BER 634	Narrative Inquiry	
BSP 500	Intro School Psychology	
CHS 527	Health Policy & Planning	
CHS 530	Stress Management (Offered Online)	
COM 513	Communication & Diversity	
COM 525	Gender & Political Comm	
COM 550	Qualitative Research Methods in Communication	
CSM 525	Conflict Resolution Workplace	
CSM 537	Developing The Leader Within	
HD 501	Child Development	
HD 512	Adult Development	
NHM 530	Advanced Nutrition Counseling	
NHM 555	Maternal and Infant Nutrition	
NHM 557	Childhood Obesity (Offered Online)	
NHM 558	Nutrition in the Prevention and Treatment of Chronic Disease	
NHM 561	Adv. Vitamins and Minerals	
SW 500	Social Welfare Policy	
SW 510	Human Behav Social Envir I	
SW 514	Chem Depend Knowledge Interven	
SW 523	Family Preservation	
Other Elective Courses Available with Faculty Advisor Approval		
Total Hours		42

*Under the guidance of a department faculty advisor, students will work with a preceptor in a practice-based setting (e.g., community or volunteer organization, health department, etc.) and produce two high-quality work products (e.g., needs assessments, tool kits, trainings) that benefit the organization and advance public health practice. The work products

produced must demonstrate student attainment of at least five MPH competencies (3 foundational and 2 program). As part of the three-credit hour Applied Practice Experience (APE), all students must produce a high-quality written report and deliver an oral presentation (e.g., PowerPoint or poster) to complete their Integrative Learning Experience (ILE) project.

Health Education & Promotion, Ph.D.

The Doctor of Philosophy (PhD) degree is also offered, specializing in health education and health promotion. Candidates are mentored by faculty members and taught through courses that promote the development of skills in teaching, research, and health education promotion practice. For information, please contact the chair of the Department of Health Science, Box 870311, Tuscaloosa, AL 35487-0311.

Admission requirements specific to the program and in addition to those of the Graduate School, College and department include the following:

- A GPA of 3.0 overall (on a 4.0 scale), or in the last 60 hours in a bachelor-level program
- An acceptable GPA in a completed master's degree program
- An acceptable score on the Graduate Record Examination
- A personal statement of applicable experiences, research interests, and career goals
- Three recommendation letters from faculty or other health professionals capable of judging the applicant's ability to complete doctoral work

See the Admission Criteria section of this catalog for more information.

Doctor of Philosophy

Early in the graduate program, each student confers with a faculty adviser or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study is prepared and submitted to the Graduate School.

The PhD Plan of Study is available at the Graduate School website. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit for the doctoral degree; otherwise, a 'hold' may be placed on future registration.

If later there are changes in the Plan of Study, the student simply submits an amended Plan to the Graduate School at the time that the form for Admission to Candidacy for Doctoral Degree is submitted. A department-approved Admission to Candidacy for the Doctoral Degree is submitted to the Graduate School as soon as possible after passing the comprehensive (preliminary) examination.

Doctoral students have a time limit of 7 years from the time of program admission. All Graduate School degree requirements (including details on Plan of Study and Admission to Candidacy) are listed below.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent

of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See Interdisciplinary Studies (IDS) (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours

in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence

study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.*
 - b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
 - c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
 - d. The Field-Related Employment Since Earning Mater's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate

School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);

- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference

is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee

examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation

(699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3

*Completed" means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

- ¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.
- ² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry

- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in *A Student Guide to Preparing Electronic Theses and Dissertations*, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in *A Student Guide to Preparing Electronic Theses and Dissertations*.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Health Studies, MA

The Department of Health Science offers the program in health studies leading to the Master of Arts degree. The program courses address areas including the foundations of health education and promotion, program planning, implementation, and evaluation. Students are prepared to practice in community medical care and work-site settings. The degree may be pursued under Plan I (thesis) or Plan II (nonthesis).

Admission Requirements

A student applying for admission to the Master of Arts in health studies graduate program with a cumulative GPA of 3.0, a GPA of 3.0 in the last 60 hours of coursework, or a GPA of 3.0 in a master's degree program is not required to submit standardized test scores.

Additional information is in the Admission Criteria section of this catalog.

See the Admission Criteria section of this catalog for more information.

Degree Requirements

The requirements for the Master of Arts degree in Health Studies follow the policies in the Graduate Catalog. The Graduate School's master's degree requirements for Plan I (thesis) and Plan II (nonthesis), and all other degree requirements are detailed in the Degree Requirements section of this catalog. Students should confer with their department chair for additional information.

Plan I: Thesis Option		Hours
Required Courses		
HHE 506	Tech Research In Health	3
HHE 515	Adv Foundation Health Promot	3
HHE 520	Theories of Health Behavior	3
HHE 530	Health Promotion Techniques	3
HHE 565	Planning Health Promotion Prog	3
HHE 566	Program Eval In Hlth Promot	3
Elective Course Options - Select 2		6
HHE 521	Basic Epidemiology	
HHE 584	Worksite Hlth Promo Programs	
HHE 586	Environmental Health Promotion	
HHE 587	Health Disparities	
HHE 588	Sex Ed: Theory & Practice	
HHE 589	Women and Health	
HHE 590	Cert Hlth Ed Specialist Study	
HHE 596	Independent Study	
Thesis Course		
HHE 599	Thesis Research	6
Total Hours		30

Plan II, Non-Thesis Option		Hours
Required Courses		
HHE 506	Tech Research In Health	3
HHE 515	Adv Foundation Health Promot	3
HHE 520	Theories of Health Behavior	3
HHE 530	Health Promotion Techniques	3

HHE 565	Planning Health Promotion Prog	3
HHE 566	Program Eval In Hlth Promot	3
Completion of the Comprehensive Exam		
Elective Courses - Select 4		12
HHE 521	Basic Epidemiology	
HHE 584	Worksite Hlth Promo Programs	
HHE 586	Environmental Health Promotion	
HHE 587	Health Disparities	
HHE 588	Sex Ed: Theory & Practice	
HHE 589	Women and Health	
HHE 590	Cert Hlth Ed Specialist Study	
HHE 596	Independent Study	
Total Hours		30

Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or "capstone experience" as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject.

With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct

supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student's advisory committee and the dean of the Graduate School. Credit will not be accepted for transfer from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. Only courses in which a student earned a 'B' grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

A student initiates at the Graduate School's website a Request for Transfer of Graduate Credit earned at another institution. It is also the student's responsibility to assure that the Graduate School receives an official transcript from the other institution where the transfer credit has been requested, well in advance of the final semester.

With the approval of the student's department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from another institution. All credit toward the master's degree, including transfer credit, must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the master's degree is to be awarded. Revalidation or recertification of graduate credits that will be more than 18 semesters old at the time of UA master's program completion is not an option.

Please note that some departments allow fewer than 12 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for a master's degree program, but only if a form for Approval of 400-Level Course Work for Master's Credit is approved by the Graduate School prior to the semester in which the 400-level coursework will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond six years for master's students.

Admission to Candidacy

During the 2013-2014 academic year, the Graduate Council eliminated the master's candidacy requirement. Departments may monitor master's candidacy if they wish, but the Graduate School does not monitor it and will not accept master's candidacy forms. Admission to Candidacy for

the Doctoral and Educational Specialist degrees are not affected and remain an important program requirement.

Thesis

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master's degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student's major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. A form for Appointment or Change of Master's Thesis Committee is used to request that the graduate dean approve all members of a thesis committee. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student's major department. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean's approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.

- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate

in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Article Style vs. Journal Format

Article Style.

At the doctoral level, 'article-style dissertations' are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an 'article-style thesis' to be presented for a master's degree.

Journal Format.

A 'journal-format thesis' is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal's 'information for authors' or similarly titled guidelines in conjunction with the Graduate School's Student Guide to Preparing Electronic Theses and Dissertations.

As of August 15, 2009, all theses are submitted electronically rather than on paper. See the Graduate School's homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School's website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student's major department.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review

and approval to use human subjects in research precede the research.

In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense

The final oral thesis defense is the culminating experience in the master's program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's thesis deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations

In addition to the regular course examinations, a final comprehensive examination representing a 'culminating' or 'capstone' experience for a degree is required of all candidates for the master's degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a 'policy and practice' paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School.

The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. A final report, on the [Master's/EdS Examination Form \(this link needs to be changed to https://graduate.ua.edu/current-students/forms-students/\)](https://graduate.ua.edu/current-students/forms-students/) is on the Graduate School website. The form should be submitted when all examinations

are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation

Each candidate for a master's degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Second Master's Degree

Six (6) semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. ***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Department of Human Development and Family Studies

Human Development and Family Studies, MS (p. 713)

Department Head

- Robert D. Laird

Professor

- Hernandez-Reif, Maria

Associate Professors

- Burns-Nader, Sherwood
- Scofield, Jason
- Totenhagen, Casey
- Witte, Tricia

Assistant Professors

- Banse, Holland
- Berryhill, Blake
- Blitch, Kimberly
- Casper, Deborah
- Downs, Karly
- Gajos, Jamie
- Komara, Cecile
- Love, Heather
- Weymouth, Bridget

Professors Emeriti

- Hudson, Carmen
- Curtner-Smith, Mary Elizabeth
- Enders, Linda
- Jesse, Peggy
- Ladewick, Becky
- Stinnett, Nancy

- Stinnett, Nick
- Strickland, Martha

HD500 Lifespan Human Development

Hours 3

This course will advance students' knowledge of the theories and research in human development across the lifespan. Major areas of study include: developmental theory and physical, cognitive, social and emotional development.

HD501 Child Development

Hours 3

Covers principles of growth and development, chief areas of concern in the field, and supporting research.

HD512 Adult Development

Hours 3

Theories of and research on development throughout adulthood; young adulthood, middle years and aging are presented.

HD535 Parent/Child Relationship

Hours 3

Theories and research on parent/child relationships and an examination of how the parent/child relationship influences aspects of child development. Basic models of parent education and parent involvement are also examined.

HD540 Couple and Marital Therapy

Hours 3

This course provides students an introduction to clinical work with couples. An overview of three major approaches to couples therapy are included. In the course, students are encouraged to develop intervention skills related to these approaches and to think about working with couples of diverse backgrounds.

Prerequisite(s): na

Prerequisite(s) with concurrency: na

HD545 Addiction and the Family

Hours 3

This course is an examination of the impact of substance abuse and addiction on the family as well as the influence of familial factors and family dynamics on addiction and the process of recovery.

HD550 Hospitalzd Child & Youth

Hours 3

The developmental and psychological theories involved in the practice of child life in health care settings.

HD551 Loss And Bereavement

Hours 3

Provides students with a general overview of the grief processes as they impact children and families. Examines issues surrounding children's grief/bereavement and studies issues surrounding complicated mourning.

HD561 Theories Family Studies

Hours 3

Historical overview of and contemporary theoretical approaches for understanding family behavior. Theoretical perspectives (such as systems, exchange, developmental, behavioral, and symbolic interaction) are applied to family research and practice.

HD562 Dynamics Of Family Reltn

Hours 3

Study of interaction within the family, with emphasis on historical changes, major issues, marriage success and family strengths, and family processes such as communication and conflict patterns. A focus on ethnic and racial family forms is also included.

HD567 Pract Marriage Family Therapy

Hours 3

Provides students with preliminary supervised experience in a professional setting.

HD568 Pract I Marriage Family Thery

Hours 3

Provides students with supervised practice in marriage and family therapy.

HD576 Sem Human Sexuality

Hours 3

Discussion and analysis of underlying issues in human sexuality research.

HD580 Children and Divorce

Hours 3

Theory and research regarding effects of parental divorce on children's cognitive and social-personality development.

HD591 Sp Prob Hum Dev Fam Stdy

Hours 1-6

Provides an opportunity to pursue special needs and interests. Students work primarily on their own, but under supervision.

HD598 Research Practicum

Hours 1-6

Participation in a cooperative faculty/student research project related to human development.

HD599 Thesis Research

Hours 1-6

This independent research course partially fulfills required research hours toward a Plan I master's degree in HDFS. The course is conducted under the guidance of the thesis advisor. Material covered will be of an advanced nature aimed at providing master's students with an understanding of the latest research and current developments within the field. Discussion and advisor guidance will be directed towards readings of research articles and development of research methodology, with the aim of producing an original research contribution that represents a novel development in the field, or a novel perspective on a pre-existing topic in the field.

HD601 Advanced Child Development

Hours 3

Advances student's knowledge of the theories and research in child development. Major areas of study include: developmental theory and physical, cognitive and social development.

HD602 Adv Infant Development

Hours 3

Examination of theoretical bases for behavior in infancy, and review of research literature on attachment behavior and various topics of major concern.

HD603 Advanced Adolescent Development

Hours 3

Covers biological, cognitive, social-emotional, and moral development of adolescents in school, home, and community settings.

HD631 Readings Human Developmt

Hours 3

With an interdisciplinary approach to issues and concerns in life-span development, the course examines theory and research on selected topics.

HD640 Couple and Sex Therapy

Hours 3

This course is designed to introduce students to the diverse and complex dynamic of clinical work with couples. The course will provide an overview of two evidenced-based approaches to couples therapy (Gottman Method Couples Therapy & Integrative Behavioral Couples Therapy), and special issues related to couples therapy, sex therapy and infidelity. Throughout the course, students will develop intervention skills related to these approaches, and skills related to working with couples of diverse backgrounds.

HD641 Ethics and Professional Issues in Marriage and Family Therapy

Hours 3

This course is designed to examine in-depth the America Association for Marriage and Family Therapy's Code of Ethics as the primary guide to the ethical practice of Marriage and Family Therapists. Students will explore the legal, ethical, and professional issues affecting therapists in various practice settings. A major emphasis will be on students' development of their own process for ethical decision-making.

Prerequisite(s): HD 567

HD645 Cultural Diversity in Marriage and Family Therapy

Hours 3

This course explores areas of cultural diversity relevant to the practice of marriage and family therapy. Learning to respond in a culturally sensitive manner and recognizing contextual and systemic dynamics as related to establishing productive therapeutic alliance and delivering successful intervention are included.

HD650 Evidence-based Approaches to Treating Substance Use Disorders

Hours 3

Graduate seminar covering evidence-based approaches to treating substance use disorders.

HD664 Family Therapy

Hours 3

Examination and application of Family Therapy methodological and theoretical counseling principles. Emphasis is on helping families overcome stresses and develop strategies in response to normative and non-normative life events.

HD665 Advanced Family Therapy

Hours 3

Theoretical underpinnings of of emotionally focused therapy (EFT), narrative therapy, and experiential family therapy are presented. Students will become competent in the conceptualization and application of these models to individuals, couples, and families.

Prerequisite(s): HD 664, Family Therapy

HD667 Pract II Marriage Family Ther

Hours 3

Advanced supervised practice in marriage and family therapy.

Prerequisite(s): HD 567 and HD 568

HD668 Intern Marriage Family Therapy

Hours 1-6

Supervised field experience in an appropriate job setting in marriage and family therapy.

HD670 Internship in Child Life

Hours 1-12

Internship for students in the Child Life concentration. Permission of the instructor.

Prerequisite(s): Permission of the instructor.

HD689 Practicum Human Developm

Hours 3-6

Experience with human development in classroom teaching or agency settings.

HD699 Dissertation Research

Hours 1-12

This independent research course partially fulfills required doctoral-level research dissertation hours toward the doctoral degree. The course is conducted under the guidance of the dissertation advisor. Material covered will be of an advanced nature aimed at providing doctoral students with an understanding of the latest research and current developments within the field. Discussion and advisor guidance will be directed towards readings of research articles and development of research methodology, with the aim of producing an original research contribution that represents a novel development in the field, or a novel perspective on a pre-existing topic in the field.

Faculty**Department Head**

Robert D. Laird

Professor

Hernandez-Reif, Maria

Associate Professors

Burns-Nader, Sherwood

Scofield, Jason

Totenhagen, Casey

Witte, Tricia

Assistant Professors

Banse, Holland

Berryhill, Blake

Blitch, Kimberly

Casper, Deborah

Downs, Karly

Gajos, Jamie

Komara, Cecile

Love, Heather

Weymouth, Bridget

Professors Emeriti

Hudson, Carmen

Curtner-Smith, Mary Elizabeth

Enders, Linda

Jesse, Peggy

Ladewick, Becky

Stinnett, Nancy

Stinnett, Nick

Strickland, Martha

Human Development and Family Studies, MS

Human Development and Family Studies (HDFS) focuses on helping children, families, and relationships thrive. Our students and faculty work from a lifespan ecological perspective on development and families, recognizing and supporting the many forms of diversity in individuals, families, developmental pathways, and contexts. We focus on discovering and applying new knowledge to strengthen individuals, families, relationships, and communities, and on preparing the next generation of professionals to serve and lead.

Specializations

Marriage and Family Therapy (MFT) provides graduate students with high quality training in the theory, skills, and professional identity essential to competent practice in the field of marriage and family therapy. Students graduate equipped to treat a wide variety of individual, couple, and family mental health issues with diverse populations.

Child Life (CL) is for students who wish to pursue the healthcare career of a Certified Child Life Specialist (CCLS). Specialists support children and their families in the healthcare setting by providing education about diagnoses, support through procedures, and by promoting development. Through personalized advising and a flexible curriculum, the program accommodates students trained in other areas who wish to pursue a career in Child Life, as well as Child Life Specialists seeking advanced training.

Human Development and Family Studies' (HDFS) students seek advanced employment or leadership positions in occupations serving children, adults, and families, or admission to PhD programs. All students complete coursework in lifespan human development, family science, research methods, statistics, and select additional courses aligned with their interest and career goals. Faculty research laboratories, The Children's Program, and collaborations with various agencies serving children and families across the state of Alabama provide opportunities for research and experiential learning.

HDFS M.S.		Hours
Core Courses		
HD 500	Lifespan Human Development	3
HD 562	Dynamics Of Family Reltn	3
HES 509	Research Methods	3
BER 540	Statistical Methods In Educ	3
Credit Hours Subtotal:		12

Students must also complete a thesis or comprehensive exam.

Thesis Requirements		Hours
HD 599	Thesis Research	6

Advisor Approved Statistics Class	3
Total Hours	21

The HDFS M.S. with no concentration prepares students for advanced employment and leadership roles and/or for admission to PhD programs. In addition the 12 credit hour Program Core, students option for a thesis will complete 9 credit hours (plus the 9 credit hours of thesis requirements), whereas students opting for the comprehensive exam will complete 18 credit hours.

HDFS M.S. with no concentration		Hours
Choose 9-18 credits from the following:		9-18
Must include one Family Studies Course		
HD 561	Theories Family Studies	
HD 535	Parent/Child Relationship	
Must include one Developmental Course		
HD 512	Adult Development	
HD 602	Adv Infant Development	
HD 601	Advanced Child Development	
HD 603	Adv Adol Development	
Advisor Approved Electives		
Total Hours		9-18

The Marriage and Family Therapy (MFT) concentration which prepares students to take the licensure examination leading to Clinical Membership in the American Association for Marriage and Family Therapy. In addition to the 12 credit hour Program Core, students pursuing the MFT program of study will complete 39 credit hours (24 didactic + 15 practica and internship) of concentration courses. Clinical opportunities are provided in the College's Capstone Family Therapy Clinic.

HDFS M.S. with MFT Concentration		Hours
HD 640	Couple and Sex Therapy	3
HD 641	MFT Ethics (MFT Ethics)	3
HD 645	Cultural Diversity in Marriage and Family Therapy	3
HD 664	Family Therapy	3
HD 665	Advanced Family Therapy	3
BSP 660	Psychopathology	3
HD 567	Pract Marriage Family Therapy	3
HD 568	Pract I Marriage Family Thery	3
HD 667	Pract II Marriage Family Ther	3
HD 668	Intern Marriage Family Therapy	6
Choose 6 credits from the following:		6
HD 535	Parent/Child Relationship	
HD 561	Theories Family Studies	
HD 631	Readings Human Developmt	
Advisor Approved Electives		
Total Hours		39

The concentration in Child Life prepares students to take the Child Life Professional Certification Exam to become a Certified Child Life Specialist. In addition to the 12 credit hour program core, students pursuing the Child Life concentration will complete 24 credit hours.

HDFS M.S. with Child Life Concentration		Hours
HD 550	Hospitalzd Child & Youth	3
HD 551	Loss And Bereavement	3

HD 591	Sp Prob Hum Dev Fam Std	3
Choose 2 Developmental Courses		6
HD 602	Adv Infant Development	
HD 601	Advanced Child Development	
HD 603	Adv Adol Development	
HD 670	Internship in Child Life (Internship in Child Life)	9
Total Hours		24

Department of Human Nutrition and Hospitality Management

Hospitality Management, MS (p. 718)

Human Nutrition, MS (p. 718)

Human Nutrition, PhD (p. 720)

Chair

- Kristi Crowe-White

Professor

- Ken Wright

Associate Professors

- Crowe-White, Kristi
- Ellis, Amy
- Knol, Linda
- Lawrence, Jeannine
- Molaison, Elaine
- Severt, Kimberly

Assistant Professors

- Azrad, Maria
- Boyle, Kimberly
- Chen, Hsiangting 'Shatina'
- Douglas, Joy
- Lewis, Melvin
- Hylton, Tiffany
- Jung, Seung Eun
- Kim, Haemi
- Kong, Lingyan
- Niu, Alvin
- Park, Han-A
- Shin, Yeon Ho
- Stran, Kimberly
- Tan, Libo

Instructors

- Blakey, Carla
- Blumenthal, Jason
- Bridgewater, Diane
- DeSalvo, Denise
- Greene, Lori
- McMahan, Shannon
- Milstead, Morgan
- Reynolds, Lesley

University Club

- Dean, Angelique
- Stroud, Matthew

NHM509 Research Methods in Nutrition

Hours 3

This course is an introduction to scientific methods appropriate for nutrition research. Approaches to designing, conducting, and evaluating nutrition research are discussed along with strategies for applying research into practice.

NHM530 Advanced Nutrition Counseling

Hours 3

Focuses on advanced skills in nutrition counseling that incorporates behavioral theory and motivational interviewing.

Prerequisite(s): HES 509: Research methods; open to human nutrition majors only.

NHM550 Advanced Community Nutrition I

Hours 3

Focuses on principles, problems, and programs in community nutrition with an emphasis on community needs assessment.

Prerequisite(s): None.

NHM551 Advanced Community Nutrition II

Hours 3

Explores the techniques and strategies used in community nutrition; focuses on facilitation of community interventions, development of community partnerships and collaborative programs.

Prerequisite(s): NHM 550

NHM555 Maternal and Infant Nutrition

Hours 3

This course will focus on the scientific evidence that supports nutrition recommendations that result in optimal health for mothers and their infants. Methods of assessing nutritional status are included. The impact of insecurity and obesity on the nutritional status of mothers and their infants will be discussed.

NHM556 Child and Adolescent Nutrition

Hours 3

Discussion of the scientific evidence that supports nutrition recommendations that result in optimal health for young children and adolescents. Explores determinants of nutritional status and public health strategies for prevention of prevalent nutritional concerns.

Prerequisite(s): NHM 555

NHM557 Childhood Obesity

Hours 3

Focuses on the physiological, genetic, environmental, and behavioral factors that predispose children and adolescents to obesity; explores the clinical and public health strategies for treatment and prevention.

NHM558 Nutrition in the Prevention and Treatment of Chronic Disease
Hours 3

Evidence-based solutions in the prevention and treatment of the most prevalent nutrition-related chronic diseases are discussed. Current research is translated into health promotion and disease prevention strategies and plans.

Prerequisite(s): HES 509

NHM561 Advanced Vitamins and Minerals Metabolism
Hours 3

Lectures and reports on the physiological functions, metabolism, and interpretation of current research in vitamins and minerals.

NHM562 Metabolism of Energy Nutrients
Hours 3

In-depth discussion of carbohydrates, lipids, and protein metabolism. Discussion and interpretation of recently published research in peer-reviewed journals.

NHM564 Nutrition in Interprofessional Practice
Hours 1

The focus of this course is to prepare clinicians to work in interprofessional practice teams to meet the complex and multidimensional needs of Veterans and rural populations, with a special emphasis on the effects of multiple chronic conditions.

Prerequisite(s): NHM 566, NHM 567, or other similar MNT-oriented advanced course, RD status preferred. Admission by permission of Instructor only.

NHM565 ID Mgmt of Chronic Disease
Hours 2

The focus of this course is to train clinicians to work in interprofessional practice teams to meet the complex and multidimensional needs patients with multiple chronic conditions living in rural areas. Instructor permission only.

Prerequisite(s): NHM 564

NHM566 Adv Clinical Nutrition
Hours 3

Critical review of the physiological basis for nutritional management in the prevention and/or treatment of diseases of the cardiovascular, gastrointestinal, endocrine, hepatic, and renal systems.

NHM567 Nutr Support Critic III
Hours 3

Methods of assessing nutritional requirements of the critically ill patient and of delivering and monitoring enteral and parenteral nutrition are presented.

NHM568 Nutrition for the Older Adult
Hours 3

Methods of assessing nutritional requirements and a review of nutrition and disease topics specifically relevant to the care of the older adult.

NHM585 Clinical Nutrition Management
Hours 3

This course covers management principles for nutrition professionals who plan, coordinate, and manage the work operations of the clinical nutrition staff in healthcare facilities.

Prerequisite(s) with concurrency: NHM 567

NHM587 Integrat Food System Mgt
Hours 3

Current problems in food systems management are presented, with emphasis on theories of management and integration of management functions.

NHM588 Advanced Food Service Systems Management
Hours 3

This course covers foodservice organizational theory and leadership principles for nutrition professionals who oversee and direct the distribution of food, manage human and financial resources, and maintain quality control in quantity food service systems.

NHM590 Special Prob Nutrition
Hours 1-6

Instructor permission required.

Prerequisite(s): Instructor permission required.

NHM591 Spec Prob Food Science
Hours 3-6

No description available

NHM598 Non-Thesis Research
Hours 3

Experimental or analytical investigation of a food or nutrition-related issue. This course may be the capstone experience for the masters degree under Plan II and should be the last course the student takes prior to graduating.

NHM599 Thesis Research
Hours 1-6

Faculty mentored development of graduate thesis research.

NHM601 Contemporary Research in Translational Nutrition Science
Hours 3

This course will explore two fast-developing topics in the field of nutrition science: nutrigenomics and the gut microbiome. Students will become familiar with core concepts related to these areas in order to critically evaluate emerging research related to both.

NHM602 Methods in Integrative Nutrition Assessment
Hours 3

Analytical methodologies routine to nutrition assessments are discussed and implemented in accordance with standard research protocols in a lab setting.

NHM603 Nutrition Intervention
Hours 3

This course focuses on developing competence in the planning, design, and execution of randomized clinical trials involving nutrition-focused behavioral interventions.

Prerequisite(s): NHM 601 NHM 602

NHM610 Nutrition and Health Disparities

Hours 3

This course is designed to explore health disparities in minority populations, societal factors that impact their health and dietary intake, the differing needs and metabolism of nutrients by population, and educational techniques and healthcare management strategies to maximize the nutritional health of minority populations.

NHM611 Nutritional Neuroscience

Hours 3

This course teaches the molecular mechanisms at work in brain cells, and how intracellular events influence physiological and pathological processes in the brain. This course also covers the relationship between nutrients and neurological disorders and the various nutritional approaches to improve brain function will be discussed using recent publications.

NHM625 Nutritional Epidemiology

Hours 3

This course is intended for graduate students in health-related professions. Principles of epidemiology are discussed and their application to nutrition. This course provides information on research methods to assess exposure through collection of dietary and biological data, evaluate quality of these data, conduct appropriate analyses, and draw valid conclusions.

NHM635 Adv Prac. in Post Sec. Diet Ed

Hours 3

Focuses on developing Competency in Learning system design, with special emphasis on dietetics education at the college level.

NHM648 Secondary Analysis Survey Data

Hours 3

An applied seminar in the secondary analysis of survey data.

NHM690 Doctoral Studies Seminar

Hours 1

The purpose of this course is to provide doctoral students with information and skills needed for successful doctoral study and an independent research career.

NHM691 Grant Writing for Translational Nutrition Research

Hours 3

Grant writing for translational nutrition research aimed at extending healthy life and reducing the burdens of chronic disease.

NHM692 Special Topics in Nutrition

Hours 3

In-depth understanding of sub-disciplines of food and nutrition that are fundamentals of nutritional sciences and the basic research philosophy of structure-function relationships in food and nutrition research.

NHM695 Interpretation of Nutrition Research

Hours 3

This course covers research methodology in nutrition research, and the evaluation of current nutrition research through the systematic review process.

NHM698 Non-Dissertation Research

Hours 1-15

Participation in a cooperative faculty-student research project related to nutrition or food science.

NHM699 Dissertation Research

Hours 1-12

Design, research, and/or analytical investigation of a problem in the area of nutrition to satisfy the dissertation requirement for the doctoral degree.

RHM521 Hospitality Law and Risk Management

Hours 3

Exploration of legal problems facing the hospitality industry. Legal cases related to restaurants, hotels, and meeting facilities are examined. Concerns and problem-solving for issues of risk management are explored.

RHM551 Sport Properties and Venue Management

Hours 3

This course is designed for the sport professional to increase their knowledge and understanding of principles and practices associated with managing a public assembly venue and the nature of the venue business.

RHM552 Trends and Issues in Sports Business Management

Hours 3

This course is designed for sport professionals desiring to increase their knowledge and understanding of trends and issues in international sport programs. Being a travel class to the United States Olympic Committee headquarters in Colorado Spring, a travel fee is required.

RHM555 Sports Sales and Entrepreneurship

Hours 3

This course is designed for sport professionals desiring to increase their knowledge and understanding of sports sales and entrepreneurship in the sport industry.

RHM559 International Strategies in Sports

Hours 3

This course is designed for sport professionals desiring to increase their knowledge & understanding of management & administration issues in the international sport industry.

RHM560 Fellowship in Sports Business Management

Hours 3

This course is designed for sport professionals desiring to increase their knowledge & understanding of the sport industry. Under the supervision of an approved and qualified sports industry professional, the graduate student will experience activities related to job specific tasks in sports and hospitality. This full-time work experience/fellowship in the sport industry must take place in a professional organization, in which the student has been selected and offered a fellowship.

RHM561 Marketing, Sales & Public Relations in Sports

W

Hours 3

This course is designed for sport professionals desiring to increase their knowledge & understanding of marketing, sales, and public relations in the sport industry.

Writing

RHM570 Leaders Mgt Hospitality Indust

Hours 3

An examination of contemporary leadership and management theories and practices used in the hospitality industry.

RHM574 Resources Mgt Hospitality Oper

Hours 3

Exploration of financial tools and techniques used in making effective managerial, business and operational decisions in hospitality organizations.

RHM575 Hospitality Operations Analysis

Hours 3

This course will focus on the application of financial management tools used to assist managers in the hospitality industry. Financial concepts will be examined as they relate to management decision making. Emphasis will be on interpreting financial data and communicating results to operation managers. Students should have completed an undergraduate course in Accounting or Finance prior to registering for this course.

RHM576 Strategic Management in Hospitality and Tourism

W

Hours 3

Formulation, development, and implementation of strategic management in the hospitality and tourism industry.

Prerequisite(s): None

Writing

RHM588 Current Trends Food System Mgt

Hours 3

An exploration of a variety of issues of importance to effective management of food service operations. Topics vary to meet students' interests and issues facing the food service industry.

RHM592 Special Topics in RHM

Hours 3-6

Problems related to the operations of hospitality organizations such as hotel, restaurants, clubs and conventions and meeting management facilities.

RHM593 Special Problems in Sports Business Management

Hours 3

Under the supervision of an approved and qualified sport management professional, the graduate student will experience activities related to job specific tasks in the sports industry. This work experience must take place in a professional organization, in which the student has been selected and offered a fellowship. The professional experiences and fellowships aid the graduate student in expanding their management knowledge and skills in a variety of sport industry settings. These settings include sport, hospitality, tourism, athletics, and entertainment operations. The keys to "Success in the Sport Industry" are a committed investment in quality professional experiences, advanced level knowledge and ability to connect the theory to practice.

RHM596 Seminar Hospitality Management

Hours 3

Discussion, reading, and exploration of operational issues related to the hospitality industry.

RHM598 Non-Thesis Research

Hours 3

Experimental or analytical investigation of a topic in restaurant, hotel, or meeting management.

Prerequisite(s): HES 509

RHM599 Thesis Research

Hours 1-6

Faculty-mentored development of graduate thesis research.

Prerequisite(s): HES 509

Faculty**Chair**

Kristi Crowe-White

Professor

Ken Wright

Associate Professors

Crowe-White, Kristi

Ellis, Amy

Knol, Linda

Lawrence, Jeannine

Molaison, Elaine

Severt, Kimberly

Assistant Professors

Azrad, Maria

Boyle, Kimberly

Chen, Hsiangting 'Shatina'

Douglas, Joy

Lewis, Melvin

Hylton, Tiffany

Jung, Seung Eun

Kim, Haemi

Kong, Lingyan

Niu, Alvin

Park, Han-A

Shin, Yeon Ho

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Blakey, Carla

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DeSalvo, Denise

Greene, Lori

McMahon, Shannon

Milstead, Morgan

Reynolds, Lesley

University Club

Dean, Angelique

Stroud, Matthew

Hospitality Management, MS

The Hospitality Management, MS degree program is to prepare students wishing to advance and to excel in leadership/executive positions in the hospitality, tourism, and sport industries. A thesis option within this program will prepare students who wish to extend their education by providing a robust research foundation to be successful in a doctoral program in Tourism Management, Hospitality Management, Sport and Entertainment Management, Business Management, and Law. The hospitality, tourism, and sport industries touch the lives of all citizens and provide economic and social benefits to the State of Alabama and the United States.

Hospitality Management, MS		Hours
RHM 521	Hospitality Law and Risk Management	3
RHM 575	Hospitality Oper Analysis	3
HES 509	Research Methods	3
RHM 596	Seminar Hospitality Management	3
RHM 576	Strat Mgt in Hosp & Tourism	3
RHM 570	Leaders Mgt Hospitality Indust	3
RHM 592	Special Topics in RHM	3
Elective ¹		3
Credit Hours Subtotal:		24
Thesis/Non-Thesis Requirements		6
RHM 599	Thesis Research	
or		
Electives - 6 hrs (non-thesis) ¹		
Total Hours		30

Footnotes

¹ The following is a list of recommended electives:

- CSM 525 Conflict Resolution Workplace
- CSM 527 Emotional Intelligence
- CSM 528 Processes of Negotiation
- CSM 586 Principled Negotiation
- CSM 500 Personal Insurance Plan & Mgt
- CSM 501 Consumer Protection
- CSM 504 Personal Investment Plan & Mgt
- CSM 506 Consumer Mgt Quality Assurance
- CSM 507 Consumr Qual Mgt Facilitn Skil
- CSM 508 Consumer Quality Mgt Systems
- CSM 515 Customer Service Management
- CSM 525 Conflict Resolution Workplace
- CSM 554 Personal Income Tax Mgt Plang
- CSM 562 Cognition Strategy & Technolog
- CSM 564 Digital Tools
- CSM 566 Multimedia Design Development
- CSM 568 Emerging Technologies
- CSM 570 Coor Delivry Info W/Digitl Tech
- CSM 572 Needs Assessment Plan & Evaltn
- CSM 575 Entrepreneurship In Hes
- CSM 580 E-Commerce@Ches

Students will have three options for completing the requirement for the Capstone Experience:

1. **Comprehensive examination:** Students who choose the non-thesis Hospitality Management option will be required to take a comprehensive exam or complete a Capstone special project (see below).

2. **Capstone Special Project:** Students not completing a thesis or comprehensive exam must complete a special project under the supervision of a faculty advisor. This project will allow students to work with an industry professional on a topic or issue where the results will benefit the hospitality organization.
3. **Thesis:** Students who are taking the thesis option will register for 6 thesis hours during their last 2 semesters (3 research hours each semester). These hours will be completed under the supervision of a faculty advisor and will require a thesis defense open to other graduate students and faculty. Publication of research results are encouraged with successful completion of a thesis.

Sport Hospitality Concentration

Thesis Requirements		Hours
RHM 521	Hospitality Law and Risk Management	3
RHM 575	Hospitality Oper Analysis	3
HES 509	Research Methods	3
RHM 551	Sport Properties and Venue Mgt	3
RHM 555	Sport Sales & Entrepreneurship	3
RHM 559	Intl. Strategies in Sports	3
RHM 561	Sports Marketing, Sales, & PR	3
Elective (select one of the following or from the approved list of electives above)		3
RHM 560	Sport Business Mgt. Fellowship	3
RHM 593	Special Problems in Sports Mgt	3
RHM 552	Issues in Sports Business Mgt.	3
RHM 599	Thesis Research	6
Total Hours		39

Non-Thesis Requirements		Hours
RHM 521	Hospitality Law and Risk Management	3
RHM 575	Hospitality Oper Analysis	3
HES 509	Research Methods	3
RHM 561	Sports Marketing, Sales, & PR	3
RHM 555	Sport Sales & Entrepreneurship	3
RHM 559	Intl. Strategies in Sports	3
RHM 560	Sport Business Mgt. Fellowship	3
RHM 551	Sport Properties and Venue Mgt	3
RHM 593	Special Problems in Sports Mgt	3
RHM 552	Issues in Sports Business Mgt.	3
Total Hours		30

Human Nutrition, MS

The Master of Science in Human Nutrition is a 30 credit-hour program designed to prepare nutrition professionals to practice dietetics at an advanced level and/or to pursue doctoral study. The program develops research skills, stimulates independent thought, and provides up-to-date knowledge in food and nutrition. Applicants can choose to pursue the major without a concentration, or can select the Community Nutrition or Clinical Nutrition concentrations to provide a more in-depth study of their chosen area. The program is designed for the registered dietitian but can be completed by a dietetic intern or student with a bachelor's degree in nutrition or another discipline who has met the listed prerequisites.

Distance Education

The master's degree is available on campus or through distance education. The degree requirements are the same, regardless of where it is completed. For more information on the distance option, contact nutritionbydistance@ches.ua.edu

Application Deadline: Applications are accepted on a continuing basis.

Additional Information: For more information, refer to the program website at <http://www.nhm.ches.ua.edu/masters-in-human-nutrition.html>

Direct additional questions to the director of the master's program in human nutrition, Dr. Tiffany Hylton at tmhylton@ches.ua.edu or 205-348-6973.

Human Nutrition, M.S. Hours

Required Major Courses

NHM 561	Adv. Vitamins and Minerals	3
NHM 562	Metabolism of Energy Nutrients	3
NHM 555 or NHM 567	Maternal and Infant Nutrition Nutr Support Criticl III	3

Required Core Courses

CHS 525	Biostatistics	3
NHM 509	Research Methods in Nutrition	3

Four courses: 2 must be from NHM courses ¹ 12

NHM 550	Advanced Community Nutrition I	
NHM 551	Adv. Community Nutrition II	
NHM 556	Child and Adolescent Nutrition	
NHM 557	Childhood Obesity	
NHM 558	Nutrition in the Prevention and Treatment of Chronic Disease	
NHM 568	Nutrition for the Older Adult	
CHS 520	Basic Epidemiology	
CSM 537	Developing The Leader Within	
HHE 515	Adv Foundation Health Promot	
NUR 510	Basic Conc Teaching Diabetes	

Additional elective course options available upon approval of Advisor

Thesis or Non-Thesis Research Hours 3

NHM 599	Thesis Research	
NHM 598	Non-Thesis Research	

Total Hours 30

Footnotes

¹ Students would have the option to complete a thesis or non-thesis research project for their Capstone Experience (3 credits) or comprehensive exams. If they chose the exam path then, rather than having 3 thesis/non-thesis research hours, 15 hours total would be required in required or free elective courses with a total of 3 courses being from NHM-designated courses.

Human Nutrition, M.S. - Clinical Nutrition Concentration Hours

Program Core

CHS 525	Biostatistics	3
NHM 509	Research Methods in Nutrition	3

NHM 561	Adv. Vitamins and Minerals	3
NHM 562	Metabolism of Energy Nutrients	3

Concentration Requirements

NHM 567	Nutr Support Criticl III	3
NHM 568	Nutrition for the Older Adult	3
NHM 557 or NHM 558	Childhood Obesity Nutrition in the Prevention and Treatment of Chronic Disease	3

NHM Clinical Nutrition track-designated course 3

NHM 530	Advanced Nutrition Counseling	
NHM 550	Advanced Community Nutrition I	
NHM 555	Maternal and Infant Nutrition	
NHM 625	Nutritional Epidemiology	

Additional elective course options available upon approval of Advisor

Approved Concentration Electives/Supporting Courses 6

CHS 520	Basic Epidemiology	
CSM 537	Developing The Leader Within	
HHE 515	Adv Foundation Health Promot	
NUR 510	Basic Conc Teaching Diabetes	

Additional elective course options available upon approval of Advisor

Total Hours 30

Human Nutrition, M.S. - Community Nutrition Concentration Hours

Program Core

CHS 525	Biostatistics	3
NHM 509	Research Methods in Nutrition	3
NHM 555	Maternal and Infant Nutrition	3
NHM 557 or NHM 558	Childhood Obesity Nutrition in the Prevention and Treatment of Chronic Disease	3

Concentration Requirements

CHS 520	Basic Epidemiology	3
NHM 550	Advanced Community Nutrition I	3
NHM 551	Adv. Community Nutrition II	3
NHM 556	Child and Adolescent Nutrition	3

NHM Community Nutrition track-designated course 3

NHM 530	Advanced Nutrition Counseling	
NHM 561	Adv. Vitamins and Minerals	
NHM 568	Nutrition for the Older Adult	
NHM 625	Nutritional Epidemiology	

Additional elective course options available upon approval of Advisor

Approved Concentration Electives/Supporting Courses 3

CHS 520	Basic Epidemiology	
CSM 537	Developing The Leader Within	
HHE 515	Adv Foundation Health Promot	
NUR 510	Basic Conc Teaching Diabetes	

Additional elective course options available upon approval of Advisor

Total Hours 30

Human Nutrition, Ph.D.

The PhD in human nutrition is a three-year, 74-credit-hour program designed to align with the goals and objectives of the National Institutes of Health's National Center for Advancing Translational Sciences (NCATS). As such, the program supports the training and development of researchers and leaders in the field of nutrition by focusing on developing the skills needed to perform bench-to-bedside-to-community research. Graduates of the PhD in human nutrition will be experts in nutrition research methodologies and translational nutrition, thereby efficiently advancing the field of nutrition through research to improve human health.

In accordance with the goals of the National Institutes of Health NCATS to implement and promote translational science approaches that foster collaborative bench-to-bedside-to-community approaches, a student who has completed this doctoral program in human nutrition will demonstrate mastery of:

- 1) Translational nutrition – Demonstrate proficiency in nutrition techniques that are integrated across discrete areas of nutrition research methodologies into a cohesive research agenda that moves nutrition research from the laboratory to the patient/community.
- 2) Communication - Effectively communicate nutrition information, evidencing the ability to evaluate and interpret current research for presentation to the academic, scientific, and/or the lay community.
- 3) Nutrition research practice – Demonstrate an understanding of relevant laboratory analyses methodologies, metabolic assessment techniques, and statistical research methodologies appropriate for developing strong, competitive research proposals.
- 4) Independent research – Demonstrate the ability to support an independent career in research by successfully developing and implementing a research protocol, gathering data to effectively test the hypothesis (or hypotheses), and analyzing and interpreting the data.
- 5) Effective educators - Demonstrate skills of effective classroom presentation of nutrition-related information.

Application Deadline: February 1. Admission decisions for Fall term will be made in mid-February.

Contact Information: Before applying, it is recommended that you contact the director of the PhD Program in Human Nutrition, Dr. Linda Knol, at lknol@ches.ua.edu or 205-348-8129.

For additional information, please visit the program webpage at <http://www.nhm.ches.ua.edu/phd-in-human-nutrition.html>

Requirements for Admission:

Students may enter the program with either a bachelor's or master's degree in nutrition or a master's degree in a closely nutrition-related field.

Requirements for admission to the Ph.D. in human nutrition will be:

- A completed application, including a Statement of Purpose
- A current resume or curriculum vitae
- 3 letters of recommendation from faculty or other health professionals capable of judging the applicant's ability to complete graduate work.
- Test scores:
 - If a student has previously completed a Master's degree prior to beginning the Doctoral program and maintained a graduate

GPA ≥ 3.5 , their application will be considered without the need to submit a GRE score.

- Students who have previously completed a Master's degree prior to beginning the Doctoral program with a graduate GPA of 3.3-3.49 may be considered for admission providing they also have a GRE score of ≥ 300 . Upon admission, these students would need to receive permission to continue after the successful completion of 12 graduate hours.
- Students with a Bachelor's degree will need to submit GRE scores. Minimum requirement for admission is a ≥ 300 on the GRE.
- If an applicant does not have a previous degree in nutrition, minimum prerequisite course work would include NHM 558 Nutrition in the Prevention and Treatment of Chronic Disease, NHM 561 Adv. Vitamins and Minerals, and NHM 562 Metabolism of Energy Nutrients. These would need to be completed prior to beginning the Ph.D. Nutrition Core coursework and would be applied towards completion of their nutrition electives. The sequencing of course offerings will be structured such that taking these prerequisites courses will not increase time to graduation nor will they require additional burden or heavier academic loads on the students in order to achieve a timely graduation.
- Additionally, if a student is admitted without having previously completed a Master's degree, they will need to complete NHM 509 Research Methods in Nutrition. The sequencing of course offerings will be structured such that taking prerequisites course(s) will not increase time to graduation nor will they require additional burden or heavier academic loads on the students in order to achieve a timely graduation.

Coursework

The Ph.D. in human nutrition requires completion of 74 graduate hours, including 17 hours of nutrition core classes, 12 hours of statistics, 9 hours of nutrition electives, 12 hours of non-dissertation research, and 24 hours of dissertation research.

- Students with a Master of Science degree in Human Environmental Sciences (M.S.H.E.S.) with an area of study in human nutrition from the University of Alabama may use the courses taken for the M.S.H.E.S. degree towards up to 9 hours of nutrition coursework in the Ph.D. program.
- Up to 12 hours of equivalent graduate nutrition coursework may be transferred in from a comparable Doctoral program to count towards completion of the Doctoral program requirements, providing those hours were not used towards completion of a degree at that institution.

Comprehensive Examination

By the end of the fifth semester in residence (not including summer terms) students must successfully complete a comprehensive candidacy exam.

This written comprehensive examination is required of all candidates for the Ph.D. degree. The core comprehensive exam will be offered on the second Thursday of January and the second Thursday of June each year. This exam should be prepared for by individual study expanding on the content covered in four core courses: NHM 601 Contemp Research Nutrition Sci, NHM 602 Methods Integrat Nutr Assess, NHM 603 Nutrition Intervention, and NHM 625 Nutritional Epidemiology. The exam must be passed unconditionally before the student can defend his/her proposal and be advanced to candidacy.

Prior to taking the exam, students must have completed their core course requirements, and at least 75% of their other didactic course work. We recommend that students take their comprehensive exams when they have completed the core course requirements. Students should NOT assume that "A" level performance in their coursework is adequate preparation for the comprehensive exam. Students must be registered for at least one semester hour of graduate work during the semester(s) in which the comprehensive exams are taken.

The exam is written and graded by the graduate faculty in the Doctoral program. Grading is performed in a blinded fashion, with each section being graded by the graduate faculty who taught the course. Each of the four sections is graded as "passed" or "failed". If any sections earn a score of "failed", the student will be required to meet with the PhD program coordinator to go over the feedback from the grader(s). The student has two weeks from this meeting to prepare for a retake of the sections that did not earn a "pass". Sections that were not passed on the initial examination can only be retaken once. If a student fails a section for the second time, they will be dismissed from the program per University Graduate School protocol.

The Comprehensive Exam will cover material outlined in the following core courses:

NHM 601 Contemp Research Nutrition Sci

NHM 602 Methods Integrat Nutr Assess

NHM 603 Nutrition Intervention

NHM 625 Nutritional Epidemiology

Doctoral Dissertation

The Doctoral dissertation is designed to provide students with a significant research experience and the ability to demonstrate their mastery of research design, implementation, and knowledge dissemination. Once students have successfully completed academic coursework and their comprehensive exams, they may then identify a dissertation committee, register for dissertation hours, and present their dissertation proposal. The Doctoral dissertation committee should include a minimum of five graduate faculty members with at least one committee member from outside of the home department. This committee will work with the student to develop an appropriate timeline and to ensure the student meets all University standards for documentation and research protocols appropriate for their respective department, college, and graduate school.

The Doctoral dissertation requires the completion of 24 hours of dissertation credit. Each student will work closely with his/her Doctoral program chair and his/her Doctoral dissertation committee in the development of a dissertation proposal. Upon completion of the dissertation research, a draft of the written dissertation is to be submitted no later than 2 weeks before the planned oral dissertation defense. Notice of this defense is to be posted throughout the college and will be announced via e-mail to faculty and currently enrolled graduate students. The student's committee will be in attendance, as well as any faculty or students from the University who may wish to attend.

Human Nutrition, Ph.D.

Required Courses

		Hours
NHM 601	Contemp Research Nutrition Sci	3
NHM 602	Methods Integrat Nutr Assess	3
NHM 603	Nutrition Intervention	3
NHM 690	Doctoral Studies Seminar	2

NHM 691	Grant Writing Nutrition Res	3
NHM 695	Interpret Nutrition Research	3
CHS 627	Multivar Meth Hlt Stats	3
NHM 625	Nutritional Epidemiology	3
NHM 648	Secondary Analysis Survey Data	3
Statistics Elective		3
Research Hours		
NHM 698	Non-Dissertation Research	12
NHM 699	Dissertation Research	24
Nutrition Electives (9 hours)		9
NHM 550	Advanced Community Nutrition I	
NHM 551	Adv. Community Nutrition II	
NHM 555	Maternal and Infant Nutrition	
NHM 556	Child and Adolescent Nutrition	
NHM 557	Childhood Obesity	
NHM 564	Nutrition in IPP	
NHM 565	ID Mgmt of Chronic Disease	
NHM 568	Nutrition for the Older Adult	
NHM 590	Special Prob Nutrition	
NHM 610	Nutr. and Health Disparities	
NHM 611	Nutritional Neuroscience	
NHM 635	Adv Prac. in Post Sec. Diet Ed	
Total Hours		74

Human Environmental Sciences, MS

The Master of Science in Human Environmental Sciences includes the following areas of study:

- Apparel and Textiles
- Conflict Resolution (graduate certificate only)
- Consumer Quality Management
- General Studies

See the Admission Criteria section of this catalog for more information.

Program Requirements

Human Environmental Sciences

This program is designed to permit students to pursue work in more than one area of human environmental sciences and/or to strengthen professional competence by selecting courses that support or complement an area of human environmental sciences, including: apparel and textiles; consumer quality management and conflict resolution. Students should refer to the respective website for each area of study for specific details. Upon admission into the program, students will work with an HES faculty advisor to develop a program of study consisting of HES graduate courses. Students may work under Plan I or Plan II. Applicants must clearly state the area of study on the Graduate School Application.

Students applying for admission to the area of study in this program refer to the requirements for admission detailed in an earlier section of this catalog. A student with a cumulative grade point average of 3.0, a GPA of 3.0 in the last 60 hours of coursework, or a GPA of 3.0 in a master's degree program is not required to submit standardized test scores. However, this does not guarantee admission.

Additional Information

Six semester hours of eligible credit from one master's degree at The University of Alabama may be applied to the requirements for a second

master's degree, but only if the department of the second master's agrees to the courses in the plan of study. Any hours from the previous master's degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded.

Students admitted to the regular, non-degree graduate program may enroll in up to 12 credits. These 12 credit may be used toward the HES master's degree once the student has applied and been accepted to the HES master's program.

***Please note that if a student double counts six hours between two master's degrees, no hours may double count toward any additional master's degrees.

Faculty

Chair

Leaver-Dunn, Deidre

Assistant Professors

Burton, Wanda

Wilkerson, Amanda

Instructor

Harcrow, Michelle

Capstone College of Nursing

The Capstone College of Nursing offers the following:

- Master's of Science in Nursing (MSN) degree for Nurse Practitioners (e.g. Family Nurse Practitioner, Psychiatric Mental Health Nurse Practitioner, and dual Psychiatric Mental Health and Family Nurse Practitioner), and Nurse Administrators
- RN to BSN with a pathway to the MSN program (Nurse Administrator Concentration only)
- Post-graduate certificates with Family Nurse Practitioner and Psychiatric Mental Health Nurse Practitioner specialties
- Doctor of Nursing Practice (DNP) degree
- Joint Nursing Science PhD
- Degree Programs
 - Nursing, MSN (p. 739)
 - Doctor of Nursing Practice, DNP (p. 734)
 - Joint Nursing Science, PhD (p. 744)
- Certificate Programs
 - Family Nurse Practitioner (p. 738)
 - Psychiatric Mental Health Nurse Practitioner (p. 746)

Nursing Courses

NUR500 Population Health

Hours 3

The purpose of this required core MSN course is to prepare students to evaluate health care needs at the population level with a particular focus on rural and medically underserved populations. An epidemiological approach will be utilized to explore relevant population based topics.

Prerequisite(s): Admission into MSN Program

NUR501 Theoretical Models for Advanced Nursing Practice with Rural Populations

Hours 3

This course is intended to advance the role of theory in knowledge development and its relationship to nursing research, practice, and administration. Students will develop critical theoretical analytical skills using selected grand and middle range theories within the discipline of nursing and theoretical work from other disciplines. Specifically, the content will examine the development of nursing theory, including relevant nursing theories such as rural nursing theory, complexity theory, synergy theory, adult learning theories, among others. Theory is understood as essential to nursing science and based on culturally competencies and ethical principles.

Prerequisite(s): Admission to MSN Program

Prerequisite(s) with concurrency: NUR 529 and NUR 503

NUR502 Issues in Community Health for Rural Populations

Hours 2

Students will examine selected issues that affect community health care for rural populations for nursing roles in case management or as a clinical nurse leader. The organization and financing of health care for rural populations will receive considerable attention. The advanced practice nurse case manager or clinical nurse leader student will gain understanding of the development of health care policy and the ethical, political, economic, sociocultural, and technological forces influencing the delivery of care.

NUR503 Nursing Informatics in Healthcare

Hours 3

This required course focuses on the ethical management of data, information, knowledge, and technology to communicate and deliver safe quality healthcare within and across various healthcare settings. This course incorporates the concepts of nursing science, computer science and information science with information technology tools commonly found in practice. Students are introduced to the nursing informatics specialty and the use of technology to augment nursing care delivery and patient safety.

NUR504 Rural Health Inter-Professional

Hours 2

The focus is on working with inter-professional educational teams to meet the complex and multidimensional needs of Veterans and rural populations.

Prerequisite(s): none

NUR505 Advanced Health Assessment

Hours 3

This course will assist the graduate nursing student to further develop health assessment skills for obtaining and recording a systematic health history as well as advanced holistic health assessment of individuals across the life span.

NUR507 Organizational & Systems Leadership

Hours 3

The purpose of this required core MSN course is to prepare future nurse leaders for organizational and systems leadership in healthcare as it relates to producing quality patient outcomes in a safe and efficient manner.

NUR509 Evolution of Palliative Care and the Impact on Multiple Chronic Conditions

Hours 3

An introduction to the nation's changing healthcare environment and the importance of integrating palliative care principles into primary care. The topics include a review of the complex healthcare environment in the United States as related to managing patients with serious illness and/or Multiple Chronic Conditions (MCCs). Specifically, this includes an overview of the current barriers preventing palliative care access and an analysis of the financial impact of multiple chronic disease and patient outcomes. This course concentrates on exploring how interprofessional palliative care strategies can be employed in primary care settings in order to improve patient outcomes.

NUR510 Basic Concepts of Teaching Diabetes Self-Management Techniques

Hours 3

This online elective course is open to any graduate student in the health or social sciences. The course focuses on: Diabetes Self-Management Techniques (DSMT) and instructs the provider in what manner to impart information that has immediate application for people living with diabetes. The course focuses on application of clinical guidelines for exercise and fitness, nutrition and diet, and the techniques, products, and strategies that help patients learn diabetes self-management techniques that empower them to take charge of their well-being and live healthier lives.

Prerequisite(s): Permission by Instructor

NUR513 Special Topics

Hours 1-4

This course focuses on selected MSN topics under the sponsorship of a nursing faculty member with relevant expertise.

NUR514 Research and Evidence-Based Practice

Hours 3

The purpose of this required core MSN course is to prepare students to evaluate research methods, designs, instruments, research ethics, and statistics used in health research. The course will also provide students with models for evidence-based practice design and translation and quality improvement. Students will formulate clinical questions, identify, evaluate and critically appraise evidence, and translate the evidence into practice environments for safe, quality care.

NUR516 Advanced Diabetes Management: An Interdisciplinary Approach Across the Lifespan

Hours 3

This online elective course is open to any graduate student in the health or social sciences. The course focuses on the primary, secondary, and tertiary prevention and management of diabetes mellitus offering expanded content suitable to students pursuing graduate study in nursing, medicine, nutrition, and other social sciences. Building on the basic and advanced science and clinical management courses a multi-disciplinary approach is offered for the prevention of pre-diabetes, metabolic syndrome, type 2 diabetes, management of both types 1 and 2 diabetes mellitus across the lifespan. Special emphasis is placed on the prevention and management of the complications and co-morbid conditions potentially resulting from diabetes mellitus.

NUR517 Graduate Independent Study

Hours 1-4

*No description available***NUR518 Social Media for Healthcare**

Hours 3

This elective course focuses on the use of social media programs and applications within the healthcare setting. This course will equip healthcare providers with the knowledge and skills needed to effectively use social media within their professional settings. Students will be introduced to social media literacy, social media software, and health 2.0. Also, students will discuss guidelines related to social media use within the healthcare setting.

NUR519 Health Policy & Finance

Hours 3

The purpose of this required core MSN course is to introduce the student to relevant health care and governmental policies, regulatory standards, and financial management concepts to develop an understanding of how healthcare delivery systems are organized, financed, and most importantly, influence the delivery of patient care.

NUR520 Evidence-Based Practice Role and Processes for Case Manager

Hours 4

This course includes the professional role of the nurse case manager with rural populations across the lifespan. Emphasis is on the influence of nurse case managers on person(s) outcomes at the systems level. Students will assess complex person(s) demands; plan coordinated, multidisciplinary, evidence-based collaborative approaches to person(s) care; and appraise strategies for evaluation of person(s) outcomes.

Prerequisite(s): NUR 501 and NUR 503 and NUR 505 and NUR 521

Prerequisite(s) with concurrency: NUR 581 and CHS 520 and NUR 522

NUR521 Advanced Pharmacology

Hours 3

This course will assist the graduate nursing student to further develop knowledge of evidence-based clinical pharmacology. Course content will include basic principles of pharmacology as they apply to drug therapy across the lifespan. A prototype approach will be used to present content covering selected drugs affecting the peripheral nervous system, central nervous system, cardiovascular system, renal system, endocrine system, immune system, musculoskeletal system, respiratory system, gastrointestinal system, and chemotherapy for infection and cancer.

Prerequisite(s): Admission to MSN Program

NUR522 Human Relations Management

W

Hours 3

This required course focuses on establishing relationships with person(s) and families, group dynamics, team building, leadership and management skills, negotiation, human diversity in health and illness, conflict management, and rural health issues relevant for advanced nursing roles of the nurse case manager (NCM), clinical nurse leader (CNL), and nurse practitioner (NP) student. This course carries 'W' designation ONLY for the RN/BSN/MSN. For RN/BSN/MSN students: Writing proficiency is required for a passing grade in this course. A student who does not write with the skill normally required of an upper-division student will not earn a passing grade, no matter how well the student performs in other areas of the course.

Prerequisite(s): NUR 505

Writing

NUR525 Evidence-Based Practice Role and Processes for the CNL

Hours 4

This course describes the professional role of the clinical nurse leader (CNL) with rural populations across the life span. Emphasis is on the influence of the CNL on person(s) outcomes at both the microsystem level. Students will assess complex person(s) demands, plan coordinated, multidisciplinary, evidence-based collaborative approaches to person(s) care, and appraise strategies for evaluation of person(s) outcomes.

Prerequisite(s): NUR 501, NUR 503, NUR 505, and NUR 521

NUR526 Evidence-Based Practice Roles and Processes for Nurse Practitioners

Hours 4

This course includes the professional role of the nurse practitioner with rural populations across the lifespan. Emphasis is on the influence of nurse practitioners on outcomes at the systems level related to rural populations. Students will assess complex demands; plan coordinated, multidisciplinary, evidence-based collaborative approaches to care; and appraise strategies for evaluation of outcomes.

Prerequisite(s): NUR 501, NUR 503, NUR 505, and NUR 521

NUR527 Evidence-Based Practice Roles and Processes for Nurse Administrators

Hours 4

This course explores the professional role of the nurse administrator. Emphasis is on the influence of nurse administrator on outcomes at the systems level and as related to rural healthcare systems and populations. Students will assess complex system and healthcare facility demands; plan coordinated, multidisciplinary, evidence-based collaborative approaches to systems of care at the administrative level; and appraise strategies for evaluation of outcomes related to or affect by the nurse administrator role.

Prerequisite(s): NUR 501 and NUR 503

Prerequisite(s) with concurrency: NUR 522 and CHS 520 and NUR 581 and NUR 537 and or by permit

NUR528 Sleep: How Much is Enough

Hours 3

Sleep is a basic physiologic requirement of all beings. Therefore, we can all benefit from learning about what sleep is, why it is important in our lives, and how it can be influenced (positively and negatively). This elective course will challenge students to explore the impact sleep patterns have on human physical and emotional health, behaviors, and performance abilities.

NUR529 Advanced Pathophysiology

Hours 3

This course will explore the biologic basis of disease at the cellular, organ and system level with an emphasis on applications for health professionals. It is a required course in the MSN curriculum of the Capstone College of Nursing and may be taken as an elective by graduate biology majors with an interest in health professions based on space available.

NUR530 Case Management Practicum

Hours 3,6

This course focuses on the application of the nurse case manager's functions of assessing, planning, intervening, monitoring, and evaluating health care in rural communities. Emphasis is placed on implementing a coordinated, evidence-based, interdisciplinary, collaborative, integrated, and cost effective approach to health care with rural populations. Web-based conferences will assist students in the exploration and application of case management issues in self-selected clinical experiences.

Prerequisite(s): NUR 520

Prerequisite(s) with concurrency: NUR 580 and NUR 502

NUR531 Nursing Faculty Roles and Responsibilities

Hours 3

This online course will provide an introduction to the roles and responsibilities of nursing faculty. This course will prepare students to participate in the processes of designing, implementing, and evaluating a nursing curriculum. This course will include roles and responsibilities of faculty in teaching, scholarship, service, and practice.

NUR532 Instructional Media for Nursing Education

Hours 3

This course will provide students with an overview of instructional technology and media that can be used in undergraduate and graduate level instruction in nursing education programs. This course will provide students with skills to begin on site and online instruction. It will explore the use of computers, software, models, simulators, and other instructional media.

Prerequisite(s): AIL 600 and AIL 602

Prerequisite(s) with concurrency: AIL 600 and AIL 602

NUR535 Clinical Immersion Experience

Hours 6

This course focuses on the application of the clinical nurse leader's functions of assessing, planning, intervening, monitoring, and evaluating health care in rural communities. Emphasis is placed on implementing a coordinated, evidence-based, interdisciplinary, collaborative, integrated, and cost effective approach to health care with rural populations. Web-based conferences will assist students in the exploration and application of care management issues in self-selected clinical experiences.

Prerequisite(s): NUR 525

NUR537 Nurse Administrator: Practicum I

Hours 4

This course provides the opportunity to experience the role of nurse administrator. An individualized nursing administration practicum in a specific area of clinical emphasis is chosen by the student, and monitored by the faculty and clinical preceptor. Competencies that govern the role of the nurse administrator are explored in depth. Students focus on the context for enacting the role of nurse administrator in a healthcare delivery system, and how rurality and related concepts may affect this role. Students engage in a reflective discussion of nursing administration issues and experiences in the didactic portion of this course. This course requires completion of 180 hours of clinical practicum experience.

Prerequisite(s): NUR 501 and NUR 503

Prerequisite(s) with concurrency: NUR 502 and NUR 527 and Or by permit

NUR538 Nurse Administrator: Practicum II

Hours 4

This course was designed as the second part of a two part nurse administrator practicum series. It will address core competencies of the nurse administrator through one hour of didactic material and three hours of clinical practicum. Students will have an intensive clinical immersion experience that fully embraces the various roles, functions and expectations of the successful nurse administrator in today's dynamic healthcare environment. The clinical preceptor experience established in NUR 537: Nurse Administrator Practicum I will be continued as students will have the opportunity to build upon previously learned concepts to fully integrate and apply them in practice. Students will be expected to complete 180 clock hours of relevant clinical practicum experience with an approved preceptor.

Prerequisite(s): NUR 501, NUR 502, NUR 503, NUR 527, and NUR 537

NUR549 Roles & Leadership in Nursing Administration

Hours 3

The purpose of this course is to provide the student with the tools and resources to embrace the role of the Nurse Administrator and successfully balance leadership and management cohesively. This course will comprehensively cover leadership concepts to include working collaboratively in interdisciplinary teams, professional roles and scopes of practice, human resource management, staffing, conflict resolution, sustainable change, and decision-making practices.

Prerequisite(s): Co-requisite: NUR 550

NUR550 Roles & Leadership in Nursing Administration Practicum

Hours 3

The purpose of this clinical course is to provide the student with the opportunity to apply concepts and theory from NUR 549 in an authentic clinical environment to narrow the theory practice gap through application and experiential learning. The focus is on application of leadership concepts to include working collaboratively in interdisciplinary teams, professional roles and scopes of practice, human resource management, staffing, conflict resolution, sustainable change, and decision-making practices.

Prerequisite(s): Co-requisite: NUR 549

NUR551 US Health Care Systems and Quality & Safety

Hours 3

The purpose of this course is to prepare future nurse administrators for the complexities of healthcare management by giving them the tools and resources to understand and critically appraise the unique dynamics of the U.S. healthcare system. This course will include information related to healthcare delivery, quality improvement, public policy, laws, accrediting bodies, and regulatory statutes.

Prerequisite(s): Prerequisites: NUR 549, NUR 550 Co-Requisites: NUR 552

NUR552 US Health Care Systems and Quality & Safety Practicum

Hours 3

The purpose of this clinical course is to provide the nursing administrator student with the opportunity to apply concepts and theory from NUR 551 in an authentic clinical environment to narrow the theory practice gap through application and experiential learning. The focus is on the application of public policy, laws, accrediting bodies, and regulatory statutes as they relate to the delivery of health care in the U.S.

Prerequisite(s): Prerequisites: NUR 549, NUR 550 Co-Requisites: NUR 551

NUR553 Advanced Financing and Strategic Planning in Health Care

Hours 3

The purpose of this course is to prepare future nurse administrators to be highly effective and influential strategic planners and financial leaders within the organization. This course addresses principles of strategic planning and fiscal resource management to include SWOT analyses, business plans, reimbursement models, cost analysis, budgeting, contract development, financial aspects of program development and evaluation, and cost accounting and tracking.

Prerequisite(s): Prerequisites: NUR 549, NUR 550, NUR 551, NUR 552 Co-Requisites: NUR 554

NUR554 Advanced Financing and Strategic Planning in Health Care Practicum

Hours 3

The purpose of this clinical course is to provide the student with the opportunity to apply concepts and theory from NUR 553 in an authentic clinical environment narrowing the theory practice gap through application and experiential learning. The focus is on the application of the principles of strategic planning and fiscal resource management to include SWOT analyses, business plans, reimbursement models, cost analysis, budgeting, contract development, financial aspects of program development and evaluation, and cost accounting and tracking.

Prerequisite(s): Prerequisites: NUR 549, NUR 550, NUR 551, and NUR 552 Co-Requisites: NUR 553

NUR559 Role Development and Leadership in Nurse Case Management

Hours 2

This course introduces students to the collaborative and cross-disciplinary specialty practice of case management, with emphasis on leadership, theory, and application of professional roles and functions of the Nurse Case Manager. Students will examine theoretical concepts essential to nursing science, as well as select nursing and leadership theories relevant to case management practice such as rural nursing theory, complexity theory, synergy theory, and adult learning theories, among others.

Prerequisite(s): NUR 500; Co-Requisites: NUR 507, NUR 514, NUR 560

NUR560 Role Development and Leadership in Nurse Case Management Practicum

Hours 1

This course is the clinical companion course for NUR 559: Role Development and Leadership in Nurse Case Management. Students will apply collaborative and cross-disciplinary concepts related to the specialty practice of case management, with emphasis on leadership, theory, and application of professional roles and functions of the Nurse Case Manager. Students are required to complete 60 clinical hours during this course.

Prerequisite(s): NUR 500; Co-Requisites: NUR 507, NUR 514, NUR 559

NUR561 Advanced Epidemiology

Hours 3

The purpose of this course is to expand upon the knowledge developed in NUR 500: Population Health. The utilization of epidemiological principles, concepts, and methods to serve as the basis for assessment, development, and implementation of evidence-based interventions for populations will be emphasized. Policy implications that arise from epidemiologic research will also be discussed.

Prerequisite(s): NUR 500

NUR563 Nurse Case Management I

Hours 3

This course expands upon the professional role of the Nurse Case Manager, with emphasis placed on rural populations, care across the lifespan, and outcomes at the systems level. Concepts related to complex client/client caregiver demands; coordinated, multidisciplinary, evidence-based collaborative approaches to person(s) care; strategies for evaluation of quality, safety, and financial outcomes; and legal, ethical, and culturally competent components of Nurse Case Management practice will be explored.

Prerequisite(s): NUR 559, NUR 560; Corequisites: NUR 561, NUR 564

NUR564 Nurse Case Management I Practicum

Hours 3

This course is the clinical companion course for NUR 563: Nurse Case Management I. Students will assess complex client/client caregiver demands; plan coordinated, multidisciplinary, evidence-based collaborative approaches to person(s) care; appraise strategies for evaluation of quality, safety, and financial outcomes; and consider legal, ethical, and culturally competent components of Nurse Case Management practice. Students are required to complete 180 clinical hours during this course.

Prerequisite(s): NUR 559, NUR 560; Corequisites: NUR 561, NUR 563

NUR565 Nurse Case Management II

Hours 1

The purpose of this course is synthesis of the professional Nurse Case Management practice in rural and diverse populations and health environments. Essential concepts, roles, and functions in preparation for certification in case management practice will be reviewed. Emphasis is placed on a coordinated, evidence-based, interdisciplinary, collaborative, integrated, and cost effective approach to health care with rural populations.

Prerequisite(s): NUR 563, NUR 564; Corequisites: NUR 503, NUR 519, NUR 566

NUR566 Nurse Case Management II Practicum

Hours 3

This course is the clinical companion course for NUR 565: Nurse Case Management II. Students will apply essential concepts, roles, and functions in preparation for certification in case management practice. Emphasis is placed on implementing a coordinated, evidence-based, interdisciplinary, collaborative, integrated, and cost effective approach to health care with rural populations. Students are required to complete 180 clinical hours during this course.

Prerequisite(s): NUR 563, NUR 564; Corequisites: NUR 503, NUR 519, NUR 565

NUR567 Family Nurse Practitioner Role & Issues

Hours 3

This course includes the professional role of the Family Nurse Practitioner (FNP) serving diverse populations across the lifespan. Emphasis is on the influence of nurse practitioners on outcomes at the systems level. Students will assess complex demands; plan coordinated, multidisciplinary, evidence-based collaborative approaches to care; and appraise strategies for evaluation of outcomes.

Prerequisite(s): NUR 505, NUR 529 - with a grade of B or better

NUR569 Family Nurse Practitioner I

Hours 3

This course provides a theoretical and evidenced based foundation for advanced practice as a Family Nurse Practitioner (FNP). The focus is on identifying and managing common acute, episodic and multiple chronic conditions in the adult client. Health promotion and disease prevention strategies for the adult population are emphasized.

Prerequisite(s): NUR 505, NUR 529, NUR 521, NUR 567; Corequisite: NUR 570 With grade of B or better

NUR570 Family Nurse Practitioner Clinical I

Hours 2

This course provides an initial clinical experience for advanced practice as a Family Nurse Practitioner (FNP). The focus is on identifying and managing common acute, episodic and multiple chronic conditions based on current evidence. Health promotion and disease prevention strategies for the adult population are emphasized. FNP role responsibilities are demonstrated, within primary care settings, in order to meet the health care needs for diverse adult populations. Students must complete 120 clinical hours working with adults.

Prerequisite(s): NUR 505, NUR 521, NUR 529, NUR 567; Corequisite: NUR 569 with a grade of B or better

NUR571 Family Nurse Practitioner II

Hours 3

This course provides a theoretical and evidence-based foundation for advanced practice as a Family Nurse Practitioner (FNP). The focus is on identifying and managing common acute, episodic and multiple chronic conditions in both the Pediatric and Women's Health populations. Health promotion and disease prevention strategies for the Pediatric and Women's Health populations are emphasized.

Prerequisite(s): NUR 569, NUR 570; Corequisite: NUR 572

NUR572 Family Nurse Practitioner Clinical II

Hours 3

This course provides evidence-based clinical experiences for advanced practice as a Family Nurse Practitioner (FNP). The course focuses on identifying and managing common acute, episodic and multiple chronic conditions in both the Pediatric and Women's Health populations. Health promotion and disease prevention strategies for the specific populations are emphasized. FNP role responsibilities are demonstrated, within primary care settings, in order to meet the health care needs for diverse patient populations. Students must complete 180 clinical hours working with Pediatrics and Women's Health clients.

Prerequisite(s): NUR 569, NUR 570; Corequisite: NUR 571

NUR573 Family Nurse Practitioner III

Hours 3

This course provides a culmination of common health conditions and strategies for incorporating evidence-based practice for advanced practice as a Family Nurse Practitioner (FNP). The course focus is on identifying and managing common acute, episodic and chronic conditions across the lifespan and within a variety of vulnerable populations. As with the prior FNP courses, there will be a continued emphasis on health promotion and disease prevention in primary care populations. Strategies for FNP certification preparedness and extended role responsibilities will be explored.

Prerequisite(s): NUR 571, NUR 572; Corequisite: NUR 574

NUR574 Family Nurse Practitioner Clinical III

Hours 4

This course will provide the Family Nurse Practitioner (FNP) student with the opportunity to completely immerse in an autonomous advanced practice nursing role. Students will diagnose, manage, and treat common acute, episodic and chronic conditions across the lifespan, while maintaining an emphasis on health promotion and disease prevention. FNP students will engage in interdisciplinary collaboration for providing competent and evidence-based for all patients, including vulnerable populations, seeking care in primary care settings. There are 240 clinical hours needed for course completion.

Prerequisite(s): NUR 571, NUR 572; Corequisite: NUR 573

NUR580 Fiscal Resource Management

Hours 3

This course addresses principles of fiscal resources management and their application to case management or clinical nurse leader role. Concepts include cost analysis, budgeting, contract development, financial aspects of program development and evaluation, and cost accounting and tracking for rural populations.

Prerequisite(s): CHS 520 and NUR 581

Prerequisite(s) with concurrency: NUR 505

NUR581 Research and Statistics for Health Professional

Hours 3

This course prepares students to evaluate research methods, designs, instruments, and statistics used in health research. Research ethics, outcomes research, and evidence-based practice are explored. Students will critique research literature and prepare a research overview relevant to their practice area.

Prerequisite(s): NUR 501 and NUR 503 and NUR 529

Prerequisite(s) with concurrency: CHS 520

NUR582 Psychiatric Treatment Modalities

Hours 2

This course provides a theoretical basis to help the nurse practitioner student determine, select, implement, and evaluate different types of psychiatric treatment modalities for persons across the lifespan, who are experiencing a psychiatric illness. Admission in Nurse Practitioner concentration.

Prerequisite(s): Admission in Nurse Practitioner Concentration

Prerequisite(s) with concurrency: NUR 585

NUR585 Psychiatric Mental Health Nurse Practitioner I

Hours 4

In this course, the student will learn how to critically appraise theoretical approaches for psychotherapeutic interventions with adult patients and families in rural areas. This course provides a theoretical basis for advanced practice in Psychiatric Mental Health Nursing. This course will also provide the student with an understanding of the dynamics, epidemiology, and treatment of selected psychopathology, specifically focused on the adult patient. In addition, the role of the PMHNP in the assessment, diagnosis, and treatment of adult patients with mental disorders will be explored. Students must complete 150 clinical rotation hours providing psychopharmacotherapeutic and psychotherapeutic interventions to adults and families within the semester in which the course is taken.

Prerequisite(s) with concurrency: NUR 586

NUR586 Family Nurse Practitioner I

Hours 4

This course provides a theoretical and evidenced based foundation for advanced practice as a Family Nurse Practitioner (FNP). The focus is on identifying and managing common acute, episodic and multiple chronic conditions in the adult client. Health promotion and disease prevention strategies for the adult are emphasized. Nurse Practitioner role functions in primary care are explored through clinical experiences with diverse rural populations. Students must complete 150 clinical rotation hours working with adults and families within the semester in which the course is taken.

Prerequisite(s) with concurrency: NUR 585

NUR587 Psychiatric Mental Health Nurse Practitioner II

Hours 4

Provides the student with an understanding of the treatment of selected psychopathology. The role of the advanced psychiatric mental health nurse practitioner in the assessment, diagnosis, and treatment of child/adolescent (birth to age 17) patients and families in rural settings will also be explored. This course will also examine treatment modalities for advanced practice psychiatric mental health nursing, specifically with children and adolescents. In addition, this course will provide advanced knowledge of psychobiological information in conjunction with the use of psychopharmacological and psychotherapeutic interventions with child/adolescent patients. Students must complete 150 clinical rotation hours working with children and families within the semester in which the course is taken.

Prerequisite(s): NUR 585

NUR588 Family Nurse Practitioner II

Hours 4

This course provides a theoretical and evidenced based foundation for advanced practice as a Family Nurse Practitioner (FNP) caring for women and children. The focus is on identifying and managing common acute, episodic, and multiple chronic conditions experienced by women and children. Health promotion and disease prevention strategies for women and children are emphasized. Nurse Practitioner role functions in primary care are explored through clinical experiences with diverse rural populations. Students must complete 150 clinical rotation hours within the semester in which the course is taken# 70 hours in Pediatrics and 80 hours in OB/GYN.

Prerequisite(s): NUR 586

NUR589 Psychiatric Mental Health Nurse Practitioner Residency

Hours 3

Provide the nurse practitioner student with the opportunity to completely immerse in the role of the Psychiatric Mental Health Nurse Practitioner (PMHNP). Students will engage in the practice, management, and treatment of rural children, adolescents, adults and/or geriatric individuals and families experiencing mental health needs. The student will demonstrate the ability to utilize psychopharmacological and psychotherapeutic (individual, family and group) interventions in a wide range of clinical settings. Students must complete 225 psychiatric mental health clinical rotation hours treating patients across the lifespan while offering opportunities for board certification exam preparation.

Prerequisite(s): NUR 585

Prerequisite(s) with concurrency: NUR 587

NUR590 Family Nurse Practitioner Residency

Hours 3

Provide the student with the opportunity to completely immerse in the role of the Family Nurse Practitioner. Students will engage in the practice, management, and treatment of rural individuals and families experiencing primary care needs. Students must complete 225 clinical rotation hours in primary care treating patients across the lifespan.

Prerequisite(s): NUR 586 and NUR 588

NUR591 Psychiatric Mental Health Nurse Practitioner Roles and Issues

Hours 3

The purpose of this course is to focus on concepts, theories and research underlying advanced practice psychiatric mental health nursing. The scope and standards of psychiatric-mental health nursing practice will be presented. Mental health treatment modalities across the lifespan including psychotherapy, psychopharmacological interventions, community interventions, case management and consult-liaison activities will be examined. Psychological, biological, social, and cultural influences on coping responses of individuals, families, groups, and communities of people/populations at risk are explored. Intervention models, including preventive care and health promotion are introduced.

Prerequisite(s): NUR 505, NUR 521 with a grade of B or better

NUR593 Psychiatric Mental Health Nurse Practitioner I

Hours 3

The purpose of this course is to focus on the study of Psychiatric Mental Health Nurse Practitioner (PMHNP) conceptual frameworks, theories, and research findings related to common psychiatric disorders among children, adolescents, and young adult patients in urban, suburban and rural settings. Biological and pharmacologic theories, developmental issues of children, adolescent and young adult patients, psychotherapeutic modalities, primary prevention, and evaluation of treatment will be emphasized.

Prerequisite(s): NUR 591; Corequisite: NUR 594

NUR594 Psychiatric Mental Health Nurse Practitioner Clinical I

Hours 2

The purpose of this clinical course is to provide the student with the ability to apply treatment of psychopathology. The role of the Psychiatric Mental Health Nurse Practitioner (PMHNP) in the assessment, diagnosis, and treatment of children, adolescents, young adults, and families in urban, suburban and rural settings will be explored. This course will also provide students the opportunity to apply psychobiological information in conjunction with the use of psychopharmacological and psychotherapeutic interventions with patients. Students must complete 120 clinical hours working with children, adolescents, young adults, and families.

Prerequisite(s): NUR 591; Corequisite: NUR 593

NUR595 Psychiatric Mental Health Nurse Practitioner II

Hours 3

The purpose of this course is for Psychiatric Mental Health Nurse Practitioner (PMHNP) students to learn how to critically appraise theoretical approaches for psychotherapeutic interventions with adult and elderly patients and families in urban, suburban, and rural areas. This course provides a theoretical basis for advanced practice of Psychiatric Mental Health Nursing. This course will also provide the student with an understanding of the dynamics, epidemiology, and treatment of selected psychopathology, specifically focused on adult and elderly patients. In addition, the role of the PMHNP in the assessment, diagnosis, and treatment of adult and elderly patients with mental disorders will be explored.

Prerequisite(s): NUR 593, NUR 594; Corequisite: NUR 596

NUR596 Psychiatric Mental Health Nurse Practitioner Clinical II

Hours 3

The purpose of this clinical course is for Psychiatric Mental Health Nurse Practitioner (PMHNP) students to critically appraise and apply theoretical approaches for psychotherapeutic interventions with adult and elderly patients and families in urban, suburban, and rural areas. This course will also provide the student with an opportunity to apply the dynamics, epidemiology, and treatment of selected psychopathology, specifically focused on adult and elderly patients. In addition, the role of the PMHNP in the assessment, diagnosis, and treatment of adult and elderly patients with mental disorders will be applied. Students must complete 180 clinical hours providing psychopharmacotherapeutic and psychotherapeutic interventions to adults, elderly and their families.

Prerequisite(s): NUR 593, NUR 594; Corequisite: NUR 595

NUR597 Psychiatric Mental Health Nurse Practitioner III

Hours 3

The purpose of this course is for Psychiatric Mental Health Nurse Practitioner (PMHNP) students to demonstrate comprehension of multiple theoretical approaches for psychotherapeutic interventions across the lifespan in urban, suburban, and rural areas. This course also covers the dynamics, epidemiology, assessment, diagnosis, and treatment of selected psychopathologies. Appropriate evidence-based psychopharmacological and psychotherapeutic (individual, family and group) interventions are examined.

Prerequisite(s): NUR 595, NUR 596; Corequisite: NUR 598

NUR598 Psychiatric Mental Health Nurse Practitioner Clinical III

Hours 4

The purpose of this clinical course is for Psychiatric Mental Health Nurse Practitioner (PMHNP) students to demonstrate application of multiple theoretical approaches for psychotherapeutic interventions across the lifespan in urban, suburban, and rural areas. This course provides PMHNP students an opportunity to apply clinical skills in the assessment, diagnosis, and treatment of selected psychopathologies. Students will apply appropriate evidence-based psychopharmacological and psychotherapeutic (individual, family and group) interventions in a wide range of clinical settings. Students must complete 240 clinical hours treating patients across the lifespan (with a minimum of 40 child and adolescent).

Prerequisite(s): NUR 595, NUR 596; Corequisite: NUR 597

NUR599 Master's Thesis

Hours 3-6

This course is designed to assist the student in selecting a foundational area of inquiry or phenomenon of interest, and creating original scholarship written under the direction of the faculty advisor. It is expected that the project will culminate in the production of a research product (thesis) that evidences originality, appropriate organization, clarity of purpose, critical analysis, and accuracy and completeness of documentation. The work shall involve an analysis or study related to a professional nursing phenomenon of interest such as, but not limited to: direct patient care concerns, systems level quality improvement, healthcare policy, or nursing administration.

NUR620 Curriculum Theory & Practice

Hours 3

This is primarily an online, web-based course. It critically examines historical and contemporary discourses necessary to understand curriculum as a synergetic field of study and an area of professional practice. Factors related to organizing curriculum will be considered based on analysis, interpretation and synthesis of contextual data. Students will determine directions, outcomes, and goals for curriculum and course design. Methods for curriculum evaluation and a dashboard for successful implementation will be emphasized. Students will demonstrate their ability to develop and critique curriculum in the context of instruction through reflection, observation, documentation, and descriptive analysis and to relate ethical, moral, and social justice concerns to curriculum practice.

Prerequisite(s): NUR 531

NUR621 Nurse Educator Practicum

Hours 4

This is an elective course for nurse educator students who have limited teaching experience or graduate nursing students who desire additional direct experience. The two didactic credits and two clinical credits (120 contact/clock hours) in this practicum provide opportunities to become embedded as a faculty member for one semester. Students implement classroom and clinical teaching and evaluation strategies grounded in education theory and evidence-based practice, and are devised for differing learner needs to produce desired learning outcomes. Students explore the scholarship of education and develop or refine a research trajectory. Then relate that trajectory to life-long professional development and targeted faculty, community, and professional service.

Prerequisite(s): NUR 531, NUR 532

NUR696 Doctoral Seminar in Research

Hours 3

Students are expected to utilize knowledge from quantitative methodology and statistics in this course. The seminar will provide students with opportunities to synthesize knowledge gained in this and other courses in order to address topics of for research in nursing education.

NUR700 Clinical Data Management and Analysis

Hours 3

This required course provides students with the knowledge base to understand, collect, manage, and measure clinical data. Students will explore data collection and management processes, levels of measurement, basic statistics, and measurement for improvement in order to effectively use clinical data. Data entry exercises employed through analytical tools and statistical software packages will allow the students practice and apply the basic data management and analysis skills needed for the evaluation of clinical data and evidence-based practice.

Prerequisite(s): Admission to DNP Program

Prerequisite(s) with concurrency: NUR 701

NUR701 Writing for Publication

Hours 3

This course concerns the development of skills in writing, editing, and preparing manuscripts for publication from initial idea to submission of a publishable manuscript. The course emphasizes a writing process that encourages productivity and collegial peer review. Legal and ethical aspects of authorship prepare students for responsible practices expected of scholars. Students should have mastered basic writing skills, e.g., grammar, syntax, and computer skills, prior to enrolling in this course.

Prerequisite(s): Admission to DNP Program

Prerequisite(s) with concurrency: NUR 700

NUR702 DNP Seminar

Hours 1

This required course is designed to assist the student to demonstrate professional competencies related to the proposed DNP project. Students will participate in the seminar to obtain guidance, be involved in discussion, and receive peer suggestions about the DNP project. The student will gain knowledge of funding opportunities, identify potential funding sources, and initiate preparation for presentation and project dissemination. The student will initiate development and design of the professional portfolio with current professional information and achievements.

Prerequisite(s): NUR 701, NUR 729, NUR 742, and NUR 743

NUR703 DNP Immersion 1

Hours 3

This required course is the first clinical course in the Doctor of Nursing Practice course of study. The immersion experience is conducted in the student's specialty area. Students will participate in the immersion experience to obtain guidance, be involved in discussion, and receive peer suggestions about the DNP project. An organizational needs assessment is conducted, and the final project is selected and planned by the student and the advisor. IRB training and preparation is completed, and the final project proposal is completed in this course. IRB submission may be initiated with the approval of the faculty advisor.

Prerequisite(s): NUR 701, NUR 729, NUR 742, and NUR 743

NUR704 DNP Immersion 2

Hours 3

This required course is the continuation of the clinical courses in the Doctor of Nursing Practice course of study. The immersion experience is conducted in a specialty area of the student's choice. Students will participate in the immersion experience to obtain guidance, be involved in discussion, and receive peer suggestions about the DNP project. The IRB application will be submitted to the applicable clinical agency and to the UA IRB for review. After IRB approval, the DNP project will be implemented and evaluated by the student, with guidance from the faculty advisor.

Prerequisite(s): NUR 700 and NUR 701 and NUR 703 and NUR 729 and NUR 731 and NUR 742 and NUR 743.

NUR705 DNP Immersion 3

Hours 3

This required course is the culmination of the clinical courses in the Doctor of Nursing Practice course of study. The immersion experience is conducted in the student's specialty area. Students will participate in the immersion experience to obtain guidance, be involved in discussion, and receive peer suggestions about the DNP project. The DNP final project is evaluated and analyzed by the student with faculty and clinical adviser guidance. The DNP final project is then disseminated in the form of a required professional presentation. The DNP final project manuscript is completed. The professional portfolio is fully developed and completed. All criteria for graduation are met in this course.

Prerequisite(s): NUR 700, NUR 701, NUR 702, NUR 703, NUR 704, NUR 729, NUR 731, NUR 733, NUR 735, NUR 742, NUR 743

NUR713 Special Topics

Hours 1-4

This course focuses on selected DNP topics under the sponsorship of a graduate nursing faculty member with relevant expertise.

NUR717 DNP Independent Study - Special Topics

Hours 1-4

The independent study option provides an opportunity for students to identify, structure, implement and evaluate learning experiences consistent with personal learning needs and career plans that are in addition to the current curriculum.

NUR729 Evidence-Based Practice Design and Translation

Hours 3

The purpose of this course is to provide students with models for evidence-based practice (EBP) design and improvement translation. Students learn to formulate clinical questions in answerable format, and search for and identify best research evidence. The focus of the course is to evaluate and critically appraise evidence for rigor and applicability to the clinical problem and is designed to improve clinical outcomes. Students will translate the evidence into practice environments for safe, quality care. Students will gain access to information that will support optimal clinical decision-making. Improvement translation sciences will also be introduced.

Prerequisite(s): NUR 700

NUR731 Philosophical, Theoretical, and Conceptual Foundations for Advanced Practice Nursing

Hours 3

This required core course for the Doctor of Nursing Practice program provides an understanding of the use of theory and conceptual foundations to guide the complexity of specialty nursing practice at the doctoral level. The content is derived from the philosophical and scientific underpinnings of nursing, natural, and psycho-social sciences.

NUR733 Informatics for Advanced Practice Nursing

Hours 3

This required course focuses on the collection, organization, analysis, and dissemination of information in nursing and health care. Students are introduced to the specialty of nursing informatics, the information system life-cycle, telemedicine, and the use of technology to enhance nursing care delivery and patient safety. Also, students learn how to design, use, and manipulate large and small patient databases for the analysis of patient outcomes.

NUR734 Advanced Experiential Clinical Course

Hours 1-7

This course is designed to validate Master's level competencies in clinical and organizational leadership. The course is required for post-master's DNP students who are graduates of programs in nursing with less than 500 clinical hours.

NUR735 Population Health in Advanced Practice Nursing

Hours 3

This required course for the Doctor of Nursing Practice program prepares the student to implement specialty population-based disease prevention and health promotion activities to achieve national and international goals of improving worldwide health status. The course focuses on a spectrum of issues affecting health, which include emerging infectious diseases, emergency preparedness, disparities in health and healthcare services, and the impact of behavior and lifestyle choices on health.

NUR737 Interdisciplinary Leadership and Role Development for Practice Excellence

Hours 3

This required course in the Doctor of Nursing Practice program prepares students for organizational and systems leadership and knowledge and skills critical to role development in independent and inter and intra-disciplinary practice. Content includes communication, conflict resolution, collaboration and negotiation, leadership, and team functioning to maximize success in the establishment of safe, effective patient-centered care in complex environments.

NUR738 Scholarly Project Development

Hours 3

This required course is designed to assist the student in selecting an area of interest within a practice specialization, and in demonstrating professional competencies related to an area of interest. The student will document previously acquired abilities and competencies in a professional portfolio. Students will participate in the seminar to obtain guidance, be involved in discussion, and receive peer suggestions about the portfolio and practice plans.

NUR739 Scholarly Practice Project

Hours 1-7

This required course is the capstone clinical course in all advanced practice tracks. The student presents evidence of achievements and competencies in a professional portfolio. The practice residency is completed in a specialty area of the student's choice. One credit hour of each semester of the residency is devoted to classroom seminar. The seminar focuses on the aspects of the final practice project and interventions that promote health, prevent illness and disability, and alleviate health disparities. Small group sessions are formed for students who are at similar stages of completion of the course requirements. The final project is selected and planned by the student and the advisor and is implemented during this course. The student completes the project, evaluates the outcomes, disseminates the findings, and makes a formal scholarly presentation to faculty and peers.

NUR740 Health Policy & Politics: Implications in Health Care

Hours 3

This required course in the Doctor of Nursing Practice program focuses on the basic principles of health policy and the influence of the political process as a systematic approach to health care in the United States and internationally. The course prepares students to assume complex leadership roles in order to advance specialty practice and health. This course focuses on the unique challenges of engaging and influencing health care policy in the U.S. and internationally. It is designed to develop skills, techniques, and approaches to the critical analysis of health policy proposals, health policies, and related issues from the perspective of consumers, nursing, other health professions, and other stakeholders in policy and public forums. The health policy framework is analyzed from a governmental, institutional, and organizational perspective.

NUR742 Program Evaluation and Methods

Hours 3

The purpose of this course is to synthesize knowledge related to translational/implementation science models and strategies to improve health outcomes. The emphasis in the course is the use of program evaluation as a strategic planning tool to achieve positive changes in health status, to initiate quality improvement, to engage in risk anticipation, management and to facilitate organizational and system level changes.

Prerequisite(s): NUR 700 NUR 729 NUR 743

NUR743 Evidence Based Practice Strategies

Hours 3

NUR 743 is a required core Doctor of Nursing Practice Program course, which expands on foundational evidence-based practice concepts to refine a problem statement and derive a searchable and answerable clinical question. Content includes identification and selection of methods, strategies, tools and metrics needed to complete a successful scholarly project. The course also addresses targeted strategies for disseminating evidence associated with scholarly projects.

Prerequisite(s): NUR 731 NUR 729

NUR744 Curriculum and Evaluation Concepts

Hours 3

This course focuses on concepts important to nursing program curriculum development and evaluation. The course will introduce the learner to various curriculum-related concepts including higher education organizational structure, published curriculum guidelines, policy development and adoption, and accreditation. This course will also focus on evidence-based methods for program, course, and student evaluation.

Prerequisite(s): Students must be participants in the Nurse Faculty Loan Program

NUR745 Teaching Strategies for Clinical Learning

Hours 3

This course will assist the graduate nursing student to examine teaching theory and strategies which may be applied to clinical instruction and problem solving. Course content will include basic principles of adult learning, and learning preferences as applied to teaching multigenerational learners. Strategies useful for clinical supervision and the importance of development of clinical learning sites are identified. The necessity of crafting clinical assignments in order to promote optimal learner outcomes is presented. Illustration of multiple uses of clinical simulation in order to improve team building, interdisciplinary collaboration, and clinical reasoning are depicted. The use of debriefing models to enhance clinical judgement in both simulation and clinical practice will be examined. Resources and technology for clinical teaching will be evaluated.

Prerequisite(s): Students must be participants in the Nurse Faculty Loan Program

Nursing Science Courses

NUS750 Philosophy of Science

UAH

Hours 3

The purpose of this course is to explore the evolution of philosophy and science. Epistemology, knowledge generation, knowledge acquisition, and ways of knowing will be examined. Scientific inquiry will include reasoning, logic, and persuasive argument development.

Prerequisite(s): Admission to the Program

UA-Huntsville Course

NUS752 Informatics

Hours 3

The purpose of this course is to prepare nurse scientists to use informatics, electronic tools, and healthcare technologies for the purposes of nursing research. The course will focus on the use of informatics in the data management of individuals, groups, and organizations as the nurse scientist plans and executes a program of research.

Prerequisite(s): Admission in the Joint Nursing Science PhD Program

NUS754 Ethical Conduct and Legal Issues in Research

Hours 3

The purpose of this course is to introduce the student to doctoral scholarship in support of beginning a program of responsible conduct of research. This course explores current ethical and legal issues in the science of nursing research. The course will delve into best practices in research design with regard to ethics, authorship, data management and record keeping, intellectual property and ownership of data, and human subjects research. In addition, the course will cover conflicts of interest, mentoring, collaborations, peer review, research misconduct, and current ethical issues in research.

Prerequisite(s): Admission to the Joint Nursing Science PhD Program

NUS756 Application of Theoretical Models

UAH

Hours 3

The purpose of this course is to provide students a foundation for contributing to theory development processes, analyzing and critiquing theoretical foundations of research, and applying theoretical models to nursing research. This course addresses the relationship between theory and research and provides an understanding of the use of theoretical models and conceptual foundations to guide nursing research and practice.

Prerequisite(s): NUS 750

UA-Huntsville Course

NUS758 Quantitative Research Methods and Designs

Hours 3

The purpose of this course is to provide students with foundational knowledge and skills in the development of experimental and nonexperimental quantitative designs. Topics will include training in the choice of research questions/aims/hypotheses and a responsive approach; the development of an ethical, strategic design; the implementation of a strategic sampling plan; the choice of suitable measurements (reliable and valid) and analytic plans; issues in research such as treatment fidelity; and the drafting of research proposals. Additional content will briefly introduce more advanced concepts such as mixed methods research or community-based participatory research. Special emphasis will be placed on clinical nursing designs, such as repeated-measures intervention studies.

Prerequisite(s): NUS 750

NUS760 Statistics I

UAH

Hours 3

The purpose of this course is to provide the student with the skills to conduct and interpret statistical data. Emphasis will be placed on describing types of variables, testing hypotheses, selecting appropriate parametric and nonparametric statistical tests, analyzing data, and interpreting results.

Prerequisite(s): NUS 758

UA-Huntsville Course

NUS762 Healthcare Policy for Rural and Medically Underserved Populations

Hours 3

The purpose of this course is to explore the policy environment that influences and shapes public health and health care service delivery, including rural and medically underserved communities. Students will develop skills, techniques, and approaches to identify gaps, critically analyze and research health related issues. Utilization and delivery of data to promote and impact healthcare policy changes will be an important measure of outcome. Students will develop the ability and confidence to critically assess current health policy issues in a thoughtful, comprehensive and rigorous manner and to engage in the policy process.

Prerequisite(s): Admission in the Joint Nursing Science PhD Program

NUS764 Scientific Writing

UAH

Hours 3

The purpose of this course is to develop writing skills to produce scientific writing that is clear, concise and logical. This course will also explore the publication to include abstract and manuscript development and the submission process. Additional pathways to dissemination of nursing content will be explored as well.

Prerequisite(s): Admission to the Joint Nursing Science PhD program

UA-Huntsville Course

NUS766 Epidemiology

Hours 3

The purpose of this course is to introduce epidemiological methods for measuring population health, designing and implementing observational and experimental studies, critically reading the public health literature, and applying research findings to global and community health.

Prerequisite(s): NUS 760

NUS768 Statistics II

Hours 3

The purpose of this course is to provide advanced coursework in applied statistical approaches to data management and analysis with an emphasis on multivariate statistical approaches. Students will develop improved skills in conceptualizing, executing, analyzing, and interpreting advanced analytic strategies and to enhance their ability to propose strong, tailored analytic approaches for specific study designs and research aims. Students will gain proficiency in using statistical software to enhance their knowledge of regression, ANCOVA, MANOVA/MANCOVA, discriminant analysis, exploratory and confirmatory factor analysis, structural equation modeling, multilevel modeling, and advanced categorical approaches. Emphasis will be placed on the understanding of the mathematics, logic, and application of these techniques.

Prerequisite(s): NUS 760

NUS770 Grant Writing

Hours 3

The purpose of this course is to prepare students in the foundations of writing grants for federal external funding. This course will help students identify a step-wise process to develop a grant proposal through federal funding sources. Strategies for successful grant writing include identifying funding sources for the topic, writing a competitive grant application, developing a collaborative team of researchers for the project, and understanding the review process.

Prerequisite(s): NUS 764

NUS772 Qualitative Research Methods

UAH

Hours 3

The purpose of this course is to assist the student in using selected qualitative research methods. Learning modules will explore qualitative approaches, sampling, data collection, data analysis and dissemination. The course will review and explore the use of technology to assist the qualitative researcher.

Prerequisite(s): NUS 750, NUS 756, NUS 758

UA-Huntsville Course

NUS776 Advanced Research Methods

UAH

Hours 3

The purpose of this course is to assist the student in developing the knowledge and skills to design a mixed methods study. The course will explore a nursing phenomenon using both quantitative and qualitative research methods. The student will utilize prior work developed in their previous research methods courses. This course will culminate in a developed prospectus that will be presented to a dissertation committee.

Prerequisite(s): NUS 752, NUS 758, NUS 760, NUS 768, NUS 772

UA-Huntsville Course

NUS780 Introduction to Omics

UAH

Hours 3

The purpose of this course is to introduce the revolution of omics and discuss the role nurse scientists can play in precision health development. Nurse scientists are in a position to provide a unique contribution to person-centered health approaches by broadening their understanding of molecular advances to improve health outcomes. A variety of different omics will be explored and the practical advantages, limitations, and challenges in individualized health promotion will be discussed.

Prerequisite(s): Admission in the Joint Nursing Science PhD program

UA-Huntsville Course

NUS781 Omics in Nursing Research

Hours 3

The purpose of this course is to provide an overview of advanced concepts of omics research by utilizing a biobehavioral systems approach in nursing science. The National Institute of Nursing Research's strategic plan for Genomic Nursing Science is used as the framework for integrating omics and nursing research. Practical application in omics theories, methodologies, technology, bioinformatics, and responsible conduct of research is discussed. Additionally, resources in building capacity for the next generation of omics scientists are reviewed.

Prerequisite(s): NUS 780

NUS782 Curriculum Development and Program Evaluation for Nurse Educators

UAH

Hours 3

The purpose of this course is to examine the procedures for designing, implementing, and evaluating nursing education curriculum. The process will be examined beginning with the program mission. Educational theories, philosophy, concepts, and program evaluation will be explored. The nurse educator's role in curriculum design and program evaluation is assessed.

Prerequisite(s): Admission in the PhD program

UA-Huntsville Course

NUS783 Instructional Methods and Assessments in Nursing Education

Hours 3

The purpose of this course is to discover teaching styles and implement instructional technologies to promote learning in diverse populations of students. Throughout the semester, students will explore didactic and clinical learning activities and evaluation strategies to demonstrate transfer of learning.

Prerequisite(s): NUS 782

NUS784 Data Science and Emerging Technologies in Healthcare

Hours 3

The purpose of this course is to apply concepts associated with data analytic methods and the use of burgeoning technologies in healthcare. The course prepares the nurse scientist to engage with other researchers in the areas of data analytics, simulation, telehealth, and robotics. The appropriate integration of health care technologies to support nursing research will be emphasized.

Prerequisite(s): Admission to Joint Nursing Science PhD Program

NUS785 Research and Development (R&D) of Innovative Health Care Technology

UAH

Hours 3

The purpose of this course is to develop the scientific skills to move an idea from concept to product following a research and development (R&D) process. The course prepares the nurse scientist to engage with researchers inside and outside health care fields, solicit input from end-users early and often, create patentable intellectual property, and fund the development of products with federal grants or investors.

Prerequisite(s): NUS 784 or permission from professor

UA-Huntsville Course

NUS798 Competency Assessment

Hours 0

All students enrolled in the Joint Nursing Science PhD program are required to register for this course at the beginning of the semester during which they take the comprehensive examination. A grade will be determined entirely by an assessment of the student's performance on both the written and oral portions of the comprehensive examination and will either be pass or fail. The course may be repeated once and must be passed if the student is to progress to dissertation.

NUS799 Dissertation Hours

Hours 1-12

The purpose of this course is initiation, continuation, or completion of the dissertation for the Doctor of Philosophy (PhD) in Nursing Science degree. This course must be repeated each semester consecutively up to 24 credit hours until successful defense of the dissertation.

Prerequisite(s): Successful completion of 45 hours of NUS courses

Faculty**Dean**

Suzanne S. Prevost, PhD, RN, FAAN

Senior Associate Dean

Robin M. Lawson, DNP, CRNP, ACNP-BC, NP-C, FAANP

Assistant Dean

Pat Carter, PhD, RN, CNS

Graduate Recruitment and Retention Liaison

Vickie L. Samuel

Program Assistant

Christina Horen

Doctor of Nursing Practice (DNP)

The DNP is a practice doctorate in nursing which prepares graduates to function at the highest level of nursing practice. Entry into the program is available every fall. Graduates of the DNP program focus on providing care with an emphasis on improving quality and access to underserved and diverse populations. Graduates employ abilities and skills in these areas to advocate for reasonable, rational, and data-driven health regulations, standards, and practices; sustain collaborative and strategic relationships; promote innovative, effective health care programs; and form partnerships with diverse groups to address health disparities. Two pathways to the DNP degree are available, post-baccalaureate and post-master's. The post-baccalaureate pathway admits BSN-prepared nurses to the DNP program with three areas of focus: Family Nurse Practitioner (FNP), Psychiatric Mental Health

Nurse Practitioner (PMHNP), or dual nurse practitioner specialization in Psychiatric Mental Health and Family Nurse Practitioner and is currently available to Alabama, Florida, Georgia, and Mississippi residents only. The post-master's DNP pathway admits advanced practice nurses (nurse practitioners, nurse anesthetists, nurse midwives, and clinical nurse specialists) and nurse executives. Certification in one of the roles listed is required prior to completing 12 credit hours in the program.

The DNP curriculum includes the development of a practice improvement project. This scholarly project is designed to synthesize scholarship in an advanced practice specialty or an area of health care leadership, is derived from a practice immersion experience, and serves as the capstone project for the program. All courses are offered in a distance-accessible format, and students develop the scholarly project under the direction of a team, including program faculty, the student, the clinical advisor, the faculty advisor, and alumni mentors. **Note:** This program requires a **clinical component (post-baccalaureate range from 1080-1620 clinical hours; post-master's - 540 clinical hours)**. It is the student's responsibility to identify a site and an appropriate clinical advisor. **No clinical practice will take place until the student has been notified by CCN of approval.**

Admission Requirements for the Post-Baccalaureate to Doctor of Nursing Practice Pathway

Admission requirements are consistent with those of the Graduate School. Applicants for the Post-Baccalaureate to Doctor of Nursing Practice (DNP) pathway will be considered on a competitive basis.

The following are requirements for admission:

1. For regular admission, a grade point average of at least 3.0 overall (based on a 4.0 grading scale) **and** 3.0 for the last 60 semester hours of undergraduate work is required.
2. Baccalaureate degree in nursing from a school of nursing that is both regionally and CCNE or CNEA accredited.
3. Current unencumbered RN licensure in Alabama, Florida, Georgia, or Mississippi.
4. Final admission is contingent upon drug and background screen results that are deemed acceptable by appropriate University officials.

Note: Currently, only residents of Alabama, Florida, Georgia, and Mississippi are eligible for admission to the post-baccalaureate to DNP pathway.

Admission Requirements for the Post-Master's to Doctor of Nursing Practice Pathway

Admission requirements are consistent with those of the Graduate School. Applicants for the Post-Master's to Doctor of Nursing Practice (DNP) pathway will be considered on a competitive basis. The following are requirements for admission:

1. A 3.0 grade point average, based on a 4.0 system in a completed graduate degree.
2. Master's degree in nursing in an advanced nursing practice area from a regionally and CCNE or CNEA accredited school of nursing.
3. Advanced practice national certification or eligibility to sit for advanced practice national certification, and must pass certification exam prior to completing 12 credit hours of DNP

coursework. Students who are not yet certified will only be considered for conditional admission.

- Current unencumbered RN licensure in a state approved for admission. [Click Here](#) to view the states from which the College of Nursing accepts applications for admission.
- Final admission is contingent upon drug and background screen results that are deemed acceptable by appropriate University officials.

See the Admission Criteria section of this catalog for more information.

The Doctor of Nursing Practice degree will be awarded to the student who has met the following requirements:

- GPA of 3.0 or higher
- good standing at the time of graduation
- successful completion of the scholarly project
- successful completion of the required coursework and scholarly project hours/ practice immersion experience
- attendance at one (1) DNP Intensive during program

Transfer of Credit

Acceptable graduate credit, earned in a regionally and CCNE or CNEA accredited institution in which the student was enrolled in the graduate school, may be transferred and applied to the requirements for a doctoral degree. Only credit that was earned during the six-year period (18 fall, spring, and summer semesters) preceding admission to the DNP program may be considered for transfer. Evaluation of credit for transfer will not be made until the student has enrolled in the Graduate School of The University of Alabama. Credit will not be accepted from any institution at which the student failed to achieve a 'B' average on all graduate work attempted. A student initiates at the Office of the Graduate School the request for evaluation of graduate credit obtained at another institution. The student must also ensure that the Office of the Graduate School has an official (not faxed or copied) transcript of the credit involved. With the approval of the student's department and the Dean of the Graduate School, a maximum of 3 hours of elective credit may be transferred from another institution. Consideration of credit does not guarantee its transfer.

Clinical Hours for Degree Completion

A minimum of 1000 post-baccalaureate practice hours are required for completion of the DNP degree. Students who do not have sufficient clinical hours will be required to complete additional clinical hours as determined by the Assistant Dean of the Graduate Programs prior to the beginning of DNP courses. In such cases, 60 clinical hours are the equivalent of 1 semester credit hour.

Time limit for doctoral study

Doctoral programs of study may include appropriate coursework that has been earned no more than six years (18 consecutive fall, spring, and summer semesters) prior to the date of the student's admission to the doctoral program. All degree requirements must be completed within seven years (21 consecutive fall, spring, and summer semesters) of the date of the student's admission to the doctoral program.

Residency/Immersion

The DNP program has a practice-based residency/practice immersion experience. The student fulfills the experience requirement while satisfactorily completing the practice-focused, comprehensive, scholarly project in the final semester of the program.

Additional information is in the Degree Requirements section below.

Curriculum

Post-Baccalaureate to Doctor of Nursing Practice Pathway (BSN to DNP)

BSN to DNP Program of Study - Psychiatric Mental Health and Family Nurse Practitioner Focused Areas of Study

Code and Title	Hours
Fall - Year 1	
NUR 701 Writing for Publication	3
NUR 733 Informatics for Advanced Practice Nursing ¹	3
Credit Hours Subtotal:	6
Spring - Year 1	
NUR 729 EBP Design and Translation ¹	3
NUR 731 Philosophical, Theoretical, and Conceptual Foundations for Advanced Practice Nursing ¹	3
Credit Hours Subtotal:	6
Summer - Year 1	
NUR 735 Population Health in Advanced Practice Nursing ¹	3
NUR 743 EBP Strategies	3
Credit Hours Subtotal:	6
Fall - Year 2	
NUR 505 Advanced Health Assessment	3
NUR 529 Advanced Pathophysiology	3
Credit Hours Subtotal:	6
Spring - Year 2	
NUR 521 Advanced Pharmacology	3
NUR 567 FNP Role & Issues	3
NUR 740 Health Policy & Politics: Implications in Health Care	3
Credit Hours Subtotal:	9
Summer - Year 2	
Credit Hours Subtotal:	0
NUR 569 Family Nurse Practitioner I	3
NUR 570 FNP Clinical I	2
Credit Hours Subtotal:	5
Fall - Year 3	
NUR 571 Family Nurse Practitioner II	3
NUR 572 FNP Clinical II	3
NUR 737 Interdisciplinary Leadership and Role Development for Practice Excellence	3
Credit Hours Subtotal:	9
Spring - Year 3	
NUR 573 Family Nurse Practitioner III	3
NUR 574 FNP Clinical III	4
NUR 591 PMHNP Roles and Issues	3
NUR 742 Program Evaluation and Methods	3
Credit Hours Subtotal:	13
Summer - Year 3	
NUR 593 PMHNP I	3
NUR 594 PMHNP Clinical I	2

Fall - Year 4

NUR 595	PMHNP II	3
NUR 596	PMHNP II Clinical	3
NUR 700	Clinical Data Mgt & Analysis	3
NUR 703	DNP Immersion 1	3
Credit Hours Subtotal:		17

Spring - Year 4

NUR 597	PMHNP III	3
NUR 598	PMHNP Clinical III	4
NUR 702	DNP Seminar	1
NUR 704	DNP Immersion 2	3
Credit Hours Subtotal:		11

Summer - Year 4

NUR 705	DNP Immersion 3	3
Credit Hours Subtotal:		3

Total Hours 91

Footnotes

¹ Course counts toward MSN and DNP

BSN to DNP Program of Study - Family Nurse Practitioner Focused Areas of Study

Code and Title **Hours**

Fall - Year 1

NUR 701	Writing for Publication	3
NUR 733	Informatics for Advanced Practice Nursing ¹	3
Credit Hours Subtotal:		6

Spring - Year 1

NUR 729	EBP Design and Translation ¹	3
NUR 731	Philosophical, Theoretical, and Conceptual Foundations for Advanced Practice Nursing ¹	3
Credit Hours Subtotal:		6

Summer - Year 1

NUR 735	Population Health in Advanced Practice Nursing ¹	3
NUR 743	EBP Strategies	3
Credit Hours Subtotal:		6

Fall - Year 2

NUR 505	Advanced Health Assessment	3
NUR 529	Advanced Pathophysiology	3
Credit Hours Subtotal:		6

Spring - Year 2

NUR 521	Advanced Pharmacology	3
NUR 567	FNP Role & Issues	3
NUR 740	Health Policy & Politics: Implications in Health Care ¹	3
Credit Hours Subtotal:		9

Summer - Year 2

NUR 569	Family Nurse Practitioner I	3
NUR 570	FNP Clinical I	2
Credit Hours Subtotal:		5

Fall - Year 3

NUR 571	Family Nurse Practitioner II	3
NUR 572	FNP Clinical II	3

NUR 737	Interdisciplinary Leadership and Role Development for Practice Excellence ¹	3
Credit Hours Subtotal:		9

Spring - Year 3

NUR 573	Family Nurse Practitioner III	3
NUR 574	FNP Clinical III	4
NUR 742	Program Evaluation and Methods	3
Credit Hours Subtotal:		10

Summer - Year 3

NUR 703	DNP Immersion 1	3
Credit Hours Subtotal:		3

Fall - Year 4

NUR 700	Clinical Data Mgt & Analysis	3
NUR 702	DNP Seminar	1
NUR 704	DNP Immersion 2	3
Credit Hours Subtotal:		7

Spring - Year 4

NUR 705	DNP Immersion 3	3
Credit Hours Subtotal:		3

Total Hours 70

Footnotes

¹ Course counts toward MSN and DNP

BSN to DNP Program of Study - Psychiatric Mental Health Nurse Practitioner Focused Areas of Study

Code and Title **Hours**

Fall - Year 1

NUR 701	Writing for Publication	3
NUR 733	Informatics for Advanced Practice Nursing ¹	3
Credit Hours Subtotal:		6

Spring - Year 1

NUR 729	EBP Design and Translation ¹	3
NUR 731	Philosophical, Theoretical, and Conceptual Foundations for Advanced Practice Nursing ¹	3
Credit Hours Subtotal:		6

Summer - Year 1

NUR 735	Population Health in Advanced Practice Nursing ¹	3
NUR 743	EBP Strategies	3
Credit Hours Subtotal:		6

Fall - Year 2

NUR 505	Advanced Health Assessment	3
NUR 529	Advanced Pathophysiology	3
Credit Hours Subtotal:		6

Spring - Year 2

NUR 521	Advanced Pharmacology	3
NUR 591	PMHNP Roles and Issues	3
NUR 740	Health Policy & Politics: Implications in Health Care ¹	3
Credit Hours Subtotal:		9

Summer - Year 2

NUR 593	PMHNP I	3
NUR 594	PMHNP Clinical I	2
Credit Hours Subtotal:		5

Fall - Year 3		
NUR 595	PMHNP II	3
NUR 596	PMHNP II Clinical	3
NUR 737	Interdisciplinary Leadership and Role Development for Practice Excellence ¹	3
Credit Hours Subtotal:		9

Spring - Year 3		
NUR 597	PMHNP III	3
NUR 598	PMHNP Clinical III	4
NUR 742	Program Evaluation and Methods	3
Credit Hours Subtotal:		10

Summer - Year 3		
NUR 703	DNP Immersion 1	3
Credit Hours Subtotal:		3

Fall - Year 4		
NUR 700	Clinical Data Mgt & Analysis	3
NUR 702	DNP Seminar	1
NUR 704	DNP Immersion 2	3
Credit Hours Subtotal:		7

Spring - Year 4		
NUR 705	DNP Immersion 3	3
Credit Hours Subtotal:		3

Total Hours 70

Footnotes

¹ Course counts toward MSN and DNP

Post-Master's to Doctor of Nursing Practice Pathway (MSN to DNP)

Fall Admit - Full-time Post-master's to DNP Program of Study

Code and Title	Hours	
Fall - Year 1		
NUR 700	Clinical Data Mgt & Analysis	3
NUR 701	Writing for Publication	3
NUR 737	Interdisciplinary Leadership and Role Development for Practice Excellence	3
Credit Hours Subtotal:		9
Spring - Year 1		
NUR 729	EBP Design and Translation	3
NUR 731	Philosophical, Theoretical, and Conceptual Foundations for Advanced Practice Nursing	3
NUR 740	Health Policy & Politics: Implications in Health Care	3
Credit Hours Subtotal:		9
Summer - Year 1		
NUR 703	DNP Immersion 1	3
NUR 735	Population Health in Advanced Practice Nursing	3
NUR 743	EBP Strategies	3
Credit Hours Subtotal:		9
Fall - Year 2		
NUR 702	DNP Seminar	1

NUR 704	DNP Immersion 2	3
NUR 733	Informatics for Advanced Practice Nursing	3
NUR 742	Program Evaluation and Methods	3
Credit Hours Subtotal:		10

Spring - Year 2		
NUR 705	DNP Immersion 3	3
Credit Hours Subtotal:		3

Total Hours 40

Fall Admit - Part-time Post-master's to DNP Program of Study

Code and Title	Hours	
Fall - Year 1		
NUR 700	Clinical Data Mgt & Analysis	3
NUR 701	Writing for Publication	3
Credit Hours Subtotal:		6

Spring - Year 1		
NUR 729	EBP Design and Translation	3
NUR 731	Philosophical, Theoretical, and Conceptual Foundations for Advanced Practice Nursing	3
Credit Hours Subtotal:		6

Summer - Year 1		
NUR 735	Population Health in Advanced Practice Nursing	3
NUR 743	EBP Strategies	3
Credit Hours Subtotal:		6

Fall - Year 2		
NUR 733	Informatics for Advanced Practice Nursing	3
NUR 737	Interdisciplinary Leadership and Role Development for Practice Excellence	3
Credit Hours Subtotal:		6

Spring - Year 2		
NUR 703	DNP Immersion 1	3
NUR 740	Health Policy & Politics: Implications in Health Care	3
NUR 742	Program Evaluation and Methods	3
Credit Hours Subtotal:		9

Summer - Year 2		
NUR 702	DNP Seminar	1
NUR 704	DNP Immersion 2	3
Credit Hours Subtotal:		4

Fall - Year 3		
NUR 705	DNP Immersion 3	3
Credit Hours Subtotal:		3
Total Hours		40

Spring Admit - Part-time Post-master's to DNP Program of Study

Code and Title	Hours	
Spring - Year 1		
NUR 701	Writing for Publication	3
NUR 731	Philosophical, Theoretical, and Conceptual Foundations for Advanced Practice Nursing	3
Credit Hours Subtotal:		6

Summer - Year 1		
NUR 735	Population Health in Advanced Practice Nursing	3
Credit Hours Subtotal:		3
Fall - Year 2		
NUR 700	Clinical Data Mgt & Analysis	3
NUR 729	EBP Design and Translation	3
Credit Hours Subtotal:		6
Spring - Year 2		
NUR 740	Health Policy & Politics: Implications in Health Care	3
NUR 742	Program Evaluation and Methods	3
Credit Hours Subtotal:		6
Summer - Year 2		
NUR 743	EBP Strategies	3
Credit Hours Subtotal:		3
Fall - Year 3		
NUR 733	Informatics for Advanced Practice Nursing	3
NUR 737	Interdisciplinary Leadership and Role Development for Practice Excellence	3
Credit Hours Subtotal:		6
Spring - Year 3		
NUR 703	DNP Immersion 1	3
Credit Hours Subtotal:		3
Summer - Year 3		
NUR 702	DNP Seminar	1
NUR 704	DNP Immersion 2	3
Credit Hours Subtotal:		4
Fall - Year 4		
NUR 705	DNP Immersion 3	3
Credit Hours Subtotal:		3
Total Hours		40

Summer Admit - Part-time Post-master's to DNP Program of Study

Code and Title	Hours
Summer - Year 1	
NUR 735	Population Health in Advanced Practice Nursing
Credit Hours Subtotal: 3	
Fall - Year 2	
NUR 700	Clinical Data Mgt & Analysis
NUR 701	Writing for Publication
Credit Hours Subtotal: 6	
Spring - Year 2	
NUR 729	EBP Design and Translation
NUR 731	Philosophical, Theoretical, and Conceptual Foundations for Advanced Practice Nursing
Credit Hours Subtotal: 6	
Summer - Year 2	
NUR 743	EBP Strategies
Credit Hours Subtotal: 3	
Fall - Year 3	
NUR 733	Informatics for Advanced Practice Nursing

NUR 737	Interdisciplinary Leadership and Role Development for Practice Excellence	3
Credit Hours Subtotal:		6
Spring - Year 3		
NUR 703	DNP Immersion 1	3
NUR 740	Health Policy & Politics: Implications in Health Care	3
NUR 742	Program Evaluation and Methods	3
Credit Hours Subtotal:		9
Summer - Year 3		
NUR 702	DNP Seminar	1
NUR 704	DNP Immersion 2	3
Credit Hours Subtotal:		4
Fall - Year 4		
NUR 705	DNP Immersion 3	3
Credit Hours Subtotal:		3
Total Hours		40

Family Nurse Practitioner Certificate

Currently only residents of Alabama, Florida, Georgia, and Mississippi are eligible for the Nurse Practitioner certificate.

The nurse practitioner postgraduate certificate program builds on the graduate level nursing competencies and knowledge base. Nurses who are already prepared at either the master's or doctorate level may apply for the postgraduate certificate program with advanced specialization as a family nurse practitioner. Students in the postgraduate certificate program will enroll in existing nurse practitioner population-focused courses, but they will not be required to complete master's graduate nursing core courses, such as informatics or theory, or direct care core courses (e.g., advanced pathophysiology [across the lifespan], advanced health assessment [across the lifespan], and advanced pharmacology) if they were completed in a prior master's or doctoral program.

Admission Requirements for the Post-Graduate Certificate: Family Nurse Practitioner

Admission requirements are consistent with those of the Graduate School. Applicants for the nurse practitioner post-graduate certificate will be considered on a competitive basis. Nurses who are interested in the nurse practitioner post-graduate certificate are encouraged to contact the Capstone College of Nursing (CCN) Graduate Recruitment and Retention Liaison.

Currently only residents of Alabama, Florida, Georgia, and Mississippi are eligible for the Nurse Practitioner certificate.

The following are requirements for admission:

- For regular admission, a grade point average of at least 3.0 overall (based on a 4.0 grading scale) **and** 3.0 for the last 60 semester hours of undergraduate work is required.
- Baccalaureate degree in nursing from a school of nursing that is both regionally and CCNE or CNEA accredited.
- Current unencumbered RN licensure in Alabama, Florida, Georgia, or Mississippi.
- Final admission is contingent upon drug and background screen results that are deemed acceptable by appropriate officials.

Application for Certificate

Candidates must apply in writing to the Senior Associate Dean for Academic Programs in the Capstone College of Nursing one semester before completion of certificate requirements is anticipated.

Post-Graduate Certificate: Family Nurse Practitioner Sample Program of Study

Post-Graduate Certificate: Family Nurse Practitioner Sample Program of Study		Hours
Spring 1		
NUR 567	FNP Role & Issues	3
Summer 1		
NUR 569	Family Nurse Practitioner I	3
NUR 570	FNP Clinical I	2
Fall 2		
NUR 571	Family Nurse Practitioner II	3
NUR 572	FNP Clinical II	3
Spring 2		
NUR 573	Family Nurse Practitioner III	3
NUR 574	FNP Clinical III	4
Total Hours		21

The student's transcripts will be assessed for the following courses. In absence of transcript credit, the courses must be completed.

Code and Title	Hours
NUR 505 Advanced Health Assessment	3
NUR 521 Advanced Pharmacology	3
NUR 529 Advanced Pathophysiology	3

Nursing Case Management Certificate

Click here [to view the states from which the Capstone College of Nursing currently accepts applications for admission.](#)

The post-master's certificate program in Nursing Case Management, which is based on the MSN program, is designed to prepare nurses to practice as case managers for rural populations. Nurses who are already prepared at the master's level for roles such as nurse practitioners, clinical specialists, or nurse administrators and who need case management knowledge and expertise to enact the case manager role can apply for the post-master's certificate program. Students in the post-master's certificate program will enroll in the existing case management courses, but they will not be required to complete the nursing core courses, such as research and theory, if they were completed in the master's program.

Admission Requirements

Admission requirements are consistent with those of the Graduate School. Applicants for the post-master's certificate in Nursing Case Management will be considered on a competitive basis. Nurses who are interested in the Post-Masters Certificate in Nursing Case Management are encouraged to contact the Capstone College of Nursing (CCN) Graduate Recruitment and Retention Liaison.

The following are requirements for admission:

1. Master's degree in nursing from a regionally and CCNE or CNEA accredited graduate program in nursing or a master's degree in a health-related field with a baccalaureate degree in nursing from an accredited program.
2. For regular admission, a grade point average of at least 3.0 overall (based on a 4.0 grading scale) or 3.0 for the last 60 semester hours of graduate work is required.
3. For permission to continue, a grade point average of at least 2.5 overall (based on a 4.0 grading scale) for undergraduate work, and a score of at least 300* on the GRE general test OR at least in the 40th percentile on the Miller Analogies Test (MAT) is required.
4. Current unencumbered RN licensure in the United States. Click here [to view the states from which the Capstone College of Nursing currently accepts applications for admission.](#)
5. Final admission is contingent upon drug and background screen results that are deemed acceptable by appropriate officials.

[See the Admission Criteria section of this catalog for more information.](#)

Application for Certificate

Candidates must apply in writing to the Senior Associate Dean for Academic Programs in the Capstone College of Nursing one semester before completion of certificate requirements is anticipated.

Sample Program of Study

Code and Title	Hours
Spring 1	
NUR 559 Role Dev & Leadership in NCM	2
NUR 560 Role Dev&Lead in NCM Practicum	1
Summer 1	
NUR 561 Advanced Epidemiology	3
NUR 563 Nurse Case Management I	3
NUR 564 Nurse Case Mgmt I Practicum	3
Fall 2	
NUR 565 Nurse Case Management II	1
NUR 566 Nurse Case Mgmt II Practicum	3
Total Hours	16

The student's transcript and portfolio will be assessed for the following courses or proven expertise. In the absence of transcript credit or expertise evidenced via the portfolio, the below courses must be completed.

Code and Title	Hours
NUR 500 Population Health	3
NUR 503 Nursing Informatics Healthcare	3
NUR 505 Advanced Health Assessment	3
NUR 507 Org Systems Leadership	3
NUR 514 Research Evid-Based Practice	3
NUR 519 Health Policy & Finance	3
NUR 521 Advanced Pharmacology	3
NUR 529 Advanced Pathophysiology	3
Total Hours	24

Nursing, MSN

Since its inception, the graduate program has sought out excellent nurses in pursuit of advanced nursing education. Baccalaureate-prepared nurses

have the option of multiple concentrations in the Master's of Science in Nursing (MSN) program: Nurse Administrator, Family Nurse Practitioner, Psychiatric Mental Health Nurse Practitioner, and Dual Psychiatric Mental Health and Family Nurse Practitioner. In addition, there is a postgraduate certificate program with Family Nurse Practitioner and Psychiatric Mental Health Nurse Practitioner options. For the registered nurse (RN) who holds an associate degree in nursing and meets the required admission criteria, we offer an RN to BSN program with a pathway to the MSN program.

Admission Requirements

Applicants for the Master's of Science in Nursing (MSN) degree program will be considered on a competitive basis. The following are requirements for admission into all graduate level nursing programs, but a complete description of Graduate School Admission Criteria (p. 7) is found in the Graduate Catalog.

The graduate faculty of the Capstone College of Nursing (CCN) has identified the skills and professional behaviors that are essential to pursue a course of study and to practice in Nurse Administrator, or Nurse Practitioner roles. These skills include but are not limited to the skills presented in *The Essentials of Master's Education in Nursing (2011)*, a publication of the American Association of Colleges of Nursing. If these skills and professional behaviors cannot be developed by the individual, either unassisted or with the dependable use of assistive devices, the faculty reserves the right to decline an individual's admission or to disenroll the student from clinical courses. A copy of *The Essentials of Master's Education in Nursing (2011)* is available upon request from the College's Program Records Office.

Admission Requirements for Nurse Administrator Concentration

Admission requirements are consistent with those of the Graduate School. Applicants for the MSN Program will be considered on a competitive basis. Nurses who are interested in the Nurse Administrator concentrations are encouraged to contact the Graduate Recruitment and Retention Liaison.

The following are requirements for admission:

- For regular admission, a grade point average of at least 3.0 overall (based on a 4.0 grading scale) **or** 3.0 for the last 60 semester hours of undergraduate work is required.
- For permission to continue admission, a grade point average of at least 2.5 overall (based on a 4.0 grading scale) for undergraduate work, and a score of at least 300 on the revised Graduate Record Exam (GRE) OR at least in the 40th percentile on the Miller Analogies Test (MAT) is required.
- Baccalaureate degree in nursing from a school of nursing that is both regionally and CCNE or CNEA accredited.
- Current unencumbered RN licensure in the United States.
- Final admission is contingent upon drug and background screen results that are deemed acceptable by appropriate officials.

Admission Requirements for Nurse Practitioner Concentrations

Admission requirements are consistent with those of the Graduate School. Applicants for the MSN Program will be considered on a competitive basis. Nurses who are interested in the Nurse Practitioner Concentrations are encouraged to contact the Graduate Recruitment and Retention Liaison.

Currently only residents of Alabama, Florida, Georgia, and Mississippi are eligible for the Nurse Practitioner concentrations.

The following are requirements for admission:

- For regular admission, a grade point average of at least 3.0 overall (based on a 4.0 grading scale) **and** 3.0 for the last 60 semester hours of undergraduate work is required.
- Baccalaureate degree in nursing from a school of nursing that is both regionally and CCNE or CNEA accredited.
- **Current unencumbered RN licensure in Alabama, Florida, Georgia, or Mississippi.**
- Final admission is contingent upon drug and background screen results that are deemed acceptable by appropriate officials.

See the Admission Criteria section of this catalog for more information.

Master's of Science in Nursing Program: Nurse Practitioner Concentrations

Click here [to view the states from which the Capstone College of Nursing currently accepts applications for admission.](#)

NOTE: Currently, only baccalaureate prepared registered nurses who are residents of Alabama, Florida, Georgia, and Mississippi are eligible for admission to Nurse Practitioner (NP) concentrations.

The Capstone College of Nursing (CCN) offers the online MSN degree with the following NP concentrations: Family Nurse Practitioner, Psychiatric Mental Health Nurse Practitioner, and Dual Psychiatric Mental Health and Family Nurse Practitioner. Students complete coursework online and attend two on-campus sessions during their program of study. Students are expected to find clinical sites and preceptors; however, CCN will assist students with this process to secure a Clinical Affiliation Agreement with the healthcare agency. **No clinical practice will take place until the student has been notified by CCN of approval.**

Nurse Practitioners are health promotion and disease prevention experts who manage and diagnose acute and chronic illnesses. Nurse Practitioners provide quality, safe, cost-effective care. Services provided by NPs include, assessing, diagnosing, treating, and managing patients' health care needs.

Degree Requirements

The MSN degree will be awarded to the student who has met the following requirements:

- GPA of 3.0 or higher
- Good standing at the time of graduation
- Successful completion of the required coursework

Students may choose to complete a thesis as described below:

Thesis option

A thesis is original research conducted by one student and directed by a graduate committee. The student is awarded six semester hours of thesis credit for a successfully completed thesis. An oral public defense of the thesis is required. The thesis must conform to the guidelines of the Graduate School.

Curriculum

The MSN Program with a Nurse Practitioner concentration can be completed in approximately two-three years.

MSN Program: Family Nurse Practitioner Sample Full-time Program of Study

Code and Title	Hours
Fall - Year 1	
NUR 500 Population Health	3
NUR 505 Advanced Health Assessment	3
NUR 529 Advanced Pathophysiology	3
Credit Hours Subtotal:	9
Spring - Year 1	
NUR 514 Research Evid-Based Practice	3
NUR 521 Advanced Pharmacology	3
NUR 567 FNP Role & Issues	3
Credit Hours Subtotal:	9
Summer - Year 1	
NUR 503 Nursing Informatics Healthcare	3
NUR 569 Family Nurse Practitioner I	3
NUR 570 FNP Clinical I	2
Credit Hours Subtotal:	8
Fall - Year 2	
NUR 507 Org Systems Leadership	3
NUR 571 Family Nurse Practitioner II	3
NUR 572 FNP Clinical II	3
NUR 599 Master's Thesis (Optional)	3
Credit Hours Subtotal:	12
Spring - Year 2	
NUR 519 Health Policy & Finance	3
NUR 573 Family Nurse Practitioner III	3
NUR 574 FNP Clinical III	4
NUR 599 Master's Thesis (Optional)	3
Credit Hours Subtotal:	13
Total Hours	51

MSN Program: Family Nurse Practitioner Sample Part-time Program of Study

Code and Title	Hours
Fall - Year 1	
NUR 505 Advanced Health Assessment	3
NUR 529 Advanced Pathophysiology	3
Credit Hours Subtotal:	6
Spring - Year 1	
NUR 514 Research Evid-Based Practice	3
NUR 521 Advanced Pharmacology	3
Credit Hours Subtotal:	6
Summer - Year 1	
NUR 503 Nursing Informatics Healthcare	3
Credit Hours Subtotal:	3
Fall - Year 2	
NUR 500 Population Health	3
NUR 507 Org Systems Leadership	3
Credit Hours Subtotal:	6
Spring - Year 2	
NUR 519 Health Policy & Finance	3

NUR 567 FNP Role & Issues	3
Credit Hours Subtotal:	6
Summer - Year 2	
NUR 569 Family Nurse Practitioner I	3
NUR 570 FNP Clinical I	2
Credit Hours Subtotal:	5
Fall - Year 3	
NUR 571 Family Nurse Practitioner II	3
NUR 572 FNP Clinical II	3
NUR 599 Master's Thesis (Optional)	3
Credit Hours Subtotal:	9
Spring - Year 3	
NUR 573 Family Nurse Practitioner III	3
NUR 574 FNP Clinical III	4
NUR 599 Master's Thesis (Optional)	3
Credit Hours Subtotal:	10
Total Hours	51

Psychiatric Mental Health and Family Nurse Practitioner Sample Program of Study

Code and Title	Hours
Fall - Year 1	
NUR 500 Population Health	3
NUR 505 Advanced Health Assessment	3
NUR 529 Advanced Pathophysiology	3
Credit Hours Subtotal:	9
Spring - Year 1	
NUR 514 Research Evid-Based Practice	3
NUR 521 Advanced Pharmacology	3
NUR 567 FNP Role & Issues	3
Credit Hours Subtotal:	9
Summer - Year 1	
NUR 503 Nursing Informatics Healthcare	3
NUR 569 Family Nurse Practitioner I	3
NUR 570 FNP Clinical I	2
Credit Hours Subtotal:	8
Fall - Year 2	
NUR 507 Org Systems Leadership	3
NUR 571 Family Nurse Practitioner II	3
NUR 572 FNP Clinical II	3
Credit Hours Subtotal:	9
Spring - Year 2	
NUR 519 Health Policy & Finance	3
NUR 573 Family Nurse Practitioner III	3
NUR 574 FNP Clinical III	4
NUR 591 PMHNP Roles and Issues	3
Credit Hours Subtotal:	13
Summer - Year 2	
NUR 593 PMHNP I	3
NUR 594 PMHNP Clinical I	2
Credit Hours Subtotal:	5
Fall - Year 3	

NUR 595	PMHNP II	3
NUR 596	PMHNP II Clinical	3
NUR 599	Master's Thesis (Optional)	3
Credit Hours Subtotal:		9
Spring - Year 3		
NUR 597	PMHNP III	3
NUR 598	PMHNP Clinical III	4
NUR 599	Master's Thesis (Optional)	3
Credit Hours Subtotal:		10
Total Hours		72

Psychiatric Mental Health Nurse Practitioner Sample Full-time Program of Study

Code and Title	Hours	
Fall - Year 1		
NUR 500	Population Health	3
NUR 505	Advanced Health Assessment	3
NUR 529	Advanced Pathophysiology	3
Credit Hours Subtotal:		9
Spring - Year 1		
NUR 514	Research Evid-Based Practice	3
NUR 521	Advanced Pharmacology	3
NUR 591	PMHNP Roles and Issues	3
Credit Hours Subtotal:		9
Summer - Year 1		
NUR 503	Nursing Informatics Healthcare	3
NUR 593	PMHNP I	3
NUR 594	PMHNP Clinical I	2
Credit Hours Subtotal:		8
Fall - Year 2		
NUR 507	Org Systems Leadership	3
NUR 595	PMHNP II	3
NUR 596	PMHNP II Clinical	3
NUR 599	Master's Thesis (Optional)	3
Credit Hours Subtotal:		12
Spring - Year 2		
NUR 519	Health Policy & Finance	3
NUR 597	PMHNP III	3
NUR 598	PMHNP Clinical III	4
NUR 599	Master's Thesis (Optional)	3
Credit Hours Subtotal:		13
Total Hours		51

Psychiatric Mental Health Nurse Practitioner Sample Part-time Program of Study

Code and Title	Hours	
Fall - Year 1		
NUR 505	Advanced Health Assessment	3
NUR 529	Advanced Pathophysiology	3
Credit Hours Subtotal:		6
Spring - Year 1		
NUR 514	Research Evid-Based Practice	3
NUR 521	Advanced Pharmacology	3

Credit Hours Subtotal:		6
Summer - Year 1		
NUR 503	Nursing Informatics Healthcare	3
Credit Hours Subtotal:		3
Fall - Year 2		
NUR 500	Population Health	3
NUR 507	Org Systems Leadership	3
Credit Hours Subtotal:		6
Spring - Year 2		
NUR 519	Health Policy & Finance	3
NUR 591	PMHNP Roles and Issues	3
Credit Hours Subtotal:		6
Summer - Year 2		
NUR 593	PMHNP I	3
NUR 594	PMHNP Clinical I	2
Credit Hours Subtotal:		5
Fall - Year 3		
NUR 595	PMHNP II	3
NUR 596	PMHNP II Clinical	3
NUR 599	Master's Thesis (Optional)	3
Credit Hours Subtotal:		9
Spring - Year 3		
NUR 597	PMHNP III	3
NUR 598	PMHNP Clinical III	4
NUR 599	Master's Thesis (Optional)	3
Credit Hours Subtotal:		10
Total Hours		51

Master's of Science in Nursing: Nurse Administrator

Click here [to view the states from which the Capstone College of Nursing currently accepts applications for admission.](#)

The Capstone College of Nursing offers the distance-based MSN program with all courses offered online. The Nurse Administrator concentration is intended to prepare a nurse leader by providing advanced education in health care finance, shared governance, and emerging leader competencies. Nurse administrators manage several departments or entire organizations. Nurse administrators hold a variety of executive level positions, including director of nursing services, clinical coordinator, and chief nurse executive. They oversee several departments and report directly to senior leadership. A nurse administrator concentrates primarily on policy and organizational operations issues such as nursing shortages and spends a majority of time attending meetings, preparing reports, and developing programs and policies to ensure safety and high quality nursing care. Nurse administrators are less likely to deal directly with patients or family members, instead supervising mid-level managers and working with fellow members of the senior leadership team.

Note: This program requires a **clinical practicum (540 clinical practicum hours)** and it is the student's responsibility to identify a site with an appropriate clinical preceptor. Prior to the clinical practicum, the student will start the process of obtaining a CCN Letter of Agreement (LOA) or a Clinical Affiliation Agreement with the agency. **No clinical practice will take place until the student has been notified by CCN of approval.**

Degree Requirements

The MSN degree will be awarded to the student who has met the following requirements:

- GPA of 3.0 or higher
- Good standing at the time of graduation
- Successful completion of the required coursework

Students may choose to complete a thesis as described below:

Thesis option

A thesis is original research conducted by one student and directed by a graduate committee. The student is awarded six semester hours of thesis credit for a successfully completed thesis. An oral public defense of the thesis is required. The thesis must conform to the guidelines of the Graduate School.

Curriculum

The MSN program with a Nurse Administrator concentration can be completed in one year of full-time study or two years of part-time study.

Fall Admit - MSN Program: Nurse Administrator Sample Full-time Program of Study

Fall Admit Full-time Program of Study		Hours
Fall - Year 1		
NUR 500	Population Health	3
NUR 507	Org Systems Leadership	3
NUR 549	Roles&Leadership Nursing Admin	3
NUR 550	Roles&Lead Nur Admin Practicum	3
Credit Hours Subtotal:		12
Spring - Year 1		
NUR 514	Research Evid-Based Practice	3
NUR 519	Health Policy & Finance	3
NUR 551	US Healthcare Quality & Safety	3
NUR 552	US Health Care Qual&Safe Pract	3
NUR 599	Master's Thesis (Optional)	3
Credit Hours Subtotal:		15
Summer - Year 1		
NUR 503	Nursing Informatics Healthcare	3
NUR 553	Adv Fin & Strategic Plan in HC	3
NUR 554	Adv Fin&Strat Plan in HC Pract	3
NUR 599	Master's Thesis (Optional)	3
Credit Hours Subtotal:		12
Total Hours		39

Fall Admit - MSN Program: Nurse Administrator Sample Part-time Program of Study

Fall Admit Part-time Program of Study		Hours
Fall - Year 1		
NUR 500	Population Health	3
NUR 507	Org Systems Leadership	3
Credit Hours Subtotal:		6
Spring - Year 1		
NUR 514	Research Evid-Based Practice	3
NUR 519	Health Policy & Finance	3
Credit Hours Subtotal:		6

Summer - Year 1

NUR 503	Nursing Informatics Healthcare	3
Credit Hours Subtotal:		3

Fall - Year 2

NUR 549	Roles&Leadership Nursing Admin	3
NUR 550	Roles&Lead Nur Admin Practicum	3
Credit Hours Subtotal:		6

Spring - Year 2

NUR 551	US Healthcare Quality & Safety	3
NUR 552	US Health Care Qual&Safe Pract	3
NUR 599	Master's Thesis (Optional)	3
Credit Hours Subtotal:		9

Summer - Year 2

NUR 553	Adv Fin & Strategic Plan in HC	3
NUR 554	Adv Fin&Strat Plan in HC Pract	3
NUR 599	Master's Thesis (Optional)	3
Credit Hours Subtotal:		9

Total Hours 39

Spring Admit - MSN Program: Nurse Administrator Sample Program of Study

Spring Admit Program of Study		Hours
Spring - Year 1		
NUR 514	Research Evid-Based Practice	3
NUR 519	Health Policy & Finance	3
Credit Hours Subtotal:		6
Summer - Year 1		
NUR 503	Nursing Informatics Healthcare	3
Credit Hours Subtotal:		3
Fall - Year 2		
NUR 500	Population Health	3
NUR 507	Org Systems Leadership	3
NUR 549	Roles&Leadership Nursing Admin	3
NUR 550	Roles&Lead Nur Admin Practicum	3
Credit Hours Subtotal:		12
Spring - Year 2		
NUR 551	US Healthcare Quality & Safety	3
NUR 552	US Health Care Qual&Safe Pract	3
NUR 599	Master's Thesis (Optional)	3
Credit Hours Subtotal:		9
Summer - Year 2		
NUR 553	Adv Fin & Strategic Plan in HC	3
NUR 554	Adv Fin&Strat Plan in HC Pract	3
NUR 599	Master's Thesis (Optional)	3
Credit Hours Subtotal:		9
Total Hours		39

Summer Admit - MSN Program: Nurse Administrator Sample Full-time Program of Study

Summer Admit Full Time Program of Study		Hours
Summer - Year 1		
NUR 503	Nursing Informatics Healthcare	3
Credit Hours Subtotal:		3

Fall - Year 2		
NUR 500	Population Health	3
NUR 507	Org Systems Leadership	3
NUR 549	Roles&Leadership Nursing Admin	3
NUR 550	Roles&Lead Nur Admin Practicum	3
Credit Hours Subtotal:		12
Spring - Year 2		
NUR 514	Research Evid-Based Practice	3
NUR 519	Health Policy & Finance	3
NUR 551	US Healthcare Quality & Safety	3
NUR 552	US Health Care Qual&Safe Pract	3
NUR 599	Master's Thesis (Optional)	3
Credit Hours Subtotal:		15
Summer - Year 2		
NUR 553	Adv Fin & Strategic Plan in HC	3
NUR 554	Adv Fin&Strat Plan in HC Pract	3
NUR 599	Master's Thesis (Optional)	3
Credit Hours Subtotal:		9
Total Hours		39

Summer Admit - MSN Program: Nurse Administrator Sample Part-time Program of Study

Summer Admit Part-time Program of Study		Hours
Summer - Year 1		
NUR 503	Nursing Informatics Healthcare	3
Credit Hours Subtotal:		3
Fall - Year 2		
NUR 500	Population Health	3
NUR 507	Org Systems Leadership	3
Credit Hours Subtotal:		6
Spring - Year 2		
NUR 514	Research Evid-Based Practice	3
NUR 519	Health Policy & Finance	3
Credit Hours Subtotal:		6
Summer - Year 2		
No Courses		
Fall - Year 3		
NUR 549	Roles&Leadership Nursing Admin	3
NUR 550	Roles&Lead Nur Admin Practicum	3
Credit Hours Subtotal:		6
Spring - Year 3		
NUR 551	US Healthcare Quality & Safety	3
NUR 552	US Health Care Qual&Safe Pract	3
NUR 599	Master's Thesis (Optional)	3
Credit Hours Subtotal:		9
Summer - Year 3		
NUR 553	Adv Fin & Strategic Plan in HC	3
NUR 554	Adv Fin&Strat Plan in HC Pract	3
NUR 599	Master's Thesis (Optional)	3
Credit Hours Subtotal:		9
Total Hours		39

RN/BSN Pathway to MSN (Phase Two)

Nurse Administrator		Hours
Summer 2		
NUR 503	Nursing Informatics in Healthcare	3
Credit Hours Subtotal:		3
Fall 2		
NUR 500	Population Health	3
NUR 549	Roles & Leadership in Nursing Administration	3
NUR 550	Roles & Leadership in Nursing Administration Practicum (180 clinical hours)	3
Credit Hours Subtotal:		9
Spring 2		
NUR 551	US Health Care Systems and Quality & Safety	3
NUR 552	US Health Care Systems and Quality & Safety Practicum (180 clinical hours)	3
NUR 599	Master's Thesis (Optional)	3
Credit Hours Subtotal:		9
Summer 3		
NUR 553	Advanced Financing and Strategic Planning in Health Care	3
NUR 554	Advanced Financing and Strategic Planning in Health Care Practicum (180 clinical hours)	3
NUR 599	Master's Thesis (Optional)	3
Credit Hours Subtotal:		9
Complete MSN requirements; MSN degree awarded		
Total Hours		30

Footnotes

- ¹ These courses require a field placement component and it is the student's responsibility to secure a site for the field placement.
- ² Course counts towards completion of BSN & MSN

Nursing Science, Ph.D.

The PhD is a research doctorate in Nursing Science which prepares graduates to meet the critical need for nurse scientists, nursing faculty, and administrators in academic and health care settings. The program prepares graduates for scholarly roles by advancing their knowledge of theory and policy and increasing their skills in research methods. Graduates of the program focus on improving the health of individuals and communities through nursing science. Graduates will be equipped with the knowledge and skills necessary to conduct research that changes lives through improving patient outcomes and reducing health disparities.

Entry into the program is available every summer. Currently, only applicants with a Master's of Science in Nursing (MSN) degree may apply. Students admitted to the program are mentored and taught by faculty from both The University of Alabama Capstone College of Nursing and the University of Alabama in Huntsville College of Nursing.

Admission Requirements

Admission to the Ph.D. program is determined by the Joint Ph.D. Oversight Committee who will assess the entire composite of information gained from a variety of sources. Each applicant must meet the following criteria and/or provide:

- An application to the Joint Ph.D. Graduate Program. The application can be located here <http://uasystem.edu/joint-nursing-science-ph-d-program/>
- Evidence of successful completion of a bachelor of science in nursing degree at an accredited program. Students in the last year of a BSN program may apply. Applicants with a bachelor's degree in a closely related health field and master's degree in nursing will also be considered.
- A minimum graduate Grade Point Average (GPA) of 3.0 on a 4.0 scale. Official transcripts must be sent to the university Graduate College.
- Official evidence of scores on the Graduate Record Examination (GRE) or Miller Analogies Test (MAT) taken within 5 years of application. GRE information can be obtained online at [www.gre.org](https://www.pearsonassessments.com/graduate-admissions/mat/about.html) and information about the MAT can be found at <https://www.pearsonassessments.com/graduate-admissions/mat/about.html>. Prospective students will have minimum total score of 300 on the GRE with a 3.0 on the Analytical Writing portion or have a minimum of 410 on the MAT.
- The GRE/MAT requirement can be waived with graduate GPA of 3.0 or higher, or with 5 years or more of experience in the field, or with an advanced degree in the US.
- Resume or curriculum vitae
- Three (3) letters of reference from professionals or professors who can adequately evaluate the applicant and the applicant's previous work or potential for success. Two of the letters are strongly preferred from nurses with doctoral degrees.
- Scientific Writing Sample: This sample of your written work should demonstrate your intellectual ability (such as logic, critical thinking, analysis, or synthesis) and your technical writing skills (composition, grammar, references or citations). For example, you could submit an academic paper, essay, published article, or a professional report written by you. If someone other than you contributed to this document (including editing), explain your contribution and the contributions of others.
- Statement of Purpose: In four double-spaced pages respond to the following:
 - Why do you want to pursue a Ph.D. in Nursing Science?
 - What professional goals do you hope to achieve during and beyond your Ph.D. program?
 - Describe prior experiences that have prepared you for doctoral study (e.g. research, presentations, publications, leadership roles in practice, education, or professional organizations).
 - What are your research interests?
 - How might research in this area advance the science of nursing?
- Copy of active RN license. Note: Licensure must be maintained throughout the program.
- Transfer applicants: Evidence of good academic standing at the current institution. Determination of whether or not credits may be transferred will be based on evaluation of comparability of requested transfer course to Ph.D. course and university policy, and is completed after admission.
- Applicants must complete a personal interview with an Oversight Committee member.

Completed applications are reviewed by the Oversight Committee throughout the year for summer enrollment. Application (with GRE score, transcripts, etc.) are due by December 1st for summer enrollment; however, applications are reviewed by the Oversight Committee

throughout the year. Applicants must register for courses within two years of acceptance into the PhD program, or the acceptance is void.

Upon acceptance for admission, written notification will be sent from the Deans of the Joint Ph.D. Program; and then, the graduate advisors at both UA and UAH send letters outlining requirements for entry into the Ph.D. program. Admission is contingent upon providing documentation of a background check and drug screen and results were acceptable to the admission committee.

Students enrolled in the Joint Nursing Science PhD will have the following requirements:

1. Three, one week residencies to be hosted on alternating campuses, in the summer semesters. All residencies will be attended by faculty from both campuses
 - a. The initial residency is orientation to the program and to the first courses. This provides an opportunity to meet faculty and access student resources such as library, writing centers and financial aid.
 - b. Residency 2 is designed to integrate cohorts into the study of nursing science and provides opportunities for social support among faculty and students.
 - c. At the conclusion of coursework, this residency provides students and faculty mentors the opportunity to finalize plans for implementing the dissertation. The student will present a dissertation proposal defense.
2. Qualifying Examination. At the end of semester 6, students will be given a take home exam that will evaluate writing and critical thinking skills and to assess synthesis of knowledge of the program's core concepts.
3. Final Dissertation Defense. At the conclusion of the 24 required dissertation hours, students will be required to present the findings and implications of their dissertation.

Joint Nursing Science PhD - Full-time Program of Study		Hours
Transferred elective from prior master's degree program		3
Credit Hours Subtotal:		3
Summer 1		
NUS 750	Philosophy of Science	3
NUS 752	Informatics	3
Credit Hours Subtotal:		6
Fall 2		
NUS 754	Ethical Con Legal Iss Research	3
NUS 756	Appl of Theoretical Models	3
NUS 758	Quant Resrch Methods & Designs	3
Credit Hours Subtotal:		9
Spring 2		
NUS 760	Statistics I	3
NUS 762	HC Policy Rural Undrsvd Popul	3
NUS 764	Scientific Writing	3
Credit Hours Subtotal:		9
Summer 2		
NUS 766	Epidemiology	3
NUS 772	Qualitative Research Methods	3
Credit Hours Subtotal:		6
Fall 3		

NUS 768	Statistics II	3
NUS 770	Grant Writing	3
Cognate I ¹		3
Credit Hours Subtotal:		9
Spring 3		
NUS 776	Advanced Research Methods	3
Cognate II ¹		3
Credit Hours Subtotal:		6
Summer 3		
NUS 799	Dissertation Hours	12
Credit Hours Subtotal:		12
Fall 4		
NUS 799	Dissertation Hours	12
Credit Hours Subtotal:		12
Total Hours		72

Footnotes

- ¹ **Nursing Education Cognates:**
 NUS 782 Cur Devlp Prgrm Eval Nurse Edu
 NUS 783 Inst Meth & Assess in Nur Edu
Nursing Technology Cognates:
 NUS 784 Data Sci Emerg Tech in Health
 NUS 785 R&D of Innovative Hlthcar Tech
Omics/Microbiome Cognates
 NUS 780 Introduction to Omics
 NUS 781 Omics in Nursing Research

Joint Nursing Science PhD - Part-time Program of Study		Hours
Transferred elective from prior master's degree program		3
Credit Hours Subtotal:		3
Summer - Year 1		
NUS 750	Philosophy of Science	3
NUS 752	Informatics	3
Credit Hours Subtotal:		6
Fall - Year 1		
NUS 756	Appl of Theoretical Models	3
NUS 758	Quant Resrch Methods & Designs	3
Credit Hours Subtotal:		6
Spring - Year 1		
NUS 760	Statistics I	3
NUS 764	Scientific Writing	3
Credit Hours Subtotal:		6
Summer - Year 2		
NUS 766	Epidemiology	3
NUS 772	Qualitative Research Methods	3
Credit Hours Subtotal:		6
Fall - Year 2		
NUS 754	Ethical Con Legal Iss Research	3
NUS 768	Statistics II	3
Credit Hours Subtotal:		6
Spring - Year 2		
NUS 762	HC Policy Rural Undrsvd Popul	3
NUS 776	Advanced Research Methods	3
Credit Hours Subtotal:		6

Summer - Year 3

No Course		
Fall - Year 3		
NUS 770	Grant Writing	3
Cognate I		3
Credit Hours Subtotal:		6

Spring - Year 3

Cognate II		3
Credit Hours Subtotal:		3

Summer - Year 4

NUS 799	Dissertation Hours	12
Credit Hours Subtotal:		12

Fall - Year 4

NUS 799	Dissertation Hours	12
Credit Hours Subtotal:		12
Total Hours		72

Footnotes

- ¹ **Nursing Education Cognates:**
 NUS 782 Cur Devlp Prgrm Eval Nurse Edu
 NUS 783 Inst Meth & Assess in Nur Edu
Nursing Technology Cognates:
 NUS 784 Data Sci Emerg Tech in Health
 NUS 785 R&D of Innovative Hlthcar Tech
Omics/Microbiome Cognates
 NUS 780 Introduction to Omics
 NUS 781 Omics in Nursing Research

Psychiatric Mental Health Nurse Practitioner Certificate

Currently only residents of Alabama, Florida, Georgia, and Mississippi are eligible for the Nurse Practitioner certificate.

The nurse practitioner postgraduate certificate program builds on the graduate level nursing competencies and knowledge base. Nurses who are already prepared at either the master's or doctorate level may apply for the postgraduate certificate program with advanced specialization as a psychiatric mental health nurse practitioner. Students in the postgraduate certificate program will enroll in existing nurse practitioner population-focused courses, but they will not be required to complete master's graduate nursing core courses, such as informatics or theory, or direct care core courses (e.g., advanced pathophysiology [across the lifespan], advanced health assessment [across the lifespan], and advanced pharmacology) if they were completed in a prior master's or doctoral program.

Admission Requirements for the Postgraduate Certificate: Psychiatric Mental Health Nurse Practitioner

Admission requirements are consistent with those of the Graduate School. Applicants for the nurse practitioner postgraduate certificate will be considered on a competitive basis. Nurses who are interested in the nurse practitioner postgraduate certificate are encouraged to contact the Capstone College of Nursing (CCN) Graduate Recruitment and Retention Liaison.

Currently only residents of Alabama, Florida, Georgia and Mississippi are eligible for the Nurse Practitioner certificate.

The following are requirements for admission:

- For unconditional admission, a grade point average of at least 3.0 overall (based on a 4.0 grading scale) **and** 3.0 for the last 60 semester hours of undergraduate work is required.
- Baccalaureate degree in nursing from a school of nursing that is both regionally, and CCNE or CNEA accredited.
- Current unencumbered RN licensure in Alabama, Florida, Georgia, or Mississippi.
- Final admission is contingent upon drug and background screen results that are deemed acceptable by appropriate officials.

Application for Certificate

Candidates must apply in writing to the Senior Associate Dean for Academic Programs in the Capstone College of Nursing one semester before completion of certificate requirements is anticipated.

Postgraduate Certificate: Psychiatric Mental Health Nurse Practitioner Sample Program of Study

Code and Title	Hours
Spring 1	
NUR 591 PMHNP Roles and Issues	3
Summer 1	
NUR 593 PMHNP I	3
NUR 594 PMHNP Clinical I	2
Fall 2	
NUR 595 PMHNP II	3
NUR 596 PMHNP II Clinical	3
Spring 2	
NUR 597 PMHNP III	3
NUR 598 PMHNP Clinical III	4
Total Hours	21

The student's transcripts will be assessed for the following courses. In the absence of transcript credit, the courses must be completed.

Code and Title	Hours
NUR 505 Advanced Health Assessment	3
NUR 521 Advanced Pharmacology	3
NUR 529 Advanced Pathophysiology	3

School of Social Work Degree Programs

Social Work, MSW (p. 757)

The School of Social Work offers a Master of Social Work and two coordinated degree programs. The MSW/MPH is offered in coordination with UAB Public Health. The MSW/JD is offered in coordination with The University of Alabama Law School. More information can be found at the Social Work, MSW page (link above).

Social Work, PhD (p. 768)

The PhD program may be pursued concurrently with the MSW program.

Social Work, DSW (p. 768)

The School of Social Work offers a Doctor of Social Work program.

Admission Requirements

Regular Admission

An applicant whose credentials meet both of the following minimum requirements may be considered for regular admission:

1. **GPA requirement:** The applicant must have an undergraduate grade point average of 3.0 overall, 3.0 for the last 60 semester hours in a degree program, or 3.0 for a completed graduate degree program.
2. **GPA Standards:** All applicants must have at least a 2.5 (on a 4.0 scale) overall GPA.
3. **Entrance exam score requirement:** If the undergraduate grade point average is below a 3.0 for both the overall AND last 60 hours, the School of Social Work requires submission of test scores. The applicant must have a 300 on the GRE test or a score at the 50th percentile on the MAT. Admission test scores must be less than five years old. An applicant who wishes to be nominated by his or her department for a Graduate Council Fellowship is strongly encouraged to submit a score on the Graduate Record Examination (GRE) General Test or entrance examination appropriate to the graduate program of interest

Please note no academic credit, course waivers, or credit for field practicum shall be granted for life experience or previous work experience.

International Admission Requirements

International Student Admission

International students must meet the Graduate School's requirements for admission (see above), including the equivalent of a four-year bachelor's degree from an accredited institution.

Test Scores: A students whose first language is not English must submit an official score report for the Test of English as a Foreign Language (TOEFL), the Pearson test of English (PTE), or must have earned a degree from an accredited U.S. college or university within the past 3 years.

1. TOEFL minimum score is a 550 on the paper-based test or a 79 on the internet-based test.
2. IELTS minimum score for admission is a 6.5.
3. PTE minimum score for admission is a 59.

Note: Scores must be less than two years old at the time of intended initial enrollment at The University of Alabama.

Please note no academic credit, course waivers, or credit for field practicum shall be granted for life experience or previous work experience.

Program Options: 42 credit hour or 60 credit hour

Advanced Standing (42 credit hour)

- Students holding a Bachelor of Social Work degree from a CSWE accredited institution.
- Admission requires a 'B' average or better in all professional foundation Social Work courses including field education, with no more than one 'C' in upper level Social Work courses.
- Offered Spring and Summer terms only

Two Year (60 credit hour)

- Students who hold a bachelors degree from a regionally accredited institution.
- Students who do not meet Advanced Standing criteria must apply to 60 hour program.
- Offered Summer and Fall terms only

Applicants can find more information on program deadlines and application instructions on the School of Social Work website.

Application Fee

The application fee is \$65 for U.S. citizens and permanent residents and \$80 for international students. The application fee is waived for the following groups:

1. Veterans and current members of the US military (please send Angela Abrams (ayabrams@ua.edu) your DD 214 or current assignment orders as appropriate).
2. Ronald E. McNair Postbaccalaureate Achievement Program students (please contact Angela Abrams (ayabrams@ua.edu) for more details).
3. University of Alabama undergraduates applying to a graduate program in the same subject area. To qualify for this application fee waiver a student must have no time break between the undergraduate and graduate program and have an overall GPA of 3.0 or greater.
4. Applicants who have previously enrolled in Graduate School at The University of Alabama.

Applicants interested in transferring graduate credit to the MSW program from another institution or graduate program must make a formal request after admission to the program. The request is initiated in the Graduate School with the form for Request for Transfer of Graduate Credit. *Please note the School of Social Work allows a maximum of 9 hours of transfer work for the 42 hour program and a maximum of 12 hours of transfer work for the 60 hour program upon approval by the program director.*

Applicants can find Application Instructions on the School of Social Work website.

Students will have an opportunity to apply for field in both the BSW and MSW programs. We place students using a holistic perspective. Not only do we consider input from students, but we also consult with faculty, advisors, and the Field Committee.

Most students have many questions about practicum. The Field Office is always available to answer questions you may have. If there is anything that is unclear or if you have specific questions regarding your situation, do not hesitate to contact the Field Office.

Field Education Links

Student Information

Washington, D.C Program

International Field Placement Program

Pre-Orientation Video

Contact Us

Financial Aid

Financial assistance through stipends, grants, and scholarships is available through the School of Social Work. Some stipends are available directly from the School; others are related to traineeships, with specified field education placements and/or curriculum requirements. Stipends and traineeships that may be available include Alabama Department of Human Resources stipends; an Alabama Disabilities Advocacy Program stipend; child welfare traineeships; Sparks Clinics traineeships; Pediatric Pulmonary Health Care traineeships; Taylor Hardin Secure Medical Facility stipends; Bryce State Psychiatric stipends; Alabama Department of Youth Services traineeships; and Veterans Administration traineeships. Additional traineeships become available on a year-by-year basis.

Contact The University of Alabama, School of Social Work, Student Services Office, Box 870314, Tuscaloosa, AL 35487-0314, or telephone (205) 348-5020, for application forms and further information. Students

may also contact the UA Office of Student Financial Aid, Box 870162, Tuscaloosa, AL 35487-0162, or telephone (205) 348-6756, for applications for University-sponsored and other financial aid such as federal loans.

Courses are subject to modification without advance notice.

Admission to 500-level courses is limited to graduate social work students only, unless consent of the instructor and the assistant dean is obtained. See the School of Social Work Master's Degree Program Student Handbook for additional course eligibility requirements.

SW500 Social Welfare Policy

Hours 3

Overview of the evolution of social welfare policies and services, and of how social problems affect societal groups. Includes examination of the tools and approaches that social workers might use in analysis and policy formulation.

SW501 Social Welfare Advanced Policy Analysis

Hours 3

The focus of this course is on social welfare policy analysis with particular emphasis on the influence of economic and political issues. This course emphasizes comparative research at both state and national levels.

Prerequisite(s): SW 500, SW 510, SW 511, SW 534, SW 540, SW 541, SW 542, SW 570 -OR- Set 2 (Advanced) SW 570, SW 577, SW 578, SW 579

SW506 Planning and Program Development

Hours 3

Application and analysis of theory applicable to the field of planning and developing social services and programs.

Prerequisite(s): Set 1 (60hour) SW 500, SW 510, SW 511, SW 534, SW 540, SW 541, SW 542, SW 570 -OR- Set 2 (Advanced) SW 570, SW 577, SW 578, SW 579

SW510 Human Behav Social Envir I

Hours 3

Critical concepts, theories, and research related to human biopsychosocial development across the life span; human development and behavior in the environmental contexts of family, groups, organizations, and communities; and the impact of human diversity on human development and behavior. This course is part of a two course sequence and focuses on earlier stages of human development from conception through adolescence.

SW511 Human Behav Social Envir II

Hours 2

This course introduces students to an overarching conceptual framework and selected theories for understanding human behavior across the life course. This course is part of a two-course sequence and focuses on the later stages of human development from young adulthood to advanced old age.

Prerequisite(s): SW 510

SW513 Social Work Practice in Health Care

Hours 3

This course prepares students for advanced social work practice in health care settings. Using the Life Course Perspective, health and health care issues relevant to health care social work are addressed.

Prerequisite(s): Set 1 (60 hour) SW 500, SW 510, SW 511, SW 534, SW 540, SW 541, SW 542, SW 570 -OR- Set 2 (Advanced) SW 570, SW 577, SW 578, SW 579

SW514 Chem Depend Knowledge Interven

Hours 3

This survey course introduces students to major theories of substance use, information concerning the physiological and psychological consequences of this use, and information concerning the effects of this use on families and communities. Selected state, international, and federal policies regarding the control of drugs are reviewed. The course includes an overview of several models of prevention and intervention, with specific attention being paid to their application to special populations such as the homeless, clients from different cultures, and clients of different sexual orientations.

Prerequisite(s): Set 1 (60 hour) SW 500, SW 510, SW 511, SW 534, SW 540, SW 541, SW 542, SW 570 -OR- Set 2 (Advanced) SW 570, SW 577, SW 578, SW 579

SW515 Psychopathology

Hours 3

Presents diagnostic criteria used in recognition and treatment of mental disorders, and theory and research on the etiology of these disorders.

Prerequisite(s): Set 1 SW 500, SW 510, SW 511, SW 534, SW 540, SW 541, SW 542, SW 570 -OR- Set 2 SW 570, SW 577, SW 578, SW 579

SW523 Family Preservation

Hours 3

Overview of family preservation theory and practice. Students demonstrate skills with high risk children and families in their home setting.

Prerequisite(s): Set 1 (60 hour) SW 500, SW 510, SW 511, SW 534, SW 540, SW 541, SW 542, SW 570 -OR- Set 2 (Advanced Standing) SW 570, SW 577, SW 578, SW 579

SW525 Evaluation Research

Hours 3

Students learn to design a practice or program evaluation project, demonstrating the link between designing and conducting research and the practice of social work.

Prerequisite(s): Set 1 (60 hour) SW 500, SW 510, SW 511, SW 534, SW 540, SW 541, SW 542, SW 570 -OR- Set 2 (Advanced) SW 570, SW 577, SW 578, SW 579

SW526 'Isms' & Advocacy In Social Work

Hours 3

Introduction to various forms of oppression, social injustice, and advocacy to prevent and intervene.

Prerequisite(s): Set 1 (60 Hour) SW 500, SW 510, SW 511, SW 534, SW 540, SW 541, SW 542, SW 570 -OR- Set 2 (Advanced) SW 570, SW 577, SW 578, SW 579

SW528 Spirituality In Social Work Practice

Hours 3

Provides an overview of major issues relevant to spiritually sensitive social work practice with emphasis on the role of spirituality in interventions.

Prerequisite(s): Set 1 (60 Hour) SW 500, SW 510, SW 511, SW 534, SW 540, SW 541, SW 542, SW 570 -OR- Set 2 (Advanced) SW 570, SW 577, SW 578, SW 579

SW529 Advanced Clinical Social Work Practice

Hours 3

The course provides advanced level information about the application of selected theoretical frameworks and models of practice, assessment strategies and techniques, the formulation of treatment plans, practice interventions, and practice evaluation.

Prerequisite(s): Set 1 (60 Hour) SW 500, SW 510, SW 511, SW 534, SW 540, SW 541, SW 542, SW 570 -OR- Set 2 (Advanced) SW 570, SW 577, SW 578, SW 579

SW532 Social Work Practice with Adults in Mental Health

Hours 1-3

This course emphasizes evidence-based practice models and methods of intervention for effective social work practice with adults experiencing mental health problems.

Prerequisite(s): SW590 or (SW570 and SW577 and SW578 and SW579)

SW533 Models and Methods of Gerontological Social Work Practice

Hours 1-3

Focuses on evidence-based practice models and methods of social work intervention with older persons and their families.

Prerequisite(s): SW590 or (SW570 and SW577 and SW578 and SW579)

SW534 Integrative Seminar I-A

Hours 1

The first of two integrative seminars designed to prepare students for generalist social work practice. This seminar provides students structured learning opportunities that emphasize the integration of knowledge acquired in foundation courses; expand knowledge beyond the scope of their practicum setting; and examine the values and ethics of social work practice. The seminar also serves as an additional opportunity to examine evidence-based models of social work practice and selected social work practice theories and to improve upon social work practice skills and relationships characterized by collaboration and respect for the client system. Students will examine how their agency serves persons who are subject to discrimination, economic deprivation, and oppression, including women, elderly persons, people of color, and gay and lesbian persons. Students will explore how their agency prepares them to work competently with diverse populations. This course will focus on the Life Course Perspective when dealing with clients.

Prerequisite(s): SW 511 and SW 540

Prerequisite(s) with concurrency: SW 590

SW535 Integrative Seminar I-B

Hours 1

The second of two integrative seminars designed to prepare students for generalist social work practice. This seminar provides students structured learning opportunities that emphasize the integration of knowledge acquired in foundation courses; expand knowledge beyond the scope of their practicum setting; and examine the values and ethics of social work practice. The seminar also serves as an additional opportunity to examine evidence-based models of social work practice and selected social work practice theories and to improve upon social work practice skills and relationships characterized by collaboration and respect for the client system. Students will examine how their agency serves persons who are subject to discrimination, economic deprivation, and oppression, including women, elderly persons, people of color, and gay and lesbian persons. Students will explore how their agency prepares them to work competently with diverse populations. This course will focus on the Life Course Perspective when dealing with clients.

Prerequisite(s): (A co-requisite with SW 591)

SW536 Social Service Program and Agency Administration

Hours 3

Students learn selected theoretical frameworks and apply the knowledge and skills for administration of social service programs and agencies.

Prerequisite(s): Set 1 (60 Hour) SW 500, SW 510, SW 511, SW 534, SW 540, SW 541, SW 542, SW 570 -OR- Set 2 (Advanced) SW 570, SW 577, SW 578, SW 579

SW537 Forensic Social Work

Hours 3

This course is designed to provide students with the knowledge and critical thinking skills necessary for specialized practice in the area of forensic social work.

Prerequisite(s): Set 1 (60 Hour) SW 500, SW 510, SW 511, SW 534, SW 540, SW 541, SW 542, SW 570 -OR- Set 2 (Advanced) SW 570, SW 577, SW 578, SW 579

SW540 SW Practice with Individuals and Families

Hours 1-3

Theory and practice of social work with individuals and families are explored.

Prerequisite(s) with concurrency: SW 510

SW541 Social Work Practice with Groups

Hours 1-3

The course provides a framework for systematic study of components and issues involved in the practice of social work with groups.

Prerequisite(s): SW 500, SW 510, SW 540, SW 534, SW 590

Prerequisite(s) with concurrency: SW 542, SW 570, SW 591, SW 535

SW542 Social Work Practice with Communities

Hours 1-3

Exploration of theories of social work practice for intervention at the community level, including selected macro-models of practice, and community practice within human-service organizations.

Prerequisite(s): SW 500, SW 510, SW 534, SW 540, SW 590

Prerequisite(s) with concurrency: SW 541, SW 570, SW 591, SW 535

SW549 Crisis Intervention

Hours 3

Focuses on treatment theories and models of intervention that provide a focused approach to the client in crisis.

Prerequisite(s): Set 1 (60 hour) SW 500, SW 510, SW 511, SW 534, SW 540, SW 541, SW 542, SW 570 -Or- SW 570, SW 577, SW 578, SW 579

SW553 Independent Study

Hours 1-6

Independent learning experience, under faculty direction, with a contract for an outcome such as a publishable research document.

Prerequisite(s): SW 500, SW 510, SW 511, SW 534, SW 540, SW 541, SW 542, SW 570, SW 577, SW 578, SW 579

SW557 Selected Topics in Social Work Practice

Hours 1-3

Intensive study of an area of or specific approach to social work practice. Topics vary from semester to semester. May be repeated.

SW559 Pediatric Pulmonary Health Care

Hours 3

Introduces social work students to pediatric pulmonary diseases and to research literature in this area of health care. Offered according to demand.

SW564 SW Practice in Child and Adolescent Mental Health

Hours 1-3

This course emphasizes evidence-based practice models and methods of intervention for effective social work practice with children, adolescents, and their families experiencing mental health problems.

Prerequisite(s): SW590 or (SW570 and SW577 and SW578 and SW579)

SW565 Social Work Practice in Child Welfare and Family Services

Hours 1-3

This course emphasizes evidence-based practice models of intervention for effective social work practice in child welfare and family services settings.

Prerequisite(s): SW590 or (SW570 and SW577 and SW578 and SW579)

SW570 Research-Informed Practice

Hours 3

This is the first course in a two-course sequence that is designed to enable students to engage in research-informed practice. The MSW themes of evidence-based practice and critical thinking are emphasized in this course. Graduate standing with admission to the MSW Program. With special permission of the Program Chair, graduate students outside the School of Social Work may take this course.

SW577 Human Development and Social Systems

Hours 3

Provides students with instruction in the major psychological and sociological theories of human behavior that support and enhance social work practice.

SW578 Social Welfare Policy and Delivery Systems

Hours 3

Prepares advanced standing students for second-year policy and policy-related courses.

SW579 Social Work Practice

Hours 1-3

Designed to provide a foundation for social work practice with individuals, families, groups, and communities, in preparation for second-year practice courses.

SW585 Geriatric Care Management

Hours 3

The primary purpose of this course is to provide social workers interested in geriatric care management with the skills and knowledge needed to help prepare and empower family members in meeting the long term care needs of older adults and people with disabilities. The instructor for this course will offer evidenced-based information about how to conduct a care giving assessment and intervention with special attention to the complexities of the current long term care industry in the U.S. and to the many resources available to help care givers at the local and national level. This course provides specialized, yet practical, information designed to help families successfully meet the challenges of filial responsibility and other forms of care giving associated with disability. The specific tasks of care giving are organized into four categories: medical; legal-insurance-financial; family-social; and spiritual-emotional. Each task reflects a real life challenge that potentially comprises an important aspect of a care recipient's long term care plan. The model of care giving used in this course underscores the importance of timely professional consultation and the supreme value of proactive preparation that values and honors the preferences of aging parents and family members with disabilities.

Prerequisite(s): Set 1 (60 Hour) SW 500, SW 510, SW 511, SW 534, SW 540, SW 541, SW 542, SW 570 -OR- Set 2 (Advanced) SW 570, SW 577, SW 578, SW 579

SW590 Field Education I-A

Hours 1-9

The first of two foundational practica designed to prepare students for generalist social work practice. Building on a liberal arts background, Field Education IA offers students supervised opportunities to apply knowledge, skills, and values learned in foundation social work practice, social welfare policy, human behavior in the social environment, and social work research classes. Students will have an opportunity to work in agencies that provide services to diverse populations using individual, family, group, and community interventions.

Prerequisite(s) with concurrency: SW 511 and SW 540

SW591 Field Education I-B

Hours 1-9

The second of two foundational practica designed to prepare students for generalist social work practice. Building on a liberal arts background, Field Education IB offers students supervised opportunities to apply knowledge, skills, and values learned in foundation social work practice, social welfare policy, human behavior in the social environment, and social work research classes. Students will have an opportunity to work in agencies that provide services to diverse populations using individual, family, group, and community interventions.

Prerequisite(s): SW 534, SW 590 (co-requisite with SW 535)

SW595 Field Education II-A

Hours 1-9

The first of two concentration practica designed to prepare students for advanced practice. This specialization course provides the student the opportunity to integrate through direct experience in an educationally supervised environment the knowledge, values, and skills that are necessary for social work practice.

Prerequisite(s): Set 1 (60 hour) SW 500, and SW 511, and SW 510, and SW 534, and SW 535, and SW 570, and SW 540, and SW 541, and SW 542 and SW 590, and SW 591 -OR- Set 2 (Advanced) SW 570, and SW 577, and SW 578, and SW 579

Prerequisite(s) with concurrency: (SW 532 AND SW 533) Or (SW 564 AND SW 565)

SW596 Field Education II-B

Hours 1-9

The second of two concentration practica designed to prepare students for advanced practice. This specialization course provides the student the opportunity to integrate through direct experience in an educationally supervised environment the knowledge, values, and skills that are necessary for social work practice.

Prerequisite(s): Set 1 (SW 532 AND SW 533) OR (SW 564 AND SW 565) and SW 500 and SW 510 and SW 540 and SW 541 and SW 570 and SW 542 and SW 511 and SW 534 and SW 535 and SW 590 and SW 591 OR Set 2 (Advanced) (SW 532 and SW 533) OR (SW 564 and SW 565) and SW 570 and SW 577 and SW 578 and SW 579

Prerequisite(s) with concurrency: SW 501, SW 525

SW600 Soc Work & Welfare State

Hours 3

Introduction to needs and opportunities for research in social welfare policy and its implementation, past and present. Examination of the development of the welfare state and current research on social welfare policy and its implementation.

SW601 Seminar in Doctoral Education

Hours 1

Provides students with an introduction to the PhD program, expectations for doctoral-level study, and familiarity with faculty and their research interests.

SW605 Social Work Education

Hours 3

Focuses on the history, current structure, pedagogical theories, and contemporary issues important to social work educators.

Prerequisite(s): SW 601

SW620 Social Work Research I

Hours 3

Examination of some of the key theoretical issues of qualitative and quantitative social science research and the basic processes of theory formulation and knowledge building.

SW621 Social Work Research II

Hours 3

Continuation of SW 620. Prepares students to design and carry out quantitative, qualitative, and multi-method research appropriate and adequate for answering social work research questions. Focuses on research design, sampling, data collection and analysis, and dissemination of results and conclusions.

Prerequisite(s): SW 620

SW622 Instrumentn & Measment

Hours 3

Focuses on the theoretical foundations of observation and measurement in social research and on the practical skills for measuring social phenomena, including assessment of the psychometric properties of research instruments and the design of reliable and valid instruments.

SW623 Sem Qualitative Research

Hours 3

Advanced study of key concepts in qualitative research, with applications for social work practice research and evaluation.

SW624 Qualitative Data Analysis

Hours 3

This course provides an opportunity for students to focus on developing skills and techniques related to qualitative data analysis. Methods of coding, processes of data analysis, including description, but very much going beyond simple description, will be covered. The course will emphasize analytic strategies useful across research approaches, focusing on the fundamentals of qualitative analysis across the various types of data collected using various qualitative approaches. Data management, data display, and writing up qualitative data analysis results along with dissemination strategies will be included. The course will demonstrate at least one computer assisted data analysis program.

Prerequisite(s): SW 620 and SW 621 and SW 640

Prerequisite(s) with concurrency: SW 623

SW626 Seminar in Mixed Methods Research

Hours 3

The purpose of this course is to provide in-depth study of mixed methods research to graduate students who are already familiar with quantitative and qualitative research. An introductory phase of the course consists of defining mixed methods research and describing the history and foundations of this form of research. We will then examine the types of mixed methods designs available and discuss the process of research as it relates to each of these designs.

Prerequisite(s): Completion of SW621 and SW623, or permission of the instructor.

SW627 Systematic Review

Hours 3

This doctoral seminar introduces students to the purpose and process of systematic review of research. Students will develop advanced skills for the analysis and synthesis of published research. Skills include the use of electronic databases and other strategies for locating relevant research, the ability to appraise the quality of evidence, and strategies for summarizing and synthesizing existing research. Such skills are essential for summarizing the state of research on specific topics of concern for social work practitioners, researchers and policy-makers, including descriptions of populations and the effectiveness of social work interventions.

Prerequisite(s): Admission to Social Work Ph.D. program or permission of the instructor

SW628 Research Practicum

Hours 3

Development of a social work research proposal, including the conceptualization of the research question, review of pertinent literature, project administration, arrangements for community collaboration, and IRB approval. Participation in ongoing research under faculty supervision.

SW629 Sp Top Sw Research Methd

Hours 3

Study of an advanced quantitative or qualitative method, approach, or technique with emphasis on knowledge-building applications of the method, approach, or technique.

SW640 Concepts Of Practice

Hours 3

Components of social work practice theory, including historical forces shaping conceptualizations of practice, the ideological and epistemological assumptions of both normative and empirical conceptualizations of practice, and the contributions of science and other approaches to knowledge and skill building.

SW641 Applying Theory in the Development of Social Work Knowledge

Hours 3

This course provides the basic knowledge and skills to prepare students to understand the relative place and contribution of theoretical conceptualization to the development of knowledge for social work practice. This course builds on knowledge gained in SW 640: Conceptual Foundations of Social Work Practice and Research, and SW 620: Social Work Research Methods I.

Prerequisite(s): SW 620 and SW 640 or instructor permission

SW648 Sp Top Sel Prof Issues

Hours 3

Integrative seminar on special topics.

SW660 Independent Study

Hours 3

Prerequisite: Completion of the doctoral core courses or permission of the instructor.

SW697 Post-MSW Practice Experience

Hours 6-9

This course provides students in the social work Ph.D. program who hold an MSW the opportunity to obtain practice experience in an educationally and MSW-supervised environment. Students will work up to 20 hours per week in agencies with UA SSW field-office-approved social work supervision. (If students are seeking licensure in addition to post-MSW practice experience, students should be sure to attain appropriate supervision.).

Prerequisite(s): Holding an MSW degree. Completion of at least the first year of doctoral program coursework (22 doctoral program credits).

SW698 Non-Dissertn Research

Hours 1-9

No description available

SW699 Dissertation Research

Hours 1-15

No description available

SW700 Advanced Theories on Oppression and Disparities

Hours 3

This course will provide an in-depth exploration of ideological, institutional, interpersonal and internal contexts of oppression, discrimination, and disparities at the macro, mezzo, and micro levels. Students will learn a number of theoretical frameworks related to privilege and oppression, including critical race theory, feminist theory, Marxism, queer theory, and health behavior theories. Students will also learn approaches to assessing institutions and policies using these theories as an analytical lens and will also learn techniques for developing new policies, programs, and interventions using these theories to promote social justice in health and human service delivery for populations that are diverse in race, ethnicity, gender, sexual orientation, and other characteristics.

Prerequisite(s): Formal acceptance into the DSW program.

SW701 Research for Clinical and Community Practice I

Hours 3

This doctoral-level course introduces students to the principles, methods, and analytical techniques associated with qualitative, quantitative, and mixed methods social work research. The course allows for the development of critical thinking skills by gaining an understanding of scientific, analytical, and ethical approaches utilized when conducting research for clinical and community social work practice. Students' mastery of course content prepares them to develop, use, and effectively communicate empirically-based social work research knowledge.

SW702 Research for Clinical and Community Practice II

Hours 3

This course builds upon the basic principles and methodologies of social work research learned in the introductory research course and prepares students to: (1) systematically evaluate a body of research related to a specific social work topic; and (2) to conceptualize how existing research findings should be used to inform social work practice in clinical and organizational settings. Students will learn how to critique methodologies used in qualitative and quantitative social work research, with an emphasis on assessing how methodological approaches may affect the quality of research findings and how methodologies promote or constrain ethical principles in research. Students will also learn how to interpret findings from existing studies. The goal of this course is not to prepare students for future careers in research, but to provide them with advanced knowledge and skills needed to appropriately incorporate evidence into practice and to evaluate interventions in practice-based settings.

Prerequisite(s): SW 701

SW703 Neuroscience in Clinical Practice

Hours 3

This course provides students with a basic understanding of the dynamic and inextricable interaction of the brain, mind, and body with the environment. Students will also learn about the implications of this interaction on health, development, and learning. To advance clinical practice, the course will also focus on the role that neuropsychology in the treatment of clinical disorders across the lifespan.

Prerequisite(s): Formal acceptance into the DSW program.

SW704 Organizational Leadership Theory and Practice

Hours 3

This doctoral seminar explores fundamental aspects of organizations and organization theory, as they pertain to the non-profit and public sectors. Students will gain an in-depth knowledge on leadership and organizational theories while also developing a skillset for applying innovative leadership techniques within real-world settings. The course will also provide a foundation for students to gain several competencies in human service management, including: Executive Leadership, Resource Management, Strategic Management, and Community Collaboration. Students will learn how perspectives of organizations and leadership have evolved throughout history as well as the current social, political, cultural, and economic contexts within which non-profit and public sector organizations operate. Ethical, practical, and legal considerations of providing health and human services will be examined. Throughout the semester, students will explore their own approaches and application of leadership theory and skills at the personal, group, organizational, and community levels.

Prerequisite(s): Formal acceptance into the DSW program.

SW705 Advanced Advocacy and Policy Practice

Hours 3

Globalization, social media, and changes in social and political landscapes have all shaped how people approach advocacy strategies. This course will present historical theoretical foundations and current critical issues related to client, community, and policy advocacy, as well as the importance of thorough evaluations of policy in order to develop effective advocacy strategies. In addition to exploring advanced approaches to policy advocacy with public policymakers, the course will also present strategies used of developing social movements and methods for developing advocacy leadership within organizational settings. The course will examine and evaluate historical and current practices in advocacy for social justice, as well as contemporary social movements. The course will also examine and apply theoretical frameworks for communicating about policy advocacy with a variety of stakeholders.

Prerequisite(s): Formal acceptance into the DSW program.

SW706 Teaching Social Work Practice

Hours 3

This course is designed to prepare students for the role of social work educator in social work education programs. Students will develop essential concepts and strategies related to curriculum design, course delivery and evaluation. This course provides a theoretical background to enable the student to better understand the teaching task in social work education and issues in the broader context of higher education including issues of equality, sustainability and students' rights, as well as laws, policies and regulations governing universities and professional social work education.

Prerequisite(s): Formal acceptance into the DSW program.

SW720 Clinical Supervision and Ethics

Hours 3

This course will present models of effective clinical social work supervision that are reflective of the policies of multiple professional and accrediting bodies, including: the Association of Social Work Boards, the National Association of Social Workers, and the Alabama State Board of Social Work Examiners. Further, this course will provide detailed analysis of the NASW Code of Ethics (2017 revision), including case examples. Students will examine specific ethical issues related to clinical supervision and will consider myriad solutions to ethical dilemmas from the perspectives of different ethical theories (in particular, deontological ethics, utilitarianism, and virtue ethics). Students will consider ethical issues in light of the current political climate and with respect to disparate personal ethical and moral positions that may be held by supervisors, supervisees, and clients.

Prerequisite(s): SW 700 and SW 701

SW721 Cognitive Behavioral Therapy

Hours 3

This course focuses on the empirically validated treatment approach, Cognitive Behavioral Therapy (CBT) and related therapeutic techniques, such as motivational interviewing (MI) and Dialectic Behavioral Therapy (DBT). It covers the theory, concepts, and advanced techniques of therapy with a particular emphasis on intervention methods that may be used by social workers to assist clients with specific problems or conditions. Students will also learn therapeutic techniques that may be used in specific social work settings (domestic violence, parenting, medical social work, etc.) as well as with clients across the lifespan. The course content reflects advanced material of current relevance for effective clinical social work practice.

Prerequisite(s): SW 700 and SW 701

SW722 Assessment and Diagnosis in Evidence-Based Clinical Practice

Hours 3

This course will provide students with the practical contexts of mental health disorders, the development of mental health classification systems, and advanced assessment/diagnostic techniques. Students will learn about evidence-based practice (EBP) as applied to: (a) complex clinical diagnoses; (b) utility and consequences of diagnoses, especially in regards to diverse and oppressed populations; and (c) differential diagnosis. The course will emphasize ecobiopsychosocial and person-in-environment perspectives in identifying and evaluating diagnostic and assessment tools. The course will provide historical and critical overviews of mental disorders and the development of classification systems, such as the DSM-5 and ICD-10. Students will learn how to apply and tailor multiple assessment and diagnostic methods across diverse populations and client systems. Students will learn to evaluate and apply research to support diagnostic and assessment practices.

Prerequisite(s): SW 703

SW723 Complementary & Alternative Therapies

Hours 3

This course is designed to introduce students to the philosophies, practitioners, techniques, uses, current paradigm and evidence of efficacy in the complementary and alternative therapies currently being used in the United States. Evidence to guide practice will derive from a variety of sources including case studies, clinical trials, observational studies and meta-analyses. The use of different types of evidence to demonstrate efficacy versus effectiveness will be distinguished and examined. A comparison of the relative strengths and weaknesses of the various forms of data will also be incorporated. A large growing percentage of Americans use complementary and alternative therapies for prevention purposes, as a supplement to conventional care or as the primary source of mental health wellness. How complementary & alternative therapies can be integrated into conventional care plans requires an ability to understand and communicate their efficacy and effectiveness with other health care providers and consumers. New and emerging approaches to generate evidence that these therapies may enhance consumers' health, functioning, safety and optimize a health care plan will be explored in depth.

Prerequisite(s): Formal acceptance into the DSW program.

SW724 Social Work and Emotional Trauma

Hours 3

This course builds upon prior course content provided through the core curriculum and prepares advanced-practiced social workers to work with clients who have experienced emotional trauma. Beginning with the necessity for self-care for those working with people who have experienced trauma, it covers the physiological underpinnings of how trauma affects people, and provides basic information about working with clients across the life-span. The course addresses the various contexts of practice, including micro-, mezzo-, and macro practice contexts, with a sensitivity to ethical issues and issues of diversity and difference.

Prerequisite(s): Formal acceptance into the DSW program.

SW730 Leadership and Organizational Change

Hours 3

In order to deliver relevant social services efficiently and effectively, social work administrators need knowledge about leadership and management of non-profit organizations. Leaders create a vision for their organization, establish a constructive climate, and overcome obstacles. Grounded in leadership theory, this course will provide opportunity for personal reflection, organizational examination, and opportunity for suggested change. Ways to deliver services mindful of ethical dilemmas, diversity, and inclusion will be highlighted.

Prerequisite(s): SW 700 and SW 701

SW731 Leadership in Human Service Development

Hours 3

This course will build on content from the core coursework in the DSW curriculum to present more advanced concepts and skills in designing, implementing, and evaluating new human service programs. Students will learn: (a) executive management skills related to environmental and organizational assessments needed in the design and development stage of human services; (b) resource management skills for developing and managing human services; (c) strategic management skills for successful implementation of services; and (d) community collaboration skills needed to transform and advance human service delivery. Students will hone their written and interpersonal communication skills for human service management. Students will also build upon their foundational knowledge about research methodologies to develop human service evaluations that are relevant to the management process and rigorous.

Prerequisite(s): SW 700 and SW 701

SW732 Ethics in Community and Organizational Leadership

Hours 3

This course will provide an in-depth exploration of ethical codes and principles established by the NASW, International Federation of Social Work (IFSW), and other theoretical frameworks as they relate to ethical concerns of social workers in the role of community and organizational leaders. Students will develop an advanced understanding on how current social, political, cultural, and other contexts influence ethical issues in health and human services, as well as how understandings of ethics have changed over time. There will be specific emphasis on The NASW Code of Ethics sets forth values, principles and standards to which social workers and social work students should aspire and their actions judged. Students will learn how ethics guides the decision-making and conduct of social workers in leadership roles regardless of the workplace, employees, clientele, or communities where their organizations operate. Throughout the semester, students will discuss ethical case dilemmas related to social, economic, political, cultural and professional issues faced by community and organizational leaders.

Prerequisite(s): SW 704

SW733 Human Service Finance and Budgeting

Hours 3

This is a course that provide theoretical concepts and techniques in the financial management and budgeting of public and non-profit organizations. The content will emphasize budget and finance considerations in making decisions about health and human services, as well as the common problems associated with finances in the public and nonprofit sectors. The course will include online lecture, problem-based learning exercise, and synchronous and asynchronous discussions. The goal of the course is to help practitioners become better managers and decision makers about public and nonprofit service delivery, rather than budget officers or accountants.

Prerequisite(s): Formal acceptance into the DSW program.

SW734 Human Resource Management in the Healthcare, Public, and Nonprofit Sectors

Hours 3

This course will present current best practices of effective human resource (HR) management in the healthcare, public (government), and nonprofit social sector settings, with emphasis on those models that are endorsed by the Society of Human Resource Management, Society for Social Work Leadership in Health Care, and the National Council of Nonprofits; further, this course will provide frameworks for ethical HR policy development and implementation within healthcare, public, and nonprofit settings that are in accordance with applicable federal employment laws and guidelines. Students will learn the major legal requirements of HR in the designated settings. Topics include employee selection, employee training and development, employee performance evaluation and management, compensation models, diversity, employee well-being, and collective bargaining.

Prerequisite(s): Formal acceptance into the DSW program.

SW750 Introduction to Capstone Project

Hours 1

This course represents the first of two courses that will prepare you for completing the Doctor of Social Work Capstone Project. In this course, you will gain knowledge and skills in developing a practice change project and evaluation proposal. Specifically, you will learn: (a) the common content and organization of grant and research proposals; (b) how to identify peer-review scholarship, grey literature, and human service data needed to develop a strong project or research proposal; skills in proposal writing; and skills in program and project planning. By the end of this course, you will have developed a roadmap, plan, and timeline for developing the proposal for the Capstone Project, which will be completed in the second course, SW751: Capstone Prep Independent Study Proposal.

Prerequisite(s): SW 701

Prerequisite(s) with concurrency: SW 701

SW751 Capstone Preparation Independent Study Proposal

Hours 2

Students will work under the guidance of a faculty advisor to develop a practice change proposal for their capstone project. This proposal will include: a review of the literature, the design of a social work intervention, protocol for intervention implementation, and project evaluation. If applicable, students will draft an IRB protocol.

Prerequisite(s): SW 750 and SW 702

SW799 Capstone Project

Hours 1-3

Doctor of Social Work Capstone Project.

Prerequisite(s): SW 751

Faculty**Interim Dean**

Dr. Reid, Lesley

Associate Deans

Dr. Cain, Daphne

Dr. Lee, Hee Yun

Dr. Williams, Javonda

Program Directors

Curington, Allison

Hopson, Laura M.

Jackson, M. Sebrena

Ruggiano, Nicole

Smith, Brenda D.

Field Education

Curington, Allison

Gibson, Kimberly

Smith, Shayla

Turner, Carrie

Professors

Cain, Daphne

Corcoran, Kevin

Csikai, Ellen

Lee, Hee Yun

Associate Professors

Alameda-Lawson, Tania

Albright, David

Bacallao, Martica

Drolen, Carol S.

Hopson, Laura M.

Nelson-Gardell, Debra M.

Noh, Hyunjin

Pryce, Josephine, G.

Ruggiano, Nicole

Simon, Cassandra, E.

Smith, Brenda D.

Williams, Javonda

Assistant Professors

Bennett, Daniel Jr.

Carlson, Catherine

Cheatham, Leah

Green, Sha-Rhonda

Jackson, M. Sebrena

Johnson, Karen

Lee, Lewis

McKinney, Robert Jr.

Shah, Avani

Simpson, Gaynell M.

Starks, Karen

Instructors

Lockhart, Angela

Payne, Nancy

Phelps, Carroll

Swails, Peggy

Welker, Kathleen

Wilkes, Sherron

Professor Emeritus

Adams, James P. Jr.

Crow, Richard T.

Crunk, Phillip E.

Kaufman, Alan B.

Kosberg, Jordan I.

Associate Professor Emeritus

Bell, Roy F.

Assistant Professor Emeritus

Eure, Gerald K.

Sumrall, Raymond O.

Professor Emerita

Roff, Lucinda L.

Associate Professor Emerita

McClain, Shirley B.

Shelton, Sharon C.

Assistant Professor Emerita

Mueller, Thelma V.

Raymond, Ginny

Social Work, M.S.W.

MSW Program

The mission of the Master of Social Work program at The University of Alabama School of Social Work is to prepare advanced scholar practitioners to improve the lives of individuals and families, enhance community well-being, and advocate for policies that support systemic change.

Graduates of the MSW program will be able to:

- Deliver evidence-based social work practice to diverse client systems including children, adolescents and their families or adults and their families.
- Advocate for vulnerable populations to include children, adolescents and their families or adults and their families.
- Engage in culturally competent advanced social work practice with children, adolescents and their families or adults and their families.
- Analyze, formulate, and influence organizational and government policies that influence children, adolescents and their families or adults and their families.
- Apply social work values and ethics to practice with children, adolescents and their families or adults and their families.

Curriculum

The MSW program is fully accredited by the Council on Social Work Education. The curriculum follows the curriculum policy requirements of the Council on Social Work Education and provides a balanced, integrated approach that includes a professional foundation and a choice of concentrations. The professional foundation curriculum taken the first year consists of coursework in the following:

- Social work practice. This area of the curriculum is designed to provide practice knowledge and competencies in working with individuals, groups, families, communities, and organizations.
- Human behavior and the social environment. This area of the curriculum helps the student to understand the whole person and the process of growth, change, adaptation, social functioning, and dysfunction of the environmental context, including family, groups, formal organizations, and communities. Courses in this area cover prenatal stages through the process of aging.
- Social welfare policy and services. This area of the curriculum is designed to help the student identify, appraise, analyze, and understand social change in its dynamic perspectives; the role and responsibility of social work as a profession in influencing social policy; and the delivery of service to individuals and society.
- Research methods. This area of the curriculum is designed to help the student understand social work and related research and the use

of research for the improvement of services to individuals, groups, organizations, and communities.

- Field education. This area of the curriculum provides opportunities for students to integrate and apply knowledge, skills, and values in social work practice context.

MSW Curriculum Themes

The MSW program emphasizes the following five themes underpinning the foundation and the concentration year objectives:

- Life Course Perspective: Social workers understand that the growth and development of individuals, families, groups, organizations, and communities are influenced by a range of psychological, social, historical, political, and economic factors. The interaction of these factors with life events and life transitions contribute to the subsequent outcomes. This theme also serves as the conceptual framework for the entire MSW curriculum.
- Valuing Diversity: Social workers value and work respectfully with people who are different from themselves.
- Critical and Reflective Thinking: Critical and reflective thinking that challenges assumptions, and that is based on evidence to arrive at creative solutions, is the basis for competent social work practice.
- Evidence-Based Practice: Social workers favor interventions with demonstrated effectiveness. They are prepared to carefully evaluate practice and program outcomes.
- Services to the Poor and Underserved: Alabama's poor and underserved receive social services primarily from public and non-profit social service agencies. Social workers must be prepared to practice in these contexts and to challenge social injustice.

MSW Program Foundation Objectives

Foundation Year MSW students will demonstrate the ability to:

- Apply critical thinking skills within the context of professional social work practice.
- Understand the value base of the profession and its ethical standards and principles, and practice accordingly.
- Practice without discrimination and with respect, knowledge, and skills related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation.
- Understand the forms and mechanisms of oppression and discrimination and apply strategies of advocacy and social change that advance social and economic justice.
- Understand and interpret the history of the social work profession and its contemporary structures and issues.
- Apply the knowledge and skills of generalist social work perspective to practice with systems of all sizes.
- Use theoretical frameworks supported by empirical evidence to understand individual development and behavior across the life span and the interactions among individuals and between individuals and families, groups, organizations, and communities.
- Analyze, formulate, and influence social policies.
- Evaluate research studies, apply research findings to practice, and evaluate their own practice interventions.
- Use communications skills differentially across client populations, colleagues, and communities.
- Use supervision and consultation appropriate to social work practice.

- Function within the structure of organizations and service delivery systems and seek necessary organizational change.

Concentration Objectives

In professional social work intervention with children, youth, and their families, or adults and their families, students will demonstrate:

- The ability to effectively apply selected models and methods of advanced social work practice, consistent with social work values and ethics, with an emphasis in public and non-profit social services.
- The ability to use reflectively the theoretical approaches and knowledge bases underlying their practice with particular attention to the life course perspective.
- The ability to evaluate their own practice.
- The ability to analyze the impact of social welfare policies on clients and practice situations.
- The ability to practice in ways that are culturally and gender appropriate with low-income persons and with those who have experienced social and economic injustice.

The School of Social Work offers a Master of Social Work and two coordinated degree programs. The MSW/MPH is offered in coordination with UAB Public Health. The MSW/JD is offered in coordination with The University of Alabama School of Law.

MSW (p.)

MSW/MPH Coordinated Program (p.)

MSW/JD Coordinated Program (p.)

Admission Requirements to the School of Social Work

Regular Admission

An applicant whose credentials meet both of the following minimum requirements may be considered for regular admission:

1. **GPA requirement:** The applicant must have an undergraduate grade point average of 3.0 overall, 3.0 for the last 60 semester hours in a degree program, or 3.0 for a completed graduate degree program.
2. **GPA Standard:** All applicants must have at least a 2.5 (on a 4.0 scale) overall GPA.
3. **Entrance exam score requirement:** If the undergraduate grade point average is below a 3.0 for both the overall AND last 60 hours, the School of Social Work requires submission of test scores. The applicant must have a 300 on the GRE test or a score at the 50th percentile on the MAT. Admission test scores must be less than five years old.

Please note no academic credit, course waivers, or credit for field practicum shall be granted for life experience or previous work experience.

International Admission Requirements

International Student Admission

International students must meet the Graduate School's requirements for admission (see above), including the equivalent of a four-year bachelor's degree from an accredited institution.

Test Scores: A students whose first language is not English must submit an official score report for the Test of English as a Foreign Language (TOEFL), the Pearson test of English (PTE), or must have earned a degree from an accredited U.S. college or university within the past 3 years.

1. TOEFL minimum score is a 550 on the paper-based test or a 79 on the internet-based test.
2. IELTS minimum score for admission is a 6.5.
3. PTE minimum score for admission is a 59.

Note: Scores must be less than two years old at the time of intended initial enrollment at The University of Alabama.

Please note no academic credit, course waivers, or credit for field practicum shall be granted for life experience or previous work experience.

Degree Requirements

The master of social work (MSW) degree will be awarded to the student who has met the following requirements:

- Successful completion of 60 hours of approved courses including field education or 42 hours for students admitted with advanced standing
- Evidence of the capacity to perform in all aspects of the student's educational program at a satisfactory and responsible level, as judged by the faculty, and promise of further professional development (see the Master's Degree Program Student Handbook for further details)
- Students are expected to demonstrate writing proficiency at a graduate level. Writing skills may be evaluated through specialized assignments in foundation or advanced-standing courses, or through a proficiency examination. The student may be required to attend tutorial sessions until proficiency is demonstrated.

Time Limit Requirement

All requirements for the master's degree must be completed during the six year or 18 semesters (fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond 6 years for the master's students.

Program Options: 42 credit hour or 60 credit hour

Advanced Standing (42 credit hour)

- Students holding a Bachelor of Social Work degree from a CSWE accredited institution.
- Admission requires a 'B' average or better in all professional foundation Social Work courses including field education, with no more than one 'C' in upper level Social Work courses.
- Offered Spring and Summer terms only

Two Year (60 credit hour)

- Students who hold a bachelors degree from a regionally accredited institution.
- Students who do not meet Advanced Standing criteria must apply to 60 hour program.
- Offered Summer and Fall terms only

Applicants can find more information on program deadlines and application instructions on the School of Social Work website.

Application Fee

The application fee is \$65 for U.S. citizens and permanent residents and \$80 for international students. The application fee is waived for the following groups:

1. Veterans and current members of the US military (please send the graduate school your DD 214 or current assignment orders as appropriate).
2. Ronald E. McNair Postbaccalaureate Achievement Program students (please contact Angela Abrams (ayabrams@ua.edu) for more details).
3. University of Alabama undergraduates applying to a graduate program in the same subject area. To qualify for this application fee waiver a student must have no time break between the undergraduate and graduate program and have an overall GPA of 3.0 or greater.
4. Applicants who have previously enrolled in Graduate School at The University of Alabama.

Applicants interested in transferring graduate credit to the MSW program from another institution or graduate program must make a formal request after admission to the program. The request is initiated in the Graduate School with the form for Request for Transfer Credit Form. *Please note the School of Social Work allows a maximum of 9 hours of transfer work for the 42 hour program and a maximum of 12 hours of transfer work for the 60 hour program upon approval by the program director.*

Applicants can find Application Instructions on the School of Social Work website.

MSW Program Requirements Advanced-Standing Program Curriculum - Master of Social Work (MSW)

The Advanced-Standing Program is a 42-credit-hour program for only those who hold a CSWE-accredited BSW. It can be completed in three semesters when pursued full-time. Advanced-standing students fulfill professional foundation requirements by successfully completing 'bridge' courses typically offered in the spring or summer before beginning the concentration year.

Coursework is offered in two formats, campus or primarily online. Note: the primarily online format requires face-to-face skills labs held on selected Saturdays at regionally convenient locations.

Advanced Standing Full-Time Curriculum - campus and distance learner (spring or summer start)

Bridge Courses	Hours
SW 570 Research-Informed Practice	3
SW 577 Human Develop & Social Systems	3
SW 578 Social Welfare Policy	3
SW 579 Social Work Practice (distance learning requires skills lab)	3
Total Hours	12

Concentration Year

Concentration courses are offered on campus and primarily online with face-to-face skills labs. Advanced standing students who complete their bridge courses in the spring may take electives the following summer. They may also take take SW 501 or SW 525 when those courses are offered in the summer.

Concentration Year - Fall		Hours
SW 532 or SW 564	SW Pract w/Adults Mental Hlth (*) Sw Prac Child Adol Ment Hlth	3
SW 533 or SW 565	Mod/Meth Gerontologl SW Pract (*) SW Prac Child Welfare Fam Serv	3
SW 525	Evaluation Research	3
SW Elective		6
Total Hours		15

* course(s) with skills labs

Spring		Hours
SW 501	Soc Welfare Adv Pol Analysis	3
SW 595	Field Education II-A	9
SW Elective		3
Total Hours		15

Social Work Electives		Hours
SW 506	Planning & Prog Development	
SW 513	SW Practice in Health Care	
SW 514	Chem Depend Knowledge Interven	
SW 515	Psychopathology	
SW 523	Family Preservation	
SW 528	Spirituality In SW Practice	
SW 529	Adv Clinical Social Work Prac	
SW 536	Social Service Prog Agency Adm	
SW 549	Crisis Intervention	

Advanced Standing Part-Time Curriculum - campus and distance learner (spring start)

Spring	Hours
SW 579*	3
SW 577	3
Total Hours: 6	

Summer	Hours
SW 570	3
SW 578	3
Total Hours: 6	

Fall	Hours
SW 532 or 564*	3
SW 533 or 565*	3
Total Hours: 6	

Spring	Hours
SW 501	3
SW Elective	3
Total Hours: 6	

Fall	Hours
SW Elective	3
SW 525	3
<hr/>	
	6

Total Hours: 6

Spring	Hours
SW Elective	3
SW 595	9
<hr/>	
	12

Total Hours: 12

Advanced Standing Part-Time Curriculum - campus and distance learner (summer start)

Summer	Hours
SW 577	3
SW 578	3
SW 579*	3
<hr/>	
	9

Total Hours: 9

Fall	Hours
SW 501	3
SW 570	3
<hr/>	
	6

Total Hours: 6

Spring	Hours
SW 525	3
SW Elective	3
<hr/>	
	6

Total Hours: 6

Fall	Hours
SW 532 or 564*	3
SW 533 or 565*	3
SW Elective	3
<hr/>	
	9

Total Hours: 9

Spring	Hours
SW 595	9
<hr/>	
	9

Total Hours: 9

60 Credit Hour Program* Curriculum - Master of Social Work (MSW)

The 60-credit-hour program is for those who currently **do not hold** a CSWE-accredited BSW. It can be completed in two years when pursued full-time. Coursework is offered in two formats, campus or primarily online. Note: the primarily online format requires face-to-face skills labs held on selected Saturdays at regionally convenient locations across Alabama.

**Summer start two year program is online only; fall start is online or on campus*

60 Credit Hour Full-Time Curriculum (distance learner - summer start)

Foundation Year - Summer		Hours
SW 500	Social Welfare Policy	3
SW 510	Human Behav Social Envir I	3
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Total Hours		6

Foundation Year - Fall		Hours
SW 511	Human Behav Social Envir II	2
SW 540	SW Practice with Individ & Family *	3
SW 534	Integrative Seminar I-A	1
SW 590	Field Education I-A	3
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Total Hours		9

* course(s) with skills labs

Foundation Year - Spring		Hours
SW 541	SW Practice with Groups *	3
SW 542	Practice w/Communities & Orgs *	3
SW 570	Research-Informed Practice	3
SW 535	Integrative Seminar I-B	1
SW 591	Field Education I-B	5
<hr/>		
Total Hours		15

* course(s) with skills labs

Concentration Year

Concentration courses are offered on campus and primarily online with face-to-face skills labs. Two year students who complete their foundation courses may take electives in the summer. They may also take SW 501 or SW 525 when those courses are offered in the summer.

Concentration Year - Fall		Hours
SW 532 or SW 564	SW Pract w/Adults Mental Hlth * Sw Prac Child Adol Ment Hlth	3
SW 533 or SW 565	Mod/Meth Gerontologl SW Pract * SW Prac Child Welfare Fam Serv	3
SW Electives		6
SW 595	Field Education II-A	3
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Total Hours		15

* SW 532/533 or SW 564/565 sequence requires skills labs

Concentration Year - Spring		Hours
SW 525	Evaluation Research	3
SW 501	Soc Welfare Adv Pol Analysis	3
SW Elective		3
SW 596	Field Education II-B	6
<hr/>		
Total Hours		15

Social Work Electives		Hours
SW 506	Planning & Prog Development	
SW 513	SW Practice in Health Care	

SW 514	Chem Depend Knowledge Interven
SW 515	Psychopathology
SW 523	Family Preservation
SW 528	Spirituality In SW Practice
SW 529	Adv Clinical Social Work Prac
SW 536	Social Service Prog Agency Adm
SW 549	Crisis Intervention

60 Credit Hour Part-Time Curriculum (distance learner - summer start)

Summer	Hours
SW 500	3
SW 510	3
<hr/>	
Total Hours: 6	6

Fall	Hours
SW 511	2
SW 540*	3
<hr/>	
Total Hours: 5	5

Spring	Hours
SW 541*	3
SW 542*	3
<hr/>	
Total Hours: 6	6

Fall	Hours
SW 534	1
SW 570	3
SW 590	3
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Total Hours: 7	7

Spring	Hours
SW 535	1
SW Elective	3
SW 591	5
<hr/>	
Total Hours: 9	9

Concentration Year

Concentration courses are offered on campus and primarily online with face-to-face skills labs. Advanced standing students who complete their bridge courses in the spring may take electives the following summer. They may also take take SW 501 or SW 525 when those courses are offered in the summer.

Fall	Hours
SW 532 or 564*	3
SW 533 or 565*	3
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Total Hours: 6	6

Spring	Hours
SW 501	3
SW 525	3
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Total Hours: 6	6

Total Hours: 6

Fall	Hours
SW Elective	3
SW 595	3
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Total Hours: 6	6

Total Hours: 6

Spring	Hours
SW Elective	3
SW 596	6
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Total Hours: 9	9

Total Hours: 9

60 Credit Hour Full-Time Curriculum (campus and distance learner - Fall start)

Foundation Year - Fall	Hours	
SW 500	Social Welfare Policy	3
SW 510	Human Behav Social Envir I	3
SW 511	Human Behav Social Envir II	2
SW 540	SW Practice with Indiv & Family *	3
SW 534	Integrative Seminar I-A	1
SW 590	Field Education I-A	3
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Total Hours	15	

* course(s) with skills labs

Foundation Year - Spring	Hours	
SW 541	SW Practice with Groups *	3
SW 542	Practice w/Communities & Orgs *	3
SW 570	Research-Informed Practice	3
SW 535	Integrative Seminar I-B	1
SW 591	Field Education I-B	5
<hr/>		
Total Hours	15	

*course(s) with skills labs

Two year students who complete their foundation courses may take electives in the summer.

Summer (optional)	Hours
SW electives	6
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Total Hours	6

Concentration Year

Concentration courses are offered on campus and primarily online with face-to-face skills labs. Advanced standing students who complete their bridge courses in the spring may take electives the following summer. They may also take take SW 501 or SW 525 when those courses are offered in the summer.

Concentration Year - Fall	Hours	
SW 532 or	SW Pract w/Adults Mental Hlth *	3
SW 564	Sw Prac Child Adol Ment Hlth	

SW 533 or SW 565	Mod/Meth Gerontologl SW Pract * SW Prac Child Welfare Fam Serv	3
SW 595	Field Education II-A	3
SW electives		6
Total Hours		15

* SW 532/533 or SW 564/565 sequence requires skills labs

Concentration Year - Spring		Hours
SW 501	Soc Welfare Adv Pol Analysis	3
SW 525	Evaluation Research	3
SW 596	Field Education II-B	6
SW elective		3
Total Hours		15

Social Work Electives		Hours
SW 506	Planning & Prog Development	
SW 513	SW Practice in Health Care	
SW 514	Chem Depend Knowledge Interven	
SW 515	Psychopathology	
SW 523	Family Preservation	
SW 528	Spirituality In SW Practice	
SW 529	Adv Clinical Social Work Prac	
SW 536	Social Service Prog Agency Adm	
SW 549	Crisis Intervention	

Please note that courses are subject to change.

60 Credit Hour Part-Time Curriculum (campus and distance learner - Fall start)

Fall		Hours
SW 500		3
SW 510		3
		6
Total Hours:		6

Spring		Hours
SW 511		2
SW 540*		3
		5
Total Hours:		5

Summer		Hours
SW 541*		3
SW 542*		3
		6
Total Hours:		6

Fall		Hours
SW 534		1
SW 570		3
SW 590		3
		7
Total Hours:		7

Total Hours: 7

Spring		Hours
SW 535		1
SW 591		5
SW Elective		3
		9
Total Hours:		9

Total Hours: 9

Concentration Year
Concentration courses are offered on campus and primarily online with face-to-face skills labs. Advanced standing students who complete their bridge courses in the spring may take electives the following summer. They may also take take SW 501 or SW 525 when those courses are offered in the summer.

Fall		Hours
SW 532 or 564*		3
SW 533 or 565*		3
		6
Total Hours:		6

Total Hours: 6

Spring		Hours
SW 501		3
SW 525		3
		6
Total Hours:		6

Total Hours: 6

Fall		Hours
SW Elective		3
SW 595		3
		6
Total Hours:		6

Total Hours: 6

Spring		Hours
SW Elective		3
SW 596		6
		9
Total Hours:		9

Total Hours: 9

60 Credit Hour Part-Time to Full-Time Curriculum (campus and distance learner - Fall start only)

Fall		Hours
SW 500		3
SW 510		3
		6
Total Hours:		6

Total Hours: 6

Spring		Hours
SW 511		2
SW 540*		3
		5
Total Hours:		5

Total Hours: 5

Summer	Hours
SW 541*	3
SW 542*	3
<hr/>	
Total Hours:	6

Fall	Hours
SW 534	1
SW 570	3
SW 590	3
<hr/>	
Total Hours:	7

Spring	Hours
SW 535	1
SW 591	5
<hr/>	
Total Hours:	6

Concentration Year

Concentration courses are offered on campus and primarily online with face-to-face skills labs. Advanced standing students who complete their bridge courses in the spring may take electives the following summer. They may also take SW 501 or SW 525 when those courses are offered in the summer.

Fall	Hours
SW 532 or 564*	3
SW 533 or 565*	3
SW Elective	3
SW Elective	3
SW 595	3
<hr/>	
Total Hours:	15

Spring	Hours
SW 501	3
SW Elective	3
SW 525	3
SW 596	6
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Total Hours:	15

*Indicates course with required skills lab

MSW/MPH Coordinated Degree

The University of Alabama School of Social Work in Tuscaloosa and The University of Alabama at Birmingham School of Public Health jointly offer an MSW/MPH coordinated degree program designed for people with career goals in community-oriented health services for families and children.

Students who are interested in this coordinated degree should separately apply to UA's MSW program and to the Department of Health Care Organization and Policy at The University of Alabama-Birmingham School of Public Health for admission to the MPH Program.

Students are required to first secure admission to our MSW Program and, at the end of the first semester, apply separately to the Department of Health Care Organization and Policy for the MPH Program at the UAB School of Public Health. Acceptance in the MSW program does not automatically ensure acceptance into the MPH program and vice versa. Students attend classes in Tuscaloosa and Birmingham.

For UAB curriculum guides and admission requirements please visit their website at University of Alabama at Birmingham School of Public Health.

Advanced-Standing Coordinated degree - MSW/MPH

The Advanced-Standing Program is a 42-credit-hour program for only those who hold a CSWE-accredited BSW. It can be completed in three semesters when pursued full-time. Advanced-standing students fulfill professional foundation requirements by successfully completing 'bridge' courses typically offered in the spring or summer before beginning the concentration year.

Coursework is offered in two formats, campus or primarily online. Note: the primarily online format requires face-to-face skills labs held on selected Saturdays at regionally convenient locations.

Advanced Standing MSW/MPH (campus and distance learner summer or spring start)

Bridge Courses	Hours
SW 570 Research-Informed Practice	3
SW 577 Human Develop & Social Systems	3
SW 578 Social Welfare Policy	3
SW 579 Social Work Practice*	3
<hr/>	
Total Hours	12

* course(s) with skills labs

Concentration Year

Concentration courses are offered on campus and primarily online with face-to-face skills labs. Advanced standing students who complete their bridge courses in the spring may take electives the following summer. They may also take SW 501 or SW 525 when those courses are offered in the summer.

Concentration Year - Fall	Hours
SW 532 or SW Pract w/Adults Mental Hlth*	3
SW 564 Sw Prac Child Adol Ment Hlth	
SW 533 or Mod/Meth Gerontologl SW Pract*	3
SW 565 SW Prac Child Welfare Fam Serv	
SW 501 Soc Welfare Adv Pol Analysis	3
SW Elective	3
<hr/>	
Total Hours	12

Spring	Hours
SW 595 Field Education II-A	9

UAB (MPH) Core Requirements that transfer to UA	Hours
PUH 602 (SW Elective)	3
PUH 603 (SW 525)	3
PUH 604 (SW Elective)	3

Social Work Electives		Hours
SW 506	Planning & Prog Development	
SW 513	SW Practice in Health Care	
SW 514	Chem Depend Knowledge Interven	
SW 515	Psychopathology	
SW 523	Family Preservation	
SW 528	Spirituality In SW Practice	
SW 529	Adv Clinical Social Work Prac	
SW 536	Social Service Prog Agency Adm	
SW 549	Crisis Intervention	

60 Credit Hour Program* Coordinated degree - MSW/MPH

The 60-credit-hour program is for those who currently **do not hold** a CSWE-accredited BSW. It can be completed in two years when pursued full-time. Coursework is offered in two formats, campus or primarily online. Note: the primarily online format requires face-to-face skills labs held on selected Saturdays at regionally convenient locations across Alabama.

**Fall start is online or on campus*

60 Credit Hour MSW/MPH (campus and distance learner - fall start)

Foundation Year - Fall		Hours
SW 500	Social Welfare Policy	3
SW 510	Human Behav Social Envir I	3
SW 511	Human Behav Social Envir II	2
SW 540	SW Practice with Indiv & Family *	3
SW 534	Integrative Seminar I-A	1
SW 590	Field Education I-A	3
Total Hours		15

* course(s) with skills labs

Foundation Year - Spring		Hours
SW 541	SW Practice with Groups *	3
SW 542	Practice w/Communities & Orgs *	3
SW 570	Research-Informed Practice	3
SW 535	Integrative Seminar I-B	1
SW 591	Field Education I-B	5
Total Hours		15

* course(s) with skills labs

Concentration Year

Concentration courses are offered on campus and primarily online with face-to-face skills labs.

Concentration Year - Fall		Hours
SW 532 or SW 564	SW Pract w/Adults Mental Hlth *	3
SW 533 or SW 565	Mod/Meth Gerontologl SW Pract *	3
SW 595	Field Education II-A	3
Total Hours		9

* SW 532/533 or SW 564/565 sequence requires skills labs

Spring		Hours
SW 501	Soc Welfare Adv Pol Analysis	3
SW 596	Field Education II-B	6
Total Hours		9

UAB (MPH) Core requirements that transfer to UA		Hours
PUH 602 (SW Elective)		3
PUH 603 (SW 525)		3
PUH 604 (SW Elective)		3
PUH 605 (SW Elective)		3

Social Work Electives		Hours
SW 506	Planning & Prog Development	
SW 513	SW Practice in Health Care	
SW 514	Chem Depend Knowledge Interven	
SW 515	Psychopathology	
SW 523	Family Preservation	
SW 528	Spirituality In SW Practice	
SW 529	Adv Clinical Social Work Prac	
SW 536	Social Service Prog Agency Adm	
SW 549	Crisis Intervention	

MSW/JD Coordinated Degree Program

The Master of Social Work/Juris Doctorate Degree Program is coordinated between the School of Social Work and The University of Alabama School of Law.

The goal is to offer comprehensive preparation to individuals interested in becoming leaders in their communities, their state, or the nation, as well as leaders in promoting and enhancing social justice and individual well-being, through interventions, advocacy, organizational management, and public policy. Students acquire knowledge of social work and law strategies that can improve the lives of individuals and groups, by understanding forensic social work, the justice system, domestic violence, child protection, human rights, and more.

Before being classified as a MSW/JD coordinated degree student, applicants must be accepted in the School of Law and then the MSW program. Separate admission to each program is required. Admission requirements for the coordinated degree program are exactly the same as those currently established for the MSW program and the JD program separately. All normal prerequisites for both programs must be met.

Completion Requirements

UA's Advanced-Standing MSW program requires 42 hours of course work; the 2-year MSW program requires 60 hours. Students in the dual-enrollment MSW/JD complete in the Law School the 9 hours of electives currently required for the MSW degree (and currently specified as "MSW electives").

The JD program requires at least 90 hours of course work, of which 6 hours may be fulfilled with approved courses offered outside the Law School. The JD is a cohort-based program completed over 3–4 years. Dually enrolled MSW/JD students will be required to complete 9 hours of MSW courses as part of the 90 hours constituting study for the JD.

In all, the coordinated degree program requires 114 credit hours for students admitted with advanced standing by the MSW Admission Committee, or 132 credit hours for students admitted without advanced standing.

Comprehensive Examinations/Capstone Experiences

For MSW students, the required field education practicum is the Capstone experience. At the conclusion of their studies, all MSW students complete one required field education practicum. An additional field education practicum is required of students in the 60-credit-hour MSW Program, to be taken after they complete 15 credit hours of MSW prerequisites. In each field education practicum required, an MSW student must demonstrate successful integration and application of the knowledge, skills, and values learned both in class and from the practicum instructor, employing these as he or she delivers social services in a practice situation. A formal evaluation of the MSW student's performance serves as the final evaluation in each field education practicum.

The JD program has no mandatory exam or Capstone experience.

Time Limit

Per Graduate School regulations and ABA Standards, students in the coordinated degree program are allowed no more than 6 years, from the time of matriculation, to complete all requirements for the coordinated degrees.

Both Degrees Conferred in same Commencement

Both degrees are conferred during a single commencement exercise, once all degree requirements have been met. Neither degree will be granted until both degrees are earned, except in cases in which a student formally withdraws from the coordinated degree program.

Discontinuation of One of the degrees

If a student enrolled in the coordinated degree program were to discontinue enrollment in the program and continue seeking only one degree (MSW or JD), the student would have to meet the full requirements of that degree.

Coordinated Degree Requirements

Students in the MSW/JD Coordinated Degree Program must complete all the required MSW courses necessary for the degree; they may complete their elective requirements (currently nine credit hours) in the Law School.

Law electives approved to count towards the MSW	Hours
LAW 633 Gender And The Law	
LAW 635 Children's Rights or LAW 756 Family Law II	
LAW 655 Immigration Law	
LAW 665 Clinical Program	
LAW 674 Family Law I	
LAW 683 Administrative Law	
LAW 696 Health Care Law	
LAW 726 Civil Rights Actions	
LAW 731 Special Topics in Law	
LAW 769 Poverty Law	
LAW 791 Juvenile Justice Jurisprudence	
LAW 819 International Human Rights Law	
LAW 821 Public Interest Lawyering	
LAW 822 Spanish for Lawyers	
LAW 834 Mental Health Law	
LAW 843 Lawyers & Social Change Prctcm	

The JD program currently requires at least 90 hours of coursework, of which six hours may be fulfilled with approved courses offered outside

of the Law School. The JD is a cohort-based program completed over 3-4 years. Students in the coordinated degree program are required to complete 9 hours of MSW courses as part of the 90 hours constituting study for the JD. The following MSW courses will count towards the JD, contingent upon the student having first completed a year of the JD program. MSW courses taken before that year will not count toward the JD degree. Courses taken in an online or primary online format will not count towards the JD degree.

MSW courses approved to count towards the JD	Hours
SW 500 Social Welfare Policy	
SW 501 Soc Welfare Adv Pol Analysis	
SW 578 Social Welfare Policy	
SW 532 SW Pract w/Adults Mental Hlth	
SW 533 Mod/Meth Gerontologl SW Pract	
SW 564 Sw Prac Child Adol Ment Hlth	
SW 565 SW Prac Child Welfare Fam Serv	

The coordinated degree program requires 114 credit hours for students admitted as MSW advanced standing and 132 credit hours for students admitted as MSW 60 credit hour.

Challenge Examinations

The master of social work program permits admitted MSW students to demonstrate a mastery of specific course content areas by passing a challenge examination. Challenges are permitted in the areas of policy, research, and human behavior. Thus, students in the advanced program may request to challenge SW 577 Human Develop & Social Systems, and/or SW 578 Social Welfare Policy. Students in either the 60 credit hour program may request to challenge SW 500 Social Welfare Policy; SW 510 Human Behav Social Envir I; and/or SW 570 Research-Informed Practice. A student who successfully challenges a course will be permitted to take a substitute course in lieu of the required foundation course. The degree-hour requirements remain the same.

Field Education Placement Procedures

The major objective in the placement process is to match the student with the field education setting that offers the best potential for promoting the student's professional development. The School is responsive to personal factors related to location of placements and specific agencies, but it cannot assure an assignment tailored to personal situations. In accepting admission to the School and registering in the MSW program, the student has agreed to accept field education placements assigned by the School of Social Work.

Students who are employees of organizations that meet the School's criteria for field education agencies and that agree to the School's requirements may apply to the Field Education Coordinator to arrange a placement with that agency as one of the required field education experiences.

Field education placements are available in the Tuscaloosa area and throughout the state. Students are responsible for arranging transportation and paying any expenses related to field education. Students may not enroll in field education unless they have completed the required courses for the year in which they are enrolled, or unless they are concurrently enrolled in those courses. A student who has a grade of 'I' on his or her record will not be allowed to enroll in field education.

A student who is unable to meet minimum standards in field education may be dropped from field education at any time. A student dropped

from field education is also discontinued from other courses requiring concurrent enrollment in field education.

Washington, D.C., Placements

The MSW program provides the opportunity for students to complete the second-year field education requirement and other specific program requirements in Washington, D.C. These placements offer special opportunities to obtain field education experience not ordinarily available in Alabama.

Electives

All students must complete 9 hours of electives. Electives may be taken any time after the completion of bridge or foundation year courses. Electives may include, if openings exist, required courses from the other concentration. If an emphasis in Program and Agency Administration is desired, two of the three electives must include SW 506 Planning & Prog Development and SW 536 Social Service Prog Agency Adm.

Second-Year Concentrations

The curriculum stresses specialized knowledge; the ability to understand complex theories, methods, and models of social work practice; and the ability to apply knowledge and skills differentially in the process of selecting alternatives in all levels of practice. The purpose of the second, or concentration, year of the social work curriculum is the preparation of social workers for advanced practice in one of two concentrations: Social Work with Children Adolescents, and their Families or Social Work with Adults and their Families. An emphasis on Program Planning and Administration (PAA) is available with either of the concentrations. The concentration year is built on a liberal arts perspective and professional foundation content, with particular emphasis on populations at risk.

Each concentration includes two required courses, the opportunity for three electives (which can be courses from other concentrations), and a field education placement related to the concentration. Two other courses are required during the second or concentration year: SW 525 Evaluation Research and SW 501 Soc Welfare Adv Pol Analysis. Students have the opportunity, in collaboration with their academic advisors and depending on course availability, to tailor their concentrations to reflect their own preferences. An emphasis in Program and Agency Administration in either concentration requires that students complete:

1. SW 506 Planning & Prog Development,
2. SW 536 Social Service Prog Agency Adm, and
3. a field education placement that provides and opportunity to implement the knowledge gained in these two courses.

The School reserves the right to alter the concentration requirements as necessary.

Required Courses for Social Work with Children, Adolescents, and Their Families

Code and Title	Hours
SW 564 Sw Prac Child Adol Ment Hlth	3
SW 565 SW Prac Child Welfare Fam Serv	3
SW 595 Field Education II-A	9
Total Hours	15

Required Courses for Social Work with Adults and their Families

Code and Title	Hours
SW 532 SW Pract w/Adults Mental Hlth	1-3
SW 533 Mod/Meth Gerontologl SW Pract	1-3
SW 595 Field Education II-A	9
Total Hours	11-15

Introduction

The University of Alabama, Graduate School, 102 Rose Administration Building, Box 870118, Tuscaloosa, AL 35487-0118; 205-348-5921; email: gradschool@ua.edu; or visit the website of the Graduate School. Although the publisher of this catalog has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial or clerical errors or error occasioned by honest mistake. All information contained in this catalog is subject to change by the appropriate officials of The University of Alabama without prior notice. Although this catalog intends to reflect any current policies or rules of The Board of Trustees of The University of Alabama referred to or incorporated herein, users are cautioned that changes or additions to policies or rules may have become effective since the publication of this material. In the event of such a conflict, the current statements of board policy contained in the official minutes and manual of rules, bylaws, and guidelines shall prevail.

Equal Opportunity in Education and Employment

UA complies with applicable laws prohibiting discrimination, harassment, and retaliation, including but not limited to Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Adjustment Assistance Act, as amended by the Jobs for Veterans Act of 2002 (VEVRAA), the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), the Age Discrimination Act of 1975, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, and the Genetic Information Nondiscrimination Act of 2008. Consistent with those laws and UA's Sexual Misconduct, Harassment and other policies, UA prohibits discrimination on the basis of genetic or family medical history information, race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, age, disability, protected veteran status, or any other legally protected basis in admission or access to, or treatment of employment in, its programs and services. These prohibitions against discrimination apply to recruitment, application, selection, hiring, appointment, transfer, demotion, promotion, tenure, job assignments, classification, compensation, benefits, leaves of absence, sick leave or any other leaves, job training and development, tuition assistance, participation in UA-sponsored educational, social, and recreational programs, discharge, layoff, and/or any other term, condition or privilege of employment. Inquiries or concerns regarding UA's Title IX or gender-related compliance may be directed to UA's Title IX Coordinator, Ms. Beth Howard, 107 Burke Hall West, Box 870300, Tuscaloosa, AL 35487-0300, 205-348-5496, gbhoward@ua.edu. All other inquiries and concerns related to discrimination, harassment, or retaliation, except those regarding Section 1557 of the Affordable Care Act, may be directed to Dr. Gwendolyn Hood, University Compliance Officer and Director of the Office of Equal Opportunity Programs, 107 Burke Hall West, Box

870300, Tuscaloosa, AL 35487-0300, 205-348-5855 (Voice), 205-348-5573 (TDD), ghood@aalau.edu.

This statement is part of the Equal Opportunity, Non-Discrimination, and Affirmative Action Policy Statement (<https://www.ua.edu/about/policies/files/EEO%20Policy.pdf>).

Campus Security Report

Each year, The University of Alabama publishes the UA Annual Campus Security and Fire Safety Report. It contains crime and fire statistics for the three most recent calendar years. It also details UA security policies and procedures. The Campus Security Report is provided in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and is available online to view or print at police.ua.edu. The Alabama Department of Public Safety, a state agency, also provides an online listing of sex offenders currently registered with the state. This listing is available on the Alabama Department of Public Safety website. For information regarding the enrollment or employment of registered sex offenders at The University of Alabama, or to request a printed copy of the Campus Security Report, write The University of Alabama, University Police, Community Services Division, Attention: Clery Compliance Officer, Box 870180, Tuscaloosa, AL 35487-0180; or email ua.police@ua.edu.

Faculty

Interim Dean

Dr. Reid, Lesley

Associate Deans

Dr. Cain, Daphne

Dr. Williams, Javonda

Dr. Lee, Hee Yun

Program Directors

Hopson, Laura M.

Jackson, M. Sebrena

Ruggiano, Nicole

Smith, Brenda D.

Field Education

Curington, Allison

Gibson, Kimberly

Smith, Shayla

Turner, Carrie

Professors

Corcoran, Kevin

Csikai, Ellen

Lee, Hee Yun

Associate professors

Alameda-Lawson, Tania

Albright, David

Drolen, Carol S.

Hopson, Laura

Nelson-Gardell, Debra M.

Noh, Hyunjin

Pryce, Josephine G.

Ruggiano, Nicole

Simon, Cassandra E.

Smith, Brenda, D.

Williams, Javonda

Assistant professors

Bennett, Daniel Jr.

Carlson, Catherine

Cheatham, Leah

Green, Sha-Rhonda

Jackson, M. Sebrena

Johnson, Karen

Lee, Lewis

McKinney, Robert Jr.

Shah, Avani

Simpson, Gaynell M.

Starks, Karen

Instructors

Lockhart, Angela

Payne, Nancy

Phelps, Carroll

Swails, Peggy

Welker, Kathleen

Wilkes, Sherron

Professor Emeritus

Adams, James P. Jr.

Crow, Richard T.

Crunk, Phillip E.

Kaufman, Alan B.

Kosberg, Jordan I.

Associate Professor Emeritus

Eure, Gerald K.

Sumrall, Raymond O.

Assistant Professor Emeritus

Bell, Roy F.

Professor Emerita

Roff, Lucinda L.

Associate Professor Emerita

Mueller, Thelma V.

Raymond, Ginny

Assistant Professor Emerita

McClain, Shirley B.

Shelton, Sharon C.

Social Work, D.S.W.

The purpose of the Social Work (D.S.W.) program is to prepare students for excellence in advanced clinical social work practice and organizational leadership. The graduates of this program will be uniquely trained to address complex social and health issues that impact vulnerable populations. More specifically, this program will directly benefit social service, health and educational arenas for the most vulnerable populations in Alabama, nationally, and/or globally. The graduates of this program will serve as leaders in the health and social service sectors to provide a higher quality of services to communities in Alabama and beyond.

DSW Core Courses		Hours
SW 700	Adv Theories on Oppression	3
SW 701	Research for Practice I	3
SW 702	Research for Practice II	3
SW 705	Adv Advocacy Policy Practice	3
SW 706	Teaching Social Work Practice	3
SW 750	Intro to Capstone Project	1
SW 751	Capstone Prep Ind Study	2
SW 799	Capstone Project	9

Specializations:

Students must complete a concentration in either Advanced Clinical Practice or Organizational Leadership.

Comprehensive Exams:

Upon completion of the first semester of the specialization coursework (2nd year), students will take comprehensive exams. The exams will cover either of the specialization focus areas (Advanced Clinical Practice OR Social Work Administration and Organizational Leadership). Exams will be offered during the fall semester.

Capstone Project:

All students will be required to complete a Capstone Project in order to fulfill graduation requirements for the DSW Degree. The Capstone Project will consist of three parts: 1) a proposal, 2) proposal defense and a 3) final project defense.

The Capstone Project Proposal

Students will start the Capstone Project Proposal in the fall semester of the second year in the Introduction to the Capstone Project Course (1 credit hour). Students will complete the Capstone Proposal in the Course in the Capstone Proposal Course (2 hours) during the summer of the second year. Students must successfully defend the Capstone Proposal in order to register for Capstone Project hours.

The Capstone Project

All students will be required to complete a Capstone Project in order to fulfill graduation requirements for the DSW Degree. Students must register for at least 9 Capstone Project Credit hours. Students must successfully defend the Capstone Project in order to fulfill the D.S.W. Degree requirements.

Advanced Clinical Practice Concentration		Hours
SW 703	Neuroscience in Clinical Pract	3
SW 720	Clinical Supervision Ethics	3
SW 721	Cognitive Behavioral Therapy	3

SW 722	Assess Diagn Clin Prct	3
SW 723	Complementary & Alt Therapies	3
SW 724	Social Work and Emotion Trauma	3
Credit Hours Subtotal:		18

DSW Core (see above)	27
Total Hours	45

Organizational Leadership concentration		Hours
SW 704	Org Leadership Theory Practice	3
SW 730	Lead Org Change	3
SW 731	Lead Human Serv Dev	3
SW 732	Ethics Comm Org Lead	3
SW 733	Human Serv Finance Budgeting	3
SW 734	Hum Res Mgt Health Pub Nonprof	3
Credit Hours Subtotal:		18

DSW Core (see above)	27
Total Hours	45

Social Work, Ph.D. PhD Program

The purpose of this program is to prepare social work scholars to advance social work knowledge. Coursework focuses on theory, research methods, and critical evaluation of social work policies and practice. In addition to coursework, students work with faculty members in research and/or teaching.

The PhD program builds on a base of professional knowledge and practice in social work. The program offers students the opportunity to develop a comprehensive understanding in a selected area of concentration and, through the dissertation, contribute to knowledge development in that area. Students take electives in an area of personal interest. Upon enrollment in the program, students are assigned to a PhD faculty advisor for program planning and guidance.

The program is notable among social work PhD programs for the range and depth of its research foundation courses and electives. Exceptional opportunities are available for students interested in research in health, mental health, aging, and child welfare. There are opportunities for international experiences as well as for collaboration with the Center for Mental Health and Aging, the Institute for Rural Health Research, the Institute for Social Science Research, and the Youth Services Institute, other colleges and departments of the University; and with various units of The University of Alabama at Birmingham (UAB).

Time Limit

Although the UA Graduate School has established a nine-year time-to-degree deadline for PhD students, entering Social Work PhD students have a seven-year internal deadline to complete the degree. Students who reach Year 7 will be held accountable for reaching due dates and deadlines distributed each semester. If a student fails to meet a due date or deadline in Year 7, yet wants to pursue degree completion, the student must apply for an extension to the social work degree completion deadline.

Obtaining Information

Inquiries about the program and requests for application materials should be to: The University of Alabama School of Social Work, PhD Program Office, Box 870314, Tuscaloosa, AL 35487-0314; telephone 205-348-6528; bsmith2@sw.ua.edu.

Financial Aid

Financial aid is provided through graduate teaching and/or research assistantships, university fellowships, external dissertation grants and/or part-time employment.

Some additional scholarships are available from the School of Social Work including the Ben Avis Orcutt and Leslie J. Shellhase endowed scholarships, and the Social Work Board of Friends Summer Scholarships, which are administered by the PhD program. For more information on financial aid from other sources, visit the Financial Aid website.

Admission Requirements

Graduate School Admission Requirements

The Graduate School determines eligibility for regular or conditional admission, primarily on the basis of standardized test scores and previous academic record. Successful applicants must meet the minimum admission requirements of the Graduate School, which follow.

- a grade point average (GPA) of at least 3.0 on a 4.0 scale (overall) or a GPA of at least 3.0 for the last 60 hours of the previous degree program, or 3.0 for a completed graduate degree program.
- an acceptable score on an appropriate entrance examination as set by the department or school.

An applicant may be considered for conditional admission if he or she has a GPA of 2.5 overall and an acceptable score on the appropriate admission examination, or a GPA of 3.0 and less than the minimum score on the admission examination.

See the Admission Criteria section of this catalog for more information.

PhD Program Admission Requirements

Once the application is complete, it is sent to the PhD program office in the School of Social Work for evaluation. Listed below are the requirements for unconditional admission to the social work PhD program.

- A master's degree in social work (MSW) from a program accredited by the Council on Social Work Education (CSWE) or simultaneous application to the UA concurrent MSW/PhD program.
- Applicants who will not have an MSW before entering the program must submit GRE scores. Scores exceeding 300 (combined verbal and quantitative) are required for unconditional admission. In addition, the faculty will consider the score on the analytical writing section of the GRE together with the essay submitted to the School of Social Work as part of the application.
- Applicants from non-English speaking countries must submit evidence of English language proficiency by means of a Test of English as a Foreign Language (TOEFL) score of at least 79 on the internet-based TOEFL, or a score of at least 6.5 on the International English Language Testing System (IELTS).
- Letters from three references, one of whom must be a university professor or social work scholar who has personal knowledge of the applicant's intellectual and scholarly abilities. If the applicant has earned the MSW degree, at least one letter should be from a former instructor in the applicant's MSW program.
- A statement of purpose indicating the reasons the applicant wishes to pursue a PhD in social work and indicating the applicant's research interests.
- Evidence of scholarly ability, supported by evidence the applicant supplies (e.g., a paper published in a journal or presented at a

conference or workshop, a design of a service program or a research proposal, and/or a course syllabus written by the applicant).

Members of the PhD Program Committee review the application materials and a recommendation is made to the Graduate School, which formally notifies the applicant of the admission decision. Applicants seeking admission to the program who do not meet the above requirements are considered on an individual basis. If an applicant desires such consideration, he or she should file all application materials as directed above. In addition to the materials required of all students, he or she should file, along with the School of Social Work application form, a petition for exemption from one or more requirements. The petition should state the requirement from which exemption is sought and should provide information supporting the petition. After the file is complete and referred to the PhD program by the Graduate School, the applicant may be invited to schedule an interview with the program director or other member of the admissions committee, in order to assess individually the applicant's qualifications for doctoral studies in social work. A summary of this interview and the petition for an exception will be made available to the Admissions Committee for consideration prior to its decision regarding an admissions recommendation.

If seeking exemption from the requirements, the applicant should be aware that he or she may be required to register for courses other than the standard curriculum, including courses at the MSW level. The amount and type of such work may be decided by the Admissions Committee before admission and/or by the applicant's academic advisor after admission.

Additional Program Admission Requirements

In addition to the above program requirements, it is recommended that the applicant also possess a minimum of two years of employment in social work after earning the MSW degree.

Some schools of social work require two years of post-MSW practice experience for admission to the social work PhD program. In this program, post-MSW practice experience is highly recommended but not required. There are advantages to having post-MSW practice experience prior to matriculation in a PhD program. Students with the MSW and practice experience will have more context from which to interpret and apply the content of social work core courses. In addition, post-MSW practice experience will permit the applicant, under current CSWE accreditation standards, to engage in the full range of teaching and advising assignments at accredited schools of social work. Thus, the applicant will have a competitive advantage in the job market over someone who does not have post-MSW practice experience.

Concurrent Enrollment in the MSW and PhD Degrees Programs

The University of Alabama School of Social Work offers an MSW/PhD concurrent program for exceptional individuals who hold, or are candidates for, bachelor's degrees who have strong academic credentials and aptitude for academic careers in social work. Such individuals may be admitted simultaneously to the MSW and PhD programs and work on both degrees concurrently, following a strict, rigorous curriculum. Those admitted to the concurrent program will complete all current requirements for the PhD degree. Specific required PhD coursework will be applied to specific MSW degree requirements, reducing the number of semester hours required for the MSW and PhD degrees by 12 hours typically. The MSW degree will be awarded when all requirements for the MSW are completed, and the student will continue to work on the PhD requirements.

Successful applicants must exceed the minimum admission requirements of the Graduate School and the School of Social Work MSW and Ph.D programs.

PhD Degree Requirements

Curriculum

The Social Work Ph.D Program requires 49 hours of course work. Specific requirements are as follows:

- Thirty-four semester hours of core social work courses, including a one-credit seminar, five courses in substantive areas and six courses in research methodology.
- Nine semester hours in an elective area taken in or outside of the School of Social Work.
- A statistical research competency demonstrated by successful completion of approved statistics two-course sequence.
- A dissertation showing the student's ability to conduct independent research that adds to the knowledge of the profession (includes a minimum of 24 hours of dissertation credit).
- Completion of all courses with a grade point average of 3.0 ('B') or better.

These requirements are minimum standards. Additional work may be required, depending on the student's preparation and career interests.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the university. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program and 100 percent of dissertation hours must be completed through The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Admission to Candidacy.

A department-approved Admission to Candidacy for the Doctoral Degree form is submitted to the Graduate School as soon as possible after passing the comprehensive (preliminary) examination.

Additional information on Plan of Study, Residency, Admission to Candidacy, and all other degree requirements is in the Degree Requirements section of this catalog.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The doctor of Philosophy (Ph.D) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality.

Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, Ph.D candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this catalog for details on foreign-language requirements or alternatives.

The minimum period in which a doctoral degree can be earned is 3 full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate

teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the 3-year minimum is the practice-focused DNP.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See Interdisciplinary Studies (IDS) (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must

be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.
2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to*

the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.

- b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
- c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
- d. The Field-Related Employment Since Earning Master's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs

(Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to

which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama

faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.
- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0
After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3

*Completed" means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

- ¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.

² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline's style manual require deviation. Students

considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The

majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Faculty

Ph.D. Program Director

Brenda Smith

Interdisciplinary Programs

Interdisciplinary Studies (p. 776)

Materials Science (MTLS) (p. 783)

Interdisciplinary Studies

The Alabama Commission on Higher Education (ACHE) has authorized The University of Alabama to offer the Ph.D. in Interdisciplinary Studies when existing Ph.D. programs at the University do not meet the needs of a student and when the University has the faculty and research resources to offer such a program.

- Majors
 - Interdisciplinary Studies (Ph.D.) (p. 776)

Coordinator

- Dr. Andrew Goodliffe

Associate dean

- Dr. Andrew Goodliffe

IDGR601 GTA Assistant Only

Hours 1-12

No description available

IDGR602 GTA Teaching

Hours 1-12

No description available

IDGR603 GRA Research

Hours 1-12

No description available

IDGR604 GA-Student, Admin or Other

Hours 1-12

No description available

IDGR605 Graduate Internship

Hours 4.5

No description available

IDGR699 Dissertation Research

Hours 1-12

Dissertation Research.

Faculty

Coordinator

Dr. Andrew Goodliffe

Associate dean

Dr. Andrew Goodliffe

Interdisciplinary Studies, Ph.D.

Prerequisites for Admission

Prior to submitting an application to the Interdisciplinary Studies Program, each prospective candidate must meet with the Associate Dean of the Graduate School. (amg@ua.edu)

Applicants must meet the following criteria:

1. A completed master's degree (at the time of admission) or its equivalent from an accredited university.
2. GPA of 3.3 or higher. If the GPA is less than a 3.3, there must be other areas of the application that show that the applicant is exceptional.

Note: Interdisciplinary Ph.D. programs are not available to students who have been unsuccessful in previous graduate work.

Application Requirements

The following must be submitted as part of the application:

1. Interdisciplinary PhD Committee Agreement Form: As part of the application process you are required to find five faculty members for your committee. All committee members must be members of the Graduate Faculty at The University of Alabama before formal appointment to the committee will be made by the Dean of the Graduate School. It is expected that the applicant's Advisory Committee chair will have competence in the proposed major area(s) of study and has the time and willingness to devote to being an academic mentor for the student throughout the Ph.D. program. The committee chair and at least one additional committee member will have experience in directing and supervising doctoral-level research.
2. Advisor Signature Form: One of the faculty members on your committee will serve as your advisor. It is preferred that your advisor be selected from a department that offers doctoral degrees.
3. Home Department Request Form: It is hoped that a home department or program will include an IDS student in the intellectual-social life of the unit, e.g., department mailing lists, colloquia, social functions, etc. This department may also consider an IDS student for Graduate Teaching Assistant and Research Assistant appointments, and for office space.
4. Proposed Course Schedule Form: The student is responsible for convening a meeting with all committee members to discuss the proposed course schedule.
5. A one- to two-page statement of proposed research topic outlining the intended focus of research and the significance of the research to the integrated fields of study and the student's professional goals.

The prospectus must be signed by the Advisor/Chair of the student's Advisory Committee.

6. A statement of purpose that includes reasons for pursuing the Interdisciplinary Studies Ph.D. and career goals. Your Statement of Purpose should clearly demonstrate how your professional goals are related to your intellectual pursuits.
7. Written explanation (signed by advisor/chair) explaining how the comprehensive examination requirement will be fulfilled.
8. Completed application form and application fee.
9. Unofficial transcripts from all colleges and universities that the student has attended (official transcripts are required on admission).
10. Three letters of recommendation.
11. A resume.

Please see Degree Requirements for more information on the requirements for a doctoral degree at The University of Alabama.

Course of Study

The UA Graduate School requires that Interdisciplinary Studies Ph.D. students must complete a minimum of 48 hours of coursework. The Interdisciplinary Ph.D. coursework should reflect two or more distinct academic areas, 24 hours of dissertation research, and a minimum of 15 hours in research methods or research theory and design. The majority of courses should be at the 600 level. Up to 24 hours of graduate courses may be transferred from other institutions. All students are encouraged to take AHE 591 Seminar Higher Education if the course is offered during the first 4 semesters of coursework.

Degree Progression

Interdisciplinary Studies Ph.D. students must ensure that coursework is completed in a timely manner and that satisfactory progress is made towards completing all degree requirements (coursework, comprehensive exam, admission to candidacy, dissertation proposal, dissertation research, and final oral examination). All requirements must be completed within the time limits specified in the Graduate Catalog at the time of admission.

Progress Review

During each semester of the program, the student must meet with the Advisory Committee to review progress. At the end of the spring semester the student and his/her Advisor should prepare an annual written summary of progress towards degree and submit to the Assistant Dean of the Graduate School.

Dissertation Proposal

The purpose of the dissertation proposal defense is to evaluate the potential of the student to complete the dissertation research project. It comprises an oral presentation of a written dissertation proposal, focusing on areas relevant to the dissertation research. The dissertation proposal defense will be taken during the second year of full-time enrollment in the Ph.D. program and may be retaken once.

Comprehensive Exam

The content and administration of the comprehensive exam are the responsibility of the Advisory/Dissertation committee and should be thoroughly discussed with the student prior to admission. Typically, the comprehensive examination is taken just before the completion of all coursework. It is expected that the comprehensive examination for the Interdisciplinary Studies Ph.D. will be as rigorous and use the same general procedures as the doctoral exams in the departments in which coursework is taken. The specifics of the examination (including

where the exam will be taken, the number of questions, the number of evaluators, the grading process, the process for reporting results to the student, etc.) should be detailed in the admission materials (see Admission Procedures). The Committee Advisor/Chair should inform the Graduate School Registrar of the results of the comprehensive exam.

Admission to Candidacy

When the Advisory Committee certifies to the Graduate School that the comprehensive exam has been passed and all other requirements set out in the Plan of Study (except the dissertation) have been satisfactorily completed, the Graduate School admits the student to candidacy.

Dissertation

The dissertation must be completed and defended within the time limits specified by the Graduate School at the time of admission. If human subjects are involved, the student and his/her advisor/chair are responsible for complying with the Institutional Review Board requirements before beginning research.

Final Oral Examination

The final oral exam for the Ph.D. is administered and evaluated by the Advisory Committee. The Graduate School should be notified of the date of the oral examination at least one month in advance. Final oral examinations are open to the University community. It is important that the examination should be scheduled such that a representative from the Graduate School may attend.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48 semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See Interdisciplinary Studies (IDS) (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and

summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.

2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.*
 - b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
 - c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
 - d. The Field-Related Employment Since Earning Master's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the

Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student

schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.

- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate

in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0

After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)

After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)

'Completed' means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

- ¹ International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.
- ² The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering

- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in A Student Guide to Preparing Electronic Theses and Dissertations, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in

real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under Current Students/Deadlines for Graduate Students.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

Materials Science (MTLS)

The University of Alabama (UA), The University of Alabama at Birmingham (UAB), and The University of Alabama in Huntsville (UAH) offer a joint interdisciplinary program leading to a doctor of philosophy degree in materials science. The PhD program in materials science is coordinated by the Tricampus Materials Science Coordinating Committee. On each campus, the program is administered by the Campus Materials Science Program Committee.

For practical purposes, students will matriculate at a single campus. Once the student chooses a campus, that campus becomes the home campus, and the student's records will be managed by the graduate school on that campus. However, once registered at one campus, a student is free to pursue, with minimum barriers, coursework or research opportunities at the other University of Alabama System campuses. Some courses may require travel to the other campuses, alternately some courses are offered online.

At all three universities, the interdisciplinary PhD program in materials science draws on various colleges and academic divisions. At UA, the program is supported by departments in both the College of Arts and Sciences and the College of Engineering. At UAB, the Schools of Medicine, Dentistry, and Optometry are involved, as are the School of Engineering and the School of Natural Science and Mathematics. At UAH, the College of Engineering and the College of Science participate in the program. The degree awarded to each successful candidate is the PhD Degree in Materials Science.

- Majors
 - Materials Science (Ph.D.) (p. 784)

Program Director

- Gregory Thompson

Professor

- Gregory Thompson

IDGR601 GTA Assistant Only

Hours 1-12

No description available

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IDGR602 GTA Teaching

Hours 1-12

No description available

.

IDGR603 GRA Research

Hours 1-12

No description available

.

IDGR604 GA-Student, Admin or Other

Hours 1-12

No description available

.

IDGR605 Graduate Internship

Hours 4.5

No description available

.

IDGR699 Dissertation Research

Hours 1-12

Dissertation Research.

Faculty

Program Director

Gregory Thompson

Professor

Gregory Thompson

Materials Science, Ph.D.

Admission Requirements

In order to qualify for regular admission to the doctoral program, a student must have satisfied the following minimum requirements common to all three universities:

- A bachelor's degree (or its equivalent) from an accredited college or university in engineering or one of the physical sciences
- 'B'-level scholarship, either overall or for the last 60 semester hours of undergraduate and graduate credit
- A minimum score of 1000 on the Graduate Record Examination general test
- A TOEFL score greater than 550 (or the equivalent on other acceptable language examinations), for international students
- Letters of reference

An applicant whose scholastic record reveals a deficiency in one of the first three categories above may, upon recommendation of the Campus Materials Science Program Committee chairperson (on the campus to which the student has applied) and with approval of the respective graduate dean, be admitted on a provisional basis, as provided in graduate school regulations at each campus. However, that student must follow the appropriate graduate school's policies in achieving regularly admitted status prior to taking Program Examination I (the examination on core material).

Additional information is in the Admission Criteria section of this catalog.

See the Admission Criteria section of this catalog for more information.

Advisement

Prior to a student's admission to the program, the student will usually discuss (perhaps via email) possible research areas with one or more faculty members. If the student is admitted to the program, the letter of admission will designate a faculty member as the tentative dissertation advisor. The advisor and/or research area can be changed during the course of study if it appears beneficial to the student, with the approval of the Campus Materials Science Program Committee.

The advisor will assist the student in program planning and other academic matters. The letter of admission will also designate one of the participating departments as the tentative home department (normally the department of the tentative advisor), and state whether the student will be financially supported by a Materials Science Program assistantship (some students have support from outside the program instead.)

A graduate supervisory committee will be appointed for the PhD student as soon as he or she passes Program Examination I and a research project is selected. The student and the advisor are responsible for recommending supervisory committee members, which must then be approved by the Campus Coordinator. Members of the committee will normally be selected from participating faculty in the Materials Science Program from the three campuses involved. Exceptions must be approved by the Campus Coordinator. The graduate committee normally includes the research advisor (as chairperson) and at least four other members. The graduate committee members are selected based on the student's academic interests and area of research. At least one of the committee members is from the student's research area at one of the other UA campuses, and another is from a department other than

the home department on the home campus. The graduate committee is charged with supervision and approval of the student's research and course of study toward the completion of all requirements leading to the degree.

Campus Materials Science Program Committee

This committee administers the program on each campus. Coordination encompasses some functions that are usually handled by a single-discipline department. The Campus Materials Science Program Committee is chaired by the campus program coordinator, who acts as director or chairperson for the program.

Degree Requirements

Qualifying, Comprehensive, and Other Program Examinations

Program Examination I covers the program's core material. The core is divided into three topic areas:

1. structure and properties;
2. characterization and testing; and
3. thermodynamics and processing.

Program Examination I qualifies the student to enter the advanced program. It is administered simultaneously system-wide by the Tricampus Coordinating Committee, at pre-announced dates, at least once per year (sometimes once per semester). The individual campus program committees will solicit input from the faculty and assist in preparing and grading the system-wide examination. The student may choose to take two or all three parts of Program Examination I at a sitting (unless only one part remains to be taken). It is expected that a student must make at least one attempt to pass the exam during the first two years of study. All parts of the examination must be completed within a total of three years, or by the fourth administration of the exam if this occurs later than three years after admission. Failure to pass all parts of the examination after this time disqualifies a student from the PhD program.

Program Examination II includes a comprehensive examination covering material in the student's specialization, as well as a dissertation proposal defense. This examination is normally taken near the end of formal coursework and is prepared, administered, and graded by the student's graduate supervisory committee. The last exam is an oral exam, the dissertation defense, which also is administered by the graduate supervisory committee.

A Student Handbook describing the details of Program Examinations and other aspects of the Program is on the Program's UA Campus website.

Candidacy and Dissertation Requirements

Admission to candidacy for the doctoral degree is contingent upon the successful completion of Program Examinations I and II (which includes the successful presentation of a dissertation research proposal.) Normally, a student is considered eligible to take Program Examination II when all of the required coursework has been completed. A department-approved Admission to Candidacy for the Doctoral Degree is submitted to the Graduate School as soon as possible after passing the program exams. See the Degree Requirements section of this catalog for details on plan of study, admission to candidacy, and all other degree requirements. After being admitted to candidacy, the student must complete the remaining requirements for the degree, the main

requirement being the doctoral research and dissertation. A minimum of 48 credit hours of graduate coursework and 24 hours of dissertation research are required. These courses may be in any department, but the course program must be worked out in consultation with the advisor and approved by the dissertation committee. A maximum of 24 of the 48 coursework hours may be transferred from another institution, subject to approval. The Request for Transfer of Graduate Credit is on the Graduate School's website. Credits in materials-related courses earned toward a master's degree at The University of Alabama may be applied to the doctoral degree.

Residency Requirement

The minimum period in which the doctoral degree can be earned is three full academic years of graduate study. The student must spend the final or penultimate academic year in continuous residence as a full-time graduate student at one of the campuses.

Time Limits

All requirements for the doctoral degree must be completed within a period of seven years of the date of admission.

For additional residence, time limits and degree requirements information, see the Degree Requirements section of this catalog.

Doctoral Degrees

The University offers several types of doctorates, each of which is described below.

The minimum period in which a doctoral degree can be earned is three full academic years of graduate study after completion of a baccalaureate degree, although in most disciplines the period is longer. Graduate teaching assistants (GTA) or graduate research assistants (GRA) whose work assignments are 10 hours per week (i.e. the equivalent of 3 semester hours) or more should expect to take more than the minimum period of 3 academic years to earn a doctoral degree. The only exception to the three-year minimum is the practice-focused DNP.

Doctor of Philosophy Degree

The Doctor of Philosophy (PhD) degree is regarded as the researcher's degree. Program requirements include the acquisition of special skills for conducting independent, scholarly research of publishable quality. Requirements traditionally include a working knowledge of one or more foreign languages, but currently a number of foreign-language alternatives have been approved by departments. Through acquisition of these skills, PhD candidates demonstrate their potential for careers as independent, publishing scholars. Refer to departmental sections of this Catalog for details on foreign-language requirements or alternatives.

The Doctor of Philosophy (PhD) degree is granted on the basis of scholarly proficiency, distinctive achievement in a special field, and capacity for independent, original investigation. The first two criteria are tested in coursework and a comprehensive examination, the last in a dissertation in which the student must present clearly and effectively the results of substantial research. A combination of these accomplishments, rather than the mere accumulation of residence and course credits, is the essential consideration in awarding the PhD degree. The PhD differs from the EdD in a number of ways, including the fact that the PhD Plan of Study and comprehensive examination demonstrate a higher-level research focus, and there is a greater number of dissertation hours and higher level of complexity and independent thought in a PhD-level dissertation.

Field of Specialization - A defined field of specialization is required of all candidates for the Doctor of Philosophy degree. A minimum of 48

semester hours of non-dissertation course credit is required. Candidates should consult their departments or the appropriate section of this Catalog for additional requirements. The doctoral course as a whole must be unified, and all its parts must contribute to an organized program of study and research. In addition, a student must complete a minimum of 24 hours of dissertation research.

Research skill/language requirements - There is no university wide foreign language/research skill requirement for doctoral students; each college or department offering the PhD degree may set its own requirements. This policy reaffirms the importance of research skills and foreign languages in the highest academic degree granted by American universities, but it also recognizes that the departments offering the degrees are in the best position to determine the number and nature of such requirements in the interests of their students. For further information about PhD foreign language/research skill requirements, students may contact their departments.

Interdisciplinary Studies

There is a PhD degree program in interdisciplinary studies, and it is administered by the Graduate School. In addition to the general requirements for the PhD degree, the program of study and the supervisory committee for the prospective interdisciplinary studies degree candidate must be approved by the dean of the Graduate School before the student is admitted to the program. See Interdisciplinary Studies (IDS) (p. 776) at the Graduate School's website for information on prerequisites, admission procedures, course of study, and other aspects of IDS programs.

Doctor of Education Degree

The Doctor of Education (EdD) requires a minimum of two years of graduate study beyond the master's degree for the completion of the EdD program. The student is required to complete 60 semester hours in approved graduate coursework research beyond the master's degree, or 90 semester hours of approved graduate courses, and to defend a dissertation. The student must complete a minimum of 12 hours of dissertation research. In the College of Education (p. 494) section of the Graduate Catalog, there are specific regulations governing the EdD program.

Doctor of Musical Arts Degree

The Doctor of Musical Arts (DMA) degree requires a minimum of 48 semester hours beyond the Master of Music degree, plus recitals and other examinations as determined by faculty of the School of Music. Specific requirements for each major area are outlined in the School of Music (p. 256) section of the Graduate Catalog.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) (p. 734) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and The University of Alabama Capstone College of Nursing (UACCN).

The DNP is a practice-focused degree that is detailed in the Nursing section of this Catalog.

Doctor of Social Work

A Doctor of Social Work (DSW) degree is a practice doctorate degree in social work. It provides coursework on theory and skills in social work practice that are more advanced than what one would typically experience in an MSW program for social work.

Admission to Doctoral Degree Programs

Admission to any doctoral program is limited to students whose scholastic records show distinct promise of success in doctoral study. Admission to the Graduate School and the earning of a master's degree from The University of Alabama does not guarantee acceptance into a doctoral program. Students in doubt about their acceptance into doctoral programs should consult with departmental advisors and the Graduate School, which makes the final decision about admission. A department may terminate a student's doctoral admission if there is documented unsatisfactory academic or other progress toward completion of the degree.

Residency Requirements

The University of Alabama recognizes that doctoral students should be immersed in advanced study and inquiry, interact extensively and meaningfully with faculty and peers, engage with the academic community in their field, and have access to the educational resources of the University. To achieve these goals, a minimum of 50 percent of coursework hours to be counted in a student's doctoral program must be from The University of Alabama (exclusive of dissertation research hours and subject to the Graduate Catalog's Transfer of Credit policies). Additionally, 100 percent of dissertation credit hours must be from The University of Alabama. Diverse academic traditions, rapidly changing instructional modalities, and new student populations are acknowledged and accommodated with this policy.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned by correspondence study or for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Graduate credit earned in the field of the doctoral degree from a regionally accredited institution in which the student was enrolled in the graduate school of that university may be considered for transfer and applied towards the requirements for a doctoral degree if approved by the department and the Graduate School. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

There are two options for possible transfer of graduate credit at the doctoral level.

1. All doctoral programs: Up to one-half of the required coursework (exclusive of dissertation research hours) for a doctoral degree may be transferred from another institution if the credit was in-field and was earned during the six-year period (18 fall, spring and

summer semesters) preceding the semester of admission to the UA doctoral program. Revalidation (recertification) of credits more than 18 semesters old at the time of admission to a doctoral program is not an option. Only courses in which a student earned a 'B' grade or better may be transferred. The student must have attained an overall graduate GPA of 'B' or better on all graduate work attempted. Under this option, a Request for Transfer of Graduate Credit form must be submitted to and approved by the Graduate School.

2. PhD Programs Only: A student holding an earned, in-field master's degree may request approval for up to 24 hours of credit to be applied to the PhD. To do this, the student must have earned at least a 'B' overall graduate GPA from the awarding institution. If approved for transfer, these hours would count toward the minimum 48 coursework hours required for the PhD degree.
 - a. When exercising this option, the requested transfer hours must be indicated on the PhD Plan of Study as 'MS Credit as a block'. *If the in-field master's degree was awarded more than six years prior to admission to the current doctoral degree program, the graduate program director or department head/chair must also submit to the Graduate School for evaluation, a Field-Related Employment Since Earning Master's Degree form with the student's CV.*
 - b. The department needs to request an annotated work history from the student. This history should include job titles and major duties for all positions since earning a master's degree.
 - c. The corresponding faculty member should write a brief paragraph attesting the he/she has reviewed the work history and how that work applies to the current Ph.D. degree program. The conditions outlined in the Graduate Catalog have been met (earned, in-field master's degree and continuous related work since earning the degree).
 - d. The Field-Related Employment Since Earning Mater's Degree form, the student's CV, the annotated work history and the faculty member's attestation should be attached to the approved Plan of Study and submitted to the Graduate School. The Graduate School will make the final determination about whether up to 24 prior master's hours can be applied to the Ph.D. requirements.

PhD awarding departments that want to participate in offering Option 2 to their doctoral students, need to 'opt in' by informing the graduate dean in writing that they wish to be among the approved departments.

Consideration of transfer of credit or the acceptance of an earned master's degree as credit toward a PhD program is subject to a final decision by the Graduate School. In either case the student must ensure that the Graduate School has an official transcript of all credit involved. This will ensure that the student and advisor are fully aware of course hours needed when submitting the required Plan of Study, which must be submitted by the time the student completes 30 hours of transfer plus UA coursework. Planning to transfer courses in the final semester typically will delay graduation.

Please note that some departments allow fewer than 24 hours of graduate transfer credit. Be sure to check with your department's graduate coordinator regarding your department's transfer policy. Dissertation Research (699) may not be transferred in from an outside institution.

Time Limits

All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the

Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).

Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the Outline of PhD Program (Plan of Study) and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.

Plan of Study

Early in the graduate program, each student must confer with the appropriate departmental advisor or major professor to select courses, discuss when and by which method the doctoral residency requirement will be completed, discuss research interests, and so forth. Then a Plan of Study must be prepared and submitted to the Graduate School by the time the student has completed 30 coursework hours.

The PhD Plan of Study and DMA Plan of Study are available at the Graduate School website. The Plan of Study for other doctoral programs (Ed.D., DNP, DSW) are available from the student's department, college, or school. All doctoral students must have a completed Plan of Study approved by the Graduate School no later than the semester during which the student will complete 30 semester hours of UA and/or transfer credit toward the doctoral degree. Otherwise, a "hold" may be placed on future registrations.

A copy of the approved Plan of Study must be submitted to the Graduate School when the student submits the form for Admission to Candidacy for Doctoral Degree.

Preliminary or Comprehensive Examination

A preliminary or comprehensive qualifying examination is required of all doctoral candidates. This examination is given after

- any foreign language/research skill requirements are met (PhD students only);
- two full years of graduate study are completed; and
- the supervisory committee deems the student to have adequate preparation in the major and minor fields of study.

The examination is conducted by the student's supervisory committee or other committee established in the program area. Whereas one of the purposes of the preliminary examination is to determine the student's research competence to begin work on a dissertation, the examination should be completed at least nine months before the degree is to be awarded. A student may take the oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Admission to Candidacy

The requirements for advancing to candidacy include passing the qualifying (major or preliminary) examination; completion of all coursework as listed on the approved program of study; receiving departmental approval of the dissertation subject (although some departments require the defense of a dissertation proposal and/or writing one or more preliminary sections of the dissertation as well); and having the committee recommend the student for Admission to Candidacy for the Doctoral Degree. The completed candidacy form is submitted to the Graduate School well in advance of the final semester.

Continuous Dissertation or Document Registration

Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time, but the only time summer registration is required for dissertation research (3 hours minimum) is when a doctoral student is graduating in August or defending the dissertation during the summer semester. This is true whether or not the student has formally submitted an Application for Admission to Candidacy. Please note that the DNP and DMA doctoral degrees are required to register for 1 hour of project/document research each semester.

Each doctoral student must have completed the minimum number of dissertation research hours required for their degree program. The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities.

To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended:

Three semester hours. Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished.

Six semester hours. The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited.

Nine semester hours. The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated.

Twelve semester hours. The student will be working full-time on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive.

Dissertation Proposal

The dissertation proposal aims to show the appropriateness, manageability, and significance of the projected research. The student formally presents the written proposal to the dissertation committee and defends it in a meeting with the committee. The proposal normally includes an introduction giving an overview and stating the significance of the proposed research, review of the literature, and methodology. Departments determine the details of the dissertation proposal's format with respect to such things as the length of the introduction and detail of the review of the literature.

Once the student and dissertation chair have developed a proposal, and the graduate dean has approved the dissertation committee, the student

schedules the dissertation proposal meeting that includes all committee members. The student cannot propose a dissertation and have its final defense in the same semester.

Dissertation

A dissertation showing the ability to conduct independent research and skill in organization, writing, and presentation must be prepared on a topic in the major field. It must constitute an original contribution to knowledge. Early in the process, the subject of the dissertation must be approved by the dissertation committee of the major department or division and by the dean of the Graduate School.

A dissertation committee, with the director of the dissertation as its chairperson, supervises the preparation of the dissertation. The committee shall have not fewer than five members, all of whom are appointed by the dean of the Graduate School.

All members of a dissertation committee must hold Graduate Faculty status at The University of Alabama and must represent at least two academic departments. The chair of the committee must be a full member of the Graduate Faculty, as described in the Catalog's section on Qualifications of the Graduate Faculty (p. 35). A majority of the Dissertation Committee members must be regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., if s/he is a highly qualified person from another university, a business or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student's dissertation committee.

The graduate dean's approval of the proposed dissertation committee is expected to be obtained before significant progress is made on the dissertation—typically just before or just after the dissertation proposal meeting. For this purpose, the student submits the form for Appointment/Change of a Doctoral Dissertation Committee.

The final oral dissertation defense is the culminating experience in the doctoral program. Once the dissertation committee has agreed that the student is prepared for the final oral dissertation defense, the student and committee members will set the defense date. As such, all members of the dissertation committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

Virtual Participation

Scope and Goals

All members of a student's graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student's graduate (Master's or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination. In these cases, graduate programs must ensure adherence to the following if any graduate-level oral examination involving the student's entire thesis/dissertation committee includes virtual participation.

- The student's consent must be sought and obtained in advance of conducting the oral examination with virtual participants.

- Virtual participation by committee members *must* include both audio and visual capability so that:
 - each committee member can hear the student and view the student, any presentation slides, and any demonstrations;
 - the student can hear and view each committee member.
- All committee members must participate interactively and in real-time for the *entire* examination, including any preparatory discussion leading up to it, the presentation itself, its discussion and evaluation.

The following sections provide detail on the technical and attendance requirements for an oral examination with virtual participation. Departments and programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

Technical Requirements

Real-time and fully interactive audio and video communications must be maintained throughout the examination and any related discussion. The audio/video communications facilities must allow the student and all committee members to see and hear each other during the entire examination. There must be adequate provision for the transmission of text, graphics, or writings referenced or generated during the examination (e.g., slides, whiteboard). The use of audio-only communications is not permitted.

In case of technical difficulties or technology failure, the committee will decide whether to continue the examination once the difficulty is resolved, or to cancel the examination and reschedule it for a later date, without prejudice to the student.

If the student or any committee member(s) have a disability that will be impacted by virtual participation, reasonable accommodations should be provided.

Attendance Requirements: campus-based programs

Programs should ensure that students are advised about virtual participation guidelines related to an oral examination, including reference to these guidelines as well as any other program-specific requirements.

It is generally expected that members of a graduate student's committee be physically present with the student for each oral committee examination. However, an oral examination may have virtually participating committee members according to the following rules:

- **Any one member** of the graduate student's committee (excluding the chair / advisor) can participate at a distance without seeking further authorization.
- The **committee chair** will be allowed to participate at a distance only if rescheduling the oral examination for a time when they are on campus would cause hardship to the student. In this case, the committee chair should submit a petition to the Dean of the Graduate School, outlining the reasons leading to the request.
- Similarly, a petition from the committee chair to the Dean of the Graduate School is also required if **more than one committee member** is to participate at a distance. Such petitions will only be considered if rescheduling the oral examination to a time when only one member of the committee would be participating at a distance would cause significant hardship to the student, as outlined in the petition.

All committee members participating virtually must be able to **fully interact** in the oral examination via audio and video capability; participation by viewing a recording of the oral examination is specifically prohibited. All members of the committee, on- or off-site, must participate

in the evaluation of the examination; provisions must be made to record their vote and collect their signatures as necessary.

Student participation at a distance in graduate oral examinations involving their committee is generally not allowed for campus-based graduate programs. However, the committee chair and/or the graduate program director, in agreement with the student, may draft a petition to seek permission from the Dean of the Graduate School to conduct such an oral examination. This arrangement will only be considered if the committee chair agrees to it, and if rescheduling the oral examination for a time when the student is on campus would cause great hardship to the student; the petition should clearly outline the extenuating circumstances leading to this need.

Attendance Requirements: online or hybrid programs

An online graduate program is defined as a program in which no aspect of the degree program occurs on-campus, including oral examinations. A hybrid program is defined as a program which has both online and on-campus elements.

For online and hybrid programs that handle oral examinations in an online setting, all committee members as well as the student may participate virtually in the oral examination. However, these programs must fully adhere to the guidelines outlined in the Technical Requirements section above for any oral examination involving the entire committee.

Hybrid programs that require oral examinations to take place on campus must adhere to the guidelines set forth for campus-based programs.

Final-Semester Dissertation (699) Minimum Registration Hours

The dissertation must comply with the guidelines in A Student Guide to Preparing Electronic Theses and Dissertations. Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage.

Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that once a student qualifies for doctoral candidacy, the student must enroll each semester for at least 3 hours of dissertation (699) research. If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research. A zero-hour or one-hour 699 registration is permitted only in the final semester. This exception applies only to students who registered for at least 3 hours of dissertation (699) research in the preceding semester and only under the conditions described in the table below:

When was the *completed electronic dissertation submitted to ProQuest/the Graduate School?	Minimum hours of 699 registration required in the final semester
By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the ² University Academic Calendar)	0

After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)

After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)

"Completed" means submitted at ProQuest after being successfully defended; being carefully edited following the defense meeting; and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. At the time of ProQuest submission, the student also must submit the Survey of Earned Doctorates through the NORC website.

Footnotes

- International students on F-1 or J-1 student visas are not permitted to use the zero-credit hour exception above as the basis of maintaining minimum enrollment requirements as active students. Please see "USCIS" section under "Minimum Hours—Other Policies and Regulatory Bodies" on page 3 of this policy.
- The University Calendar is available at the Academics tab of the website of the University Registrar.

Article-Style Dissertations

This approach is intended for doctoral students whose dissertation will consist of a number of related manuscripts or articles that represent independent research or creative activity. It is an option available only to students in certain fields in which the faculty have received Graduate Council approval from the Graduate Council. A complete list of these fields is below:

- Accountancy
- Aerospace Engineering and Mechanics
- Applied Statistics
- Biological Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Economics
- Education (all departments)
- Electrical and Computer Engineering
- Finance
- Geological Sciences
- Health Education and Promotion
- Interdisciplinary Studies
- Management
- Management Science
- Marketing
- Mechanical Engineering
- Metallurgical and Materials Engineering

- Physics
- Psychology

Article-style dissertations must be based upon research completed while the student is enrolled at The University of Alabama. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

As with traditional dissertations, the article-style dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a cohesive theme, with a comprehensive review of literature demonstrating an in-depth understanding of the unifying framework.

- In article-style dissertations there will be introductory material to describe the studies, show how they are related, and explain their significance;
- connecting language to bridge each study to the next; and
- a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

These components do not have to be separate sections or chapters. They may be parts of the manuscripts or may be accomplished in an abstract.

All parts of both traditional and article-style dissertations must conform to the provisions set forth in *A Student Guide to Preparing Electronic Theses and Dissertations*, except when the circumstances of a specific project or discipline's style manual require deviation. Students considering the article-style approach should contact the Graduate School before beginning their work if they have questions concerning specific problems or deviations from traditional procedure.

All doctoral candidates must give members of the dissertation committee a minimum of two weeks to read the dissertation before the date of the required final oral examination.

Electronic submission of dissertations: August 15, 2009, is the date when electronic submission began to be required and paper submission no longer was accepted. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Protection of Human Subjects for Research

Scientific research involving human subjects has produced substantial benefits for society, but it also has significant ethical questions. The mission of the University's Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research, no matter how great or small the involvement of the human subjects. In the case of dissertation research that involves the use of human subjects, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research. The University's IRB approval form is available at the IRB website.

Final Dissertation Defense

The final oral dissertation defense is the culminating experience in the doctoral program. Once all committee members are in agreement that the dissertation is ready for the final oral defense, the student and committee members will set a defense date. As such, all members of the dissertation committee are expected to attend and participate in

real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The dissertation must comply with the regulations in *A Student Guide to Preparing Electronic Theses and Dissertations*.

'Completed' means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the dissertation committee must approve the written dissertation and defense before submission to the Graduate School.

Graduate School deadlines, including each semester's dissertation deadline, are available at the Graduate School's homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the dissertation before the student can be cleared for graduation.

Final Examinations

When the dissertation has been completed, the candidate will be given a final oral examination by a committee of not fewer than five members, one of whom must be from outside the student's major department or, for students in the College of Education, outside the student's area (not program), and appointed by the dean of the Graduate School. This examination will focus primarily on the candidate's research work, as embodied in the dissertation, and the field in which the dissertation lies, but it may encompass the complete program for the degree. The majority of the committee must approve that the student successfully defended the dissertation. The results of the examination must be reported to the Office of the Graduate School at least six weeks before the commencement at which the degree is to be conferred.

Application for Graduation

Each candidate for a doctoral degree must submit an Application for Degree via myBama no later than the last day to register or add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School's website under *Current Students/Deadlines for Graduate Students*.

Withholding or Withdrawing an Advanced Degree

The University of Alabama reserves the right to withhold or withdraw an advanced degree on the recommendation of the graduate faculty.

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- Accounting, BS
- Accounting, Minor
- Accounting, MMA
- Accounting, Ph.D.
- Actuarial Science, Minor
- Addiction and Recovery Studies, Minor
- Addiction and Recovery, BS
- Advertising and Public Relations, MA
- Advertising, BA
- Advertising, Minor
- Aerospace Engineering and Mechanics, MS
- Aerospace Engineering and Mechanics, Ph.D.
- Aerospace Engineering, BS
- Aerospace Engineering, Minor
- African American Studies, BA
- African American Studies, Minor
- Air Force Studies (Air Force ROTC)
- American Studies, BA
- American Studies, MA
- American Studies, Minor
- Anthropology, BA
- Anthropology, MA
- Anthropology, Minor
- Anthropology, Ph.D.
- Apparel and Textiles, BS
- Applied Mathematics, PhD
- Applied Statistics, MS
- Applied Statistics, Ph.D.
- Architectural Engineering, BS
- Architectural Engineering, Minor
- Archival Studies Certificate
- Art (Studio), Minor
- Art History, BA
- Art History, MA
- Art History, Minor
- Asian Studies, Minor
- Astronomy, Minor
- Athletic Training, BSAT
- Athletic Training, Minor
- Biological Sciences, MA
- Biology, BS
- Biology, Minor
- Biology, MS
- Biology, Ph.D.
- Blount Scholars Minor
- Book Arts Certificate
- Book Arts, MFA
- Business Administration, MBA
- Business Analytics, MSBA
- Catherine J. Randall Research Scholars Program (Minor)
- Certificate in Literacy Research, Theory, and Pedagogy
- Chemical Engineering, BSChE
- Chemical Engineering, MS
- Chemical Engineering, Ph.D.
- Chemistry, BCH
- Chemistry, BS
- Chemistry, Minor
- Chemistry, MSC
- Chemistry, Ph.D.
- Chinese, Minor
- Civic Engagement and Leadership, Minor
- Civil Engineering, BS
- Civil Engineering, Minor
- Civil Engineering, MS
- Civil Engineering, Ph.D.
- Classical Civilization, Minor
- Collaborative Education Program, BSE
- College Teaching, Graduate Certificate
- Communication & Information Sciences (CIS), PhD
- Communication Studies, BA
- Communication Studies, MA
- Communication Studies, Minor
- Communicative Disorders, BA
- Communicative Disorders, Minor
- Computer Engineering, BS
- Computer Science, BS
- Computer Science, Minor
- Computer Science, MS
- Computer Science, Ph.D.

- Computing Technology and Applications, Minor
- Conflict Resolution Certificate
- Construction Engineering, BS
- Construction Engineering, Minor
- Consumer Sciences, BS
- Consumer Sciences, Minor
- Consumer Sciences, MS
- Counselor Education, Ed.S.
- Counselor Education, Ph.D.
- Counselor Education: Clinical Mental Health Counseling, MA
- Counselor Education: Rehabilitation Counseling, MA
- Counselor Education: School Counseling, MA
- Creative Media, B.A.
- Creative Media, Minor
- Creative Writing, MFA
- Creative Writing, Minor
- Criminal Justice, Minor
- Criminology & Criminal Justice, BA
- Criminology & Criminal Justice, MS
- CrossingPoints Certificate in Occupational Studies
- Cyber Criminology, Minor
- Cyber Security, BS
- Dance, BA
- Dance, MFA
- Doctor of Nursing Practice (DNP)
- Early Childhood Education, BS
- Early Childhood Special Education
- Economics, BA
- Economics, BS
- Economics, MA
- Economics, Minor
- Economics, Ph.D.
- Educational Leadership, Ed.D.
- Educational Leadership, Ed.S.
- Educational Leadership, MA
- Educational Leadership, Ph.D.
- Educational Neuroscience, BS
- Educational Policy and Reform Minor
- Educational Psychology, Ed.S.
- Educational Psychology, MA
- Educational Psychology, Ph.D.
- Educational Psychology-School Psychometry, MA
- Educational Research, Ph.D.
- Educational Studies Minor
- Electrical Engineering, BS
- Electrical Engineering, Minor
- Electrical Engineering, MS
- Electrical Engineering, Ph.D.
- Elementary Education, BSE
- Elementary Education, Ed.D.
- Elementary Education, Ed.S.
- Elementary Education, MA
- Elementary Education, Ph.D.
- English as a Second Language, MA
- English, BA
- English, MA
- English, Minor
- English, Ph.D.
- Entrepreneurship, Minor
- Environmental and Water Resources Engineering, Minor
- Environmental Engineering, BS
- Environmental Engineering, MS
- Environmental Science, BS
- Evolutionary Studies, Minor
- Executive Masters of Business Administration, EMBA
- Family Nurse Practitioner Certificate
- Finance, BS
- Finance, Minor
- Finance, MS
- Finance, Ph.D.
- Food and Nutrition, BS
- Food and Nutrition, Minor
- Foreign Languages and Literature, BA
- French, Minor
- General Business, BS
- General Business, Minor
- Geographic Information Systems (GIS), Minor
- Geography, BA
- Geography, BS
- Geography, Minor
- Geography, MS
- Geography, Ph.D.
- Geology, BA
- Geology, BS

- Geology, BSG
- Geology, Minor
- Geology, MS
- Geology, Ph.D.
- German, MA
- German, Minor
- Global and Cultural Perspectives, Minor
- Global Health, Minor
- Greek, Minor
- Health Education & Promotion, MPH
- Health Education & Promotion, Ph.D.
- Health Studies, MA
- Higher Education Administration, Ed.D.
- Higher Education Administration, MA
- Higher Education Administration, Ph.D.
- History, BA
- History, MA
- History, Minor
- History, Ph.D.
- Hospitality Management, BS
- Hospitality Management, MS
- Human Development and Family Studies, BS
- Human Development and Family Studies, Minor
- Human Development and Family Studies, MS
- Human Environmental Sciences, BS
- Human Environmental Sciences, MS
- Human Nutrition, MS
- Human Nutrition, Ph.D.
- Human Resource Management, Minor
- Instructional Leadership, Ed.D.
- Instructional Leadership, Ph.D.
- Instructional Technology Certificate
- Instructional Technology, MA
- Interdisciplinary Environmental Studies, Minor
- Interdisciplinary Linguistics, Minor
- Interdisciplinary Studies in Medicine, Minor
- Interdisciplinary Studies, BA
- Interdisciplinary Studies, BS
- Interdisciplinary Studies, Ph.D.
- Interior Design, BS
- International Business, Minor
- International Studies, BA
- International Studies, Minor
- Italian, Minor
- Japanese, Minor
- Journalism, M.A.
- Judaic Studies, Minor
- Juridical Science, JSD
- Kinesiology, BSE
- Kinesiology, MA
- Kinesiology, PhD
- Latin American, Caribbean, and Latino Studies, Minor
- Latin, Minor
- Law, JD
- Law, LL.M.
- Leadership Communication, Minor
- Library and Information Studies, MLIS
- Management Communication, Minor
- Management Information Systems, BS
- Management Information Systems, MS
- Management, BS
- Management, MA
- Management, Minor
- Management, Ph.D.
- Manufacturing, Minor
- Marine Science, Minor
- Marine Science, MS
- Marine Science/Biology Major, BS
- Marine Science/Chemistry Major, BS
- Marine Science/Geology Major, BS
- Marketing, BS
- Marketing, MS
- Marketing, Ph.D.
- Materials Science, Ph.D.
- Materials/Metallurgical Engineering, Ph.D.
- Mathematical Statistics, Minor
- Mathematics Education, Minor
- Mathematics, BS
- Mathematics, MA
- Mathematics, Minor
- Mathematics, Ph.D.
- Mechanical Engineering, BS
- Mechanical Engineering, Minor
- Mechanical Engineering, MS

- Mechanical Engineering, Ph.D.
- Medieval and Early Modern European Studies Minor
- Metallurgical & Materials Engineering, Minor
- Metallurgical Engineering, BS
- Metallurgical Engineering, MS
- Microbiology, BMB
- Microbiology, Minor
- Multiple Abilities Program, BSE
- Museum Studies Certificate
- Music Composition, BM
- Music Education, BSE (Certification in Instrumental Music)
- Music Education, BSE (Certification in Vocal/Choral Music)
- Music Performance, BM
- Music Theory, BM
- Music Therapy, BM
- Music with a concentration in Arts Administration, BA
- Music, BA
- Music, DMA
- Music, Minor
- Music, MM
- Musical Audio Engineering, BS
- Natural Resources, Minor
- Neuroscience Minor
- News Media, BA
- News Media, Minor
- Nursing (RN to BSN)
- Nursing Case Management Certificate
- Nursing Science, Ph.D.
- Nursing, BSN
- Nursing, MSN
- Officer Training Corps Studies (Army ROTC)
- Operations Management, BS
- Operations Management, MS
- Operations Management, Ph.D.
- Personal Wealth Management, Minor
- Philosophy, BA
- Philosophy, Minor
- Physics, BS
- Physics, Minor
- Physics, MS
- Physics, PhD
- Political Science, BA
- Political Science, MA
- Political Science, Minor
- Political Science, Ph.D.
- Population Health Sciences, MS
- Post-Master's Certificate in Women's Studies
- Psychiatric Mental Health Nurse Practitioner Certificate
- Psychology, BA
- Psychology, BS
- Psychology, MA
- Psychology, Minor
- Psychology, Ph.D.
- Public Administration, MPA
- Public Health, BS
- Public Policy, Minor
- Public Relations, BA
- Public Relations, Minor
- Qualitative Research, Graduate Certificate
- Quantitative Research, Graduate Certificate
- Real Estate, Minor
- Religion in Culture, MA
- Religious Studies, BA
- Religious Studies, Minor
- Research Methodology, Ed.S.
- Risk Management, Insurance, and Financial Services, Minor
- Romance Languages - French, MA
- Romance Languages - French, Ph.D.
- Romance Languages - Spanish, MA
- Romance Languages - Spanish, Ph.D.
- Romance Languages, MA
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- Rural Community Health, Minor
- Rural Community Health, MS
- Russian, Minor
- Sales, Minor
- School Psychology, Ed.S.
- School Psychology, Ph.D.
- Secondary Education, BSE
- Secondary Education, Ed.D.
- Secondary Education, Ed.S.
- Secondary Education, MA
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- Services Marketing, Minor

- Social and Cultural Studies Certificate
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- Social Work, BSW
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- Social Work, Ph.D.
- Sociology, Minor
- Spanish, BA
- Spanish, Minor
- Special Education, Ed.D.
- Special Education, Ed.S.
- Special Education, M.A.
- Special Education, Ph.D.
- Speech Language Pathology, MS
- Sports Media, Minor
- Statistics, Minor
- Structural Engineering, Minor
- Student Designed, Minor
- Studio Art, BA
- Studio Art, BFA
- Studio Art, MA
- Studio Art, MFA
- Tax Accounting, MTA
- Taxation, JM
- Theatre with a Musical Theatre Concentration, BA
- Theatre, BA
- Theatre, BFA
- Theatre, MFA
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