

NORTHWESTERN OKLAHOMA  
STATE UNIVERSITY

ALVA, OKLAHOMA  
73717



**UNDERGRADUATE CATALOG**  
**2010-2011**

*"Learn Today - Lead Tomorrow"*

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## NOTE TO STUDENTS

The catalog provides general information about Northwestern Oklahoma State University, and it summarizes important information about the university's policies, requirements for graduation, regulations, and procedures. It is not intended to establish, nor does it establish, a contractual relationship with students. Rather, the catalog is published to provide students with information that will be helpful to them during their university careers.

It is necessary in the general administration of the university to establish requirements and regulations governing the granting of degrees. Academic advisers, department chairpersons, and academic staff members are available to aid students in understanding the requirements and regulations. Students, however, are responsible for reading and understanding academic policies and procedures as well as academic course requirements. It is also the students' ultimate responsibility to meet them. Students are encouraged to keep this catalog as a reference should questions arise.

## CURRICULA CHANGES

Changes in curricular requirements may occur between catalog publications. Students will be informed of such changes. When this occurs, students may follow the requirements in effect at the time they entered or they may follow the changed requirements. Students must choose to follow one catalog or the other; they may not pick and choose from the various requirements outlined in two or more catalogs. Reasonable substitutions will be made for discontinued and changed courses.

Announcements in the catalog concerning regulations, fees, curricula, or other matters are subject to change without notice. This catalog is current at the date of printing (spring 20010).

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# SECTION I

## GENERAL INFORMATION

### HISTORY

In 1895, only two years after the opening of the Cherokee Outlet, the first bill to establish a normal school at Alva was introduced in the territorial legislature. This first effort was defeated. However, the next legislature passed a bill establishing the Northwest Territorial Normal School at Alva, the second normal school in Oklahoma Territory.

In a meeting August 28, 1897, a newly formed Board of Regents for Normal Schools named Dr. James E. Ament of Illinois as Northwestern's first president. He and two teachers comprised the first faculty. Original enrollment was 68, but the number had reached 166 by the end of the first year.

From its normal school beginning, Northwestern was expanded into a four-year teachers college in 1919 and was renamed Northwestern State Teachers College. A further major change in the nature and function of the institution came in 1939 when the college was authorized to grant degrees in liberal arts as well as education. The name was changed to Northwestern State College. In 1941, a constitutional amendment established the present Oklahoma State System of Higher Education. All state-supported colleges and universities were brought under the authority of the board in matters regarding functions, programs of study, standards of education, and finances. Within the framework of the system, the six regional state colleges, including Northwestern, were placed directly under a Board of Regents of Oklahoma Colleges, created by constitutional amendment to govern the state college segment of the educational system. A fifth-year program in teacher education leading to the degree of Master of Teaching was begun in the summer term of 1954. The program now culminates in the Master of Education degree. A Master of Behavioral Science degree was approved in the fall of 1978. Effective August 16, 1974, the name Northwestern State College was changed to Northwestern Oklahoma State University.

In 1996, the Oklahoma State Legislature, with the approval of the Oklahoma State Regents for Higher Education and the Board of Regents of Oklahoma colleges, passed legislation that created two new campuses for NWOSU, one at Enid and the other at Woodward. With three campuses, NWOSU expanded its role in the delivery of higher education to the citizens of northwest Oklahoma. NWOSU now was authorized to extend all of its academic degree programs and educational services to the new sites as demand dictated. A new chapter in NWOSU history dawned as the institution celebrated its centennial year of 1997-98.

Northwestern Oklahoma State University has progressed from a normal school to an institution offering advanced levels of education for work in innumerable vocational and professional pursuits.

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- Jennie Olson-Jones.....Coordinator, Ketterman Clinical Lab
- Denna Perigo, B.S. .... Ass't Director of Financial Aid (Enid)
- Joe Phillips, M.Ed. .... Academic Advisor, Upward Bound
- Joanne Prewett, M.A. .... Director, Academic Success Center
- Craig Ricke, B.S..... Director, Information Technology
- Steve Sneary, M.Ed. .... Manager, University Farm
- Janet Valencia, B.A.....Coordinator, Printing Services
- Marcus Wallace, M.Ed.....Director, Students/Housing
- Sabrina Watson, B.S. .... Recruiter
- Patti Wilber, Ph.D. . Associate Dean, Economic Development
- Michael Zarrella, B.S. .... Systems Analyst (Enid)

**STAFF**

- Debbie Ackerman, B.S..... Payroll Clerk
- Marjie Bagley, M.B.A..... Payroll Accountant
- Denise Bay, B.A..... Special Events Coordinator
- Erika Birk, B.A..... University Relations Specialist
- C. Kelley Black, B.S..... Administrative Assn't-Dean (Enid)
- Sue Burks ..... Secretary, Upward Bound
- Angelia Case, M.Ed. .... Instructional Media Technician
- Valarie Case, M.Ed. .... University Relations Specialist
- Janet Cook..... Assistant Cashier-Business Office
- Andrea Crawford..... Office Manager, Recruitment
- Kirby Darbe, B.S..... Police Officer, Dept. of Public Safety
- Pamela Davidson, B.A. .... Gov. Documents Technician-Library
- Curtis Diel, B.S. .... Police Officer, Dept. of Public Safety
- Chauncey Durham, M.Ed..... ITV Assistant (Enid)
- Lisa Franz, M.Ed..... Secretary, Athletics
- Pam Gale, B.S. .... Admin Assn't-VP Administration
- Lendi Gourley, B.S..... Assistant Director, Wellness Center
- Karlista Greenfield, B.S. .... Financial Aid Assistant
- Kyle Haggard, B.S. .... Printing Services Assistant
- Anne Haight, B.S.Ed..... Scholarship Coordinator, Financial Aid
- Leah Haines, B.A. .... Coordinator, Graduate Studies
- Tara Hall ..... Records/Admissions Assistant
- Becky Hansel..... Secretary, Division of Education
- Lisa Herning, B.A. .... Library Services Assistant
- Susan Holliday, B.S. .... Loan Coordinator
- Annette Jones ..... Secretary, School of Professional Studies
- Fawn Kingcade..... Assistant Bursar, Business Office
- Kathy Koch, B.A..... Technical Services Library Technician
- Pamela Magee, M.Ed. .... Academic Records Coordinator
- Sharon McConkey, M.Ed..... ITV Coordinator
- Natalie Miller, B.S. .... Assistant Certification Officer, Education
- Tracy Miller, B.S..... Secretary, School of Arts & Sciences
- Shannon Morris..... Sec., Maintenance/Risk Management Coord.
- James Ogg, B.A. .... Library Services Assistant (Enid)



Diane Penner, B.S.....UDS/Records Coordinator  
 Jennifer Perez .....Sec. Assessment/Sponsored Programs  
 Linda Phillips, B.S.....Administrative Assistant (Woodward)  
 Darwin Proctor ..... Police Officer, Dept. of Public Safety (Enid)  
 Radke, Joy, B.S.....Secretary/Events Coordinator (Woodward)  
 Larry Richey, B.A.....Courier/ITV Facilitator  
 Elizabeth Robertson, B.A. .... Secretary, Division of Nursing  
 Annette Schwerdtfeger, B.S.....Cashier, Business Office  
 Debbie Skinner, B.S. ....Administrative Assistant-Executive VP  
 Chesnei Thomas, B.S.....Secretary, Student Services  
 Roger Waggoner, B.S. ....Police Officer, Department of Public  
 Safety (Enid)  
 Teri Warren, B.S..... Registrar's Assn't/Admissions Coordinator  
 Lindsey Weber, B.S.....Fiscal Assistant (Enid)  
 Angela Whiteneck ..... Travel/Human Resources Clerk  
 Daniel Zarrella.....Systems Analyst

## **NORTHWESTERN OKLAHOMA STATE UNIVERSITY MISSION STATEMENT**

### **MISSION STATEMENT**

Northwestern Oklahoma State University is a community of learners that includes students, teachers, staff, administrators, and area citizens advancing learning excellence and preparing its members for service as leaders and entrepreneurs in the changing climate of northwest Oklahoma and the world.

### **CORE VALUES**

As part of its philosophical basis, Northwestern Oklahoma State University holds certain values. These include:

Northwestern values its **SENSE OF COMMUNITY** that extends beyond campus boundaries to include not only students, faculty, and staff, but also others who share common interests in academic, cultural, entertainment, economic, and recreational pursuits.

Northwestern values a **QUALITY EDUCATIONAL EXPERIENCE** for its community of learners through innovative teaching by well-qualified faculty.

Northwestern values **EACH INDIVIDUAL** as part of a diverse community of learners and seeks to support each person in a respectful and nurturing way toward attainment and realization of full potential and life goals.

Northwestern values an **AFFORDABLE** and **ACCESSIBLE EDUCATION** and is committed to developing resources to help its community of learners achieve educational goals.

Northwestern values the **OPPORTUNITY** for its community of learners to develop academically, personally, socially, and spiritually in a safe environment through freedom of inquiry.

### **A VISION FOR LEADERSHIP**

#### **Strategic Directions**

1. Northwestern will provide a broad-based collegiate experience to prepare students for leadership in our global society.

2. Northwestern will expand support for faculty development to nurture the academic environment.
3. Northwestern will maintain an aggressive external affairs program to position the University as a regional leader in higher education.
4. Northwestern will devise and implement an aggressive plan for upgrading its infrastructure to project a positive, growing, and vital image to its stakeholders.
5. Northwestern will actively work to find and secure external funding to support programs and initiatives.
6. Northwestern, through the use of its enrollment management plan, will increase the overall student population to ensure the vitality of the institution.
7. Northwestern will seek and build strategic alliances and partnerships with education and government agencies and the business community, and strengthen existing relationships as part of its mission to serve the people of the State of Oklahoma.

### **ACCREDITATION**

Northwestern is a state-assisted, public regional university and a member of the Oklahoma State System of Higher Education. The University is governed by the Regional University System of Oklahoma. Northwestern is accredited by The Higher Learning Commission and is a member of the North Central Association. Additional program accreditation includes the National Council for Accreditation of Teacher Education (NCATE) for teacher education which is also approved by the Oklahoma Commission for Teacher Preparation. The nursing program is accredited by the National League of Nursing (NLN) and is approved by the Oklahoma Board of Nursing. The social work program is accredited by the Council on Social Work Education (CSWE) and is approved by the Oklahoma Board of Licensed Social Workers.

### **FACILITIES**

Northwestern Oklahoma State University operates at locations in Alva, Enid, and Woodward. The main campus, located in Alva, includes in excess of 70 acres with 35 buildings. The agricultural farm, located south of the city, includes 320 acres with farm headquarters and animal facilities. One building, situated on 25 acres, houses the Enid campus. One building, located at 2007 34<sup>th</sup> Street, houses the Woodward campus. Students with disabilities contact the Dean of Student Affairs office, Alva campus; Dean's office, Woodward campus; and Dean's office, Enid campus; for facility accessibility information.

#### **Fine Arts Building**

Built in 1907, the Fine Arts Building is the oldest structure on the campus. It was completely remodeled in 1975. Housed there are the departments of Music, Americans with Disabilities (ADA), the Office of Recruitment, Director of Housing, International Student Services, Student Counseling Services, Vice President of Student Affairs and Enrollment Management, Dean of Arts and Sciences, Dean of Professional Studies, and the Office of Sponsored Programs.

## **Student Center**

The present Student Center, originally Wyatt Gymnasium, was built in 1919. Two extensive remodelings have completely changed the appearance and character of the structure. It now houses a food court, game room, new dining areas, conference rooms, campus police, the foundation/alumni offices, and the Ranger E-scape Café on the first floor. A ballroom, conference rooms, and the Maude Drake Bingham chapel are on the second floor.

## **Herod Hall (Administration Building)**

Administrative offices and the university auditorium are in Herod Hall, erected in 1923. The building was extensively remodeled in 1963 when offices on both floors were completely revamped. An addition was built in 1969 on the west side of the original structure, and another additional space was added to the west side in 1985. In 2004, the business office was remodeled. A tower is part of Herod Hall, which stands as an area landmark symbolic of the university. Located in the building are offices of the President of the University, Executive Vice President, Vice President for Administration, Associate Vice President for University Relations, Assessment, Business, Financial Aid, and Registry. The auditorium completely remodeled in 1980, with a stage of professional dimensions and facilities, seats about 850 people.

## **Jesse Dunn Hall**

The largest classroom building on the campus, Jesse Dunn Hall was completed in 1937 on the site of the original campus building. An annex on the south was completed in 1968. Jesse Dunn Hall was completely remodeled in 1975. Housed here are the Department of Business, the Department of Agriculture, the Department of Social Sciences, the Department of Social Work, and the University Museum. Also in the annex are NWTV, KNSU Radio, *Northwestern News*, and the university's printing services.

## **Museum**

Founded in 1902, the museum has grown to include outstanding natural life and historical collections. Located in Jesse Dunn, tours may be arranged through the Director of the Museum.

## **Carter Hall**

Built in connection with Jesse Dunn and completely remodeled in 1982, Carter Hall houses the facilities and staff for the Division of Nursing. Included are: an administrative suite with workrooms; two large meeting halls/classrooms; four large classrooms with one observation center; three conference rooms; a four-bed skills laboratory with nursing and home health station; audio-visual laboratories with video-taping capabilities; nine spacious offices, storage rooms, and an ITV station.

## **Joe J. Struckle Education Center**

Originally a demonstration school in the university teacher education program, the Education Center underwent a complete renovation in 1994-95. The Center was re-named in 2000. The Division of Education and Department of Psychology occupy the building. The office of Graduate Studies is located on the first floor.

## **Percefull Fieldhouse**

Winner of an architectural award, Percefull Fieldhouse was built in 1953 to be the site of Ranger basketball games. Telescopic seats permit maximum use of floor space for all types of classes in the Health and Sports Science Education Department, as well as games in the university intramural program. A weight room and locker rooms are part of the Fieldhouse facilities.

## **J. R. Holder Wellness Center**

The 42,000 square foot facility houses an indoor track, a large cardiovascular and weight training area, two racquetball courts, an aerobic dance workout room, a physiology classroom and laboratory, two health and physical education classrooms, a junior sized Olympic pool, a jacuzzi and saunas in both the men's and women's locker rooms. Opened in the Fall, 2000, the state-of-the-art facility is available to students, faculty, staff and the community. Memberships are available.

## **Technology Building**

The Technology Building houses a computer lab, ITV studios/classrooms, the Academic Success Center, and Online Services office.

## **Libraries**

The Alva campus library is located in the center of campus by the fountain. The Enid campus library is located off the commons area behind the elevator.

A library/study lounge is available on the Woodward campus, and a professional librarian visits the campus weekly during regular semesters.

The combined holdings of NW Libraries equal more than one million items, including books, federal and Oklahoma state government publications, bound journals, microform publications, and non-book media. Complementing these resources are approximately 13,000 print and online journal subscriptions.

## **Science Building and Amphitheater**

Renovation of the Science Building and Amphitheater was completed in 2008. Major infrastructure changes include expanded laboratory spaces and technology enhancements for dedicated microbiology, genetics, general biology, plant science, and anatomy & physiology laboratories. Additional laboratory spaces were developed for a physics and physical science lab. Major infrastructural updates and acquisition of analytical equipment were done for the organic, analytical and general chemistry laboratories and chemical storage. Complete modernization includes the 58-seat, Science Amphitheatre with neighboring conference room.

## **Shockley Hall**

Shockley Hall provides spacious, state-of-the-art facilities for Information Technology as well as classrooms, laboratories, and offices for the mathematics and computer science departments. Also located in this building are Small Business Development Center and Vocational Rehabilitation Office (DHS).

## **Vinson Hall**

Remodeled in 1994-95, Vinson Hall also is home to the departments of English, Foreign Language and Humanities; Communication; and university relations.

## **Health and Sports Science Education Building**

The Health and Sports Science Education Building was renovated in 2007/2008. New offices, a student waiting area, locker rooms for soccer and softball, renovation of classrooms, an existing training room, and restrooms, as well as a seminar room are included. The newly improved floor plan provides students better mobility and easy access to facilities, classrooms, and faculty.

## **Ranger Field**

Northwestern recently completed a plan that calls for approximately \$4 million in new construction for the football and baseball complexes. The plan is broken up into four projects, including the construction of a new football locker room and athletics weight training facility, a new press box and public use facility at the football stadium, new permanent seating at the baseball field, and a new indoor practice facility to be shared by the baseball and softball programs.

## **University Farm**

The 320-acre university farm located seven miles south of Alva is the home of registered cattle, registered hogs, and registered sheep. The combination of facilities on campus and the farm enables students to apply theory learned in the classroom to practical experience needed in the field.

## **The Ranger**

“The Ranger” is a larger than life-sized bronze monument of a bucking horse and rider, the university’s most enduring symbol that serves as a focal point for Ranger pride.

On November 13, 2007, “The Ranger” was first unveiled and dedicated at the Alva Campus. The second monument was dedicated at the Enid Campus on February 29, 2008. Plans call for a version of the statute to be placed at each of Northwestern’s three campuses.

The monuments were sculpted by artist Harold T. Holden of Kremlin, Oklahoma.

## **Enid Campus**

In 1996, House Bill 2164 provided for the establishment of branch campuses of Northwestern in Enid and Woodward. Governor Keating signed the measure into law on May 30, 1996. The Oklahoma State Regents for Higher Education followed with their approval. Northwestern’s Enid campus was designated to be in the new facility built by the community of Enid in 1994. The University officially opened the branch campus in the location at 2929 East Randolph as NWOSU on July 1, 1996.

The modern spacious ADA accessible facility has 86,000 square feet. The first level houses seven traditional classroom spaces, large commons area, boardroom, conference room, and outdoor patio area. The first level also houses faculty offices, library, registry/business offices, student services, financial aid, bookstore, campus police, AHEC, wellness room, and an employee break room. The second level has six ITV classrooms, one computer lab, one ITV computer lab, clinical

simulation skills lab, computer testing lab, and one polycom meeting room, and faculty offices.

## **Woodward Campus**

Northwestern Oklahoma State University’s campus in Woodward was established in 1996. In 2005, Oklahoma’s Congress passed a Higher Education Capital Bond allowing for the construction of a permanent campus complex in Woodward. The campus opened its doors for the new facility in August, 2008. All 54 hours of general education classes are available on the Woodward campus with course offerings at the undergraduate and graduate levels. The new building has administrative and business offices, a student commons area, traditional classrooms, state-of-the-art ITV classrooms, and modern computer labs. The campus is located at 2007 34th Street across from Experiment Lake in Woodward.

## **CONTESTS**

### **Agriculture Judging Contest**

Each spring the NWOSU campus hosts 4-H and FFA teams in a judging contest. The teams compete in a variety of agriculturally oriented contests. The rules follow those of the state contest. All FFA chapters and 4-H teams are invited to participate.

### **CD Challenge**

The CD Challenge is an annual spring event held on the Alva campus of NWOSU. Each year the challenge is different, but in general, the challenge is to build a structure entirely out of crude building materials. Student teams are supplied with CD’s, limited building materials and a detailed set of rules. In the past, cash prizes and bookstore credit up to \$1,000 has been awarded to participants.

### **Curricular Contests**

In an effort to encourage high scholarship, Northwestern provides recognition for academic excellence of high school students of its service area by holding a curricular contest on its campus each spring. The tests cover all of the subjects usually taught in high school.

### **Heartland BEST**

The Alva campus of NWOSU is a BEST hub site for the regional robotics building competition for middle school and high school youth in northwestern Oklahoma and southern Kansas. BEST (Boosting Engineering, Science and Technology) is a nationwide program served by individual hub sites. NWOSU runs and maintains the Heartland BEST site. The first Heartland BEST competition was held in 2002 and is held annually during the fall semester. Winners of the Heartland BEST competition advance and compete at the regional BEST competitions at Texas BEST or South BEST.

### **Music Contests**

NWOSU is the host site for the District 2 Music Contests held annually under the auspices of the Oklahoma Secondary School Activities Association. These include the Regional Marching Contest held in October of each fall, and the spring contests including solo, ensemble, and large group contests in both instrumental and vocal categories.

### **Northwest District FFA Speech Contest**

The campus hosts FFA contestants from the Northwest District each spring as they compete in various areas of speech. This is a qualifying event for the state contest held later in the spring.

### **Science Fair**

Each year the university sponsors the NWOSU Regional Science Fair. It is open to any student in grades 7 - 12 located in the 13 counties of Northwest Oklahoma. Winners at the NWOSU Regional Fair may advance and compete at the Oklahoma State and International Science and Engineering Fairs.

### **Speech Contests**

An annual high school forensic tournament is held during the spring semester on the NWOSU campus.

High school students are guests of the university. Competition is divided into two classes which are based on the enrollment of the competing high schools. Individual and school awards are made in each class. This is a qualifying tournament for the state meet.

Northwestern traditionally hosts the Regional Speech Tournament in cooperation with the State Association during the spring semester.

## SECTION II COSTS AND FINANCIAL AID

FEES AND TUITION*	Undergraduate	Graduate
<b>GENERAL FEES</b>		
<b>ALVA CAMPUS</b>		
<b>Resident Tuition and Fees</b> Regular Semester, Summer Session, Or Auditor: (per semester hour)	\$137.00	\$166.50
<b>Non-Resident Tuition and Fees</b> Regular Semester, Summer Session, Or Auditor: (per semester hour)	\$338.00	\$405.00
<b>ENID CAMPUS</b>		
<b>Resident Tuition and Fees</b> Regular Semester, Summer Session, Or Auditor: (per semester hour)	\$137.00	\$166.50
<b>Non-Resident Tuition and Fees</b> Regular Semester, Summer Session, Or Auditor: (per semester hour)	\$338.00	\$405.00
<b>WOODWARD CAMPUS</b>		
<b>Resident Tuition and Fees</b> Regular Semester, Summer Session, Or Auditor: (per semester hour)	\$137.00	\$166.50
<b>Non-Resident Tuition and Fees</b> Regular Semester, Summer Session, Or Auditor: (per semester hour)	\$338.00	\$405.00
<b>ITV</b>		
<b>Resident Tuition and Fees</b> Regular Semester, Summer Session, Or Auditor: (per semester hour)	\$125.50	\$155.00
<b>Non-Resident Tuition and Fees</b> Regular Semester, Summer Session, Or Auditor: (per semester hour)	\$326.50	\$393.50
<b>ON-LINE</b>		
<b>Resident Tuition and Fees</b> Regular Semester, Summer Session, Or Auditor: (per semester hour)	\$185.00	\$214.50
<b>Non-Resident Tuition and Fees</b> Regular Semester, Summer Session, Or Auditor: (per semester hour)	\$386.00	\$453.00
<b>Adult Degree Completion Program</b>		
<b>Resident Tuition and Fees</b> Regular Semester, Summer Session, Or Auditor: (per semester hour)	\$157.25	
<b>Non-Resident Tuition and Fees</b> Regular Semester, Summer Session, Or Auditor: (per semester hour)	\$372.50	

Information concerning tuition lock rates will be available to first-time students at the time of enrollment.

Non-Oklahoma residents may be eligible for an out-of-state tuition waiver. Each semester the Registrar's Office will determine if out-of-state residents meet the requirements for this waiver. Criteria to meet this waiver are as follows:

### UNDERGRADUATE STUDENTS

**MUST MEET ONE OF THE FOLLOWING:**

1. Be a participant in a University sanctioned activity OR
2. Be a child of a NWOSU graduate OR
3. Be a non-degree seeking student at NWOSU & **MEET RETENTION** OR
4. Enroll in a class for **AUDIT** OR
5. Meet high school curricular OR

6. Meet high school performance requirements OR

7. Meet Retention Requirements OR

(If a transfer student with less than 24 semester hours, must meet retention and one of the above.)

8. Have a college GPA of 2.00 OR

9. Military personnel, their spouses, or dependent children.

### **CONTINUING STUDENT AT NWOSU:**

Meet Retention Requirements (when applicable)

### **GRADUATE STUDENTS MUST MEET THE FOLLOWING:**

Make formal application to the Graduate Program AND Meet unconditional admission (refer to the Graduate Catalog for details).

### **MUST ALSO MEET RETENTION AS A CONTINUING STUDENT AT NWOSU (a minimum GPA of 3.00)**

Meet Retention Requirements (when applicable)

### **CHARGES FOR SPECIAL SERVICES**

Application Processing Fee (non-refundable) .....	\$15.00
Athletic Injuries Lab Fee (per course) .....	\$10.00
Developmental Fee (on "0" level courses)	
Per semester hour .....	\$40.00
Electronic Media Fee (for telecourses)	
Per semester hour .....	\$2.50
Late Payment .....	5% of balance due
Private Lesson in Music:	
Per Semester hour (half hour lesson per week) .....	\$50.00
Class Instruction in Applied Music:	
Per semester hour .....	\$25.00
Studio Rental:	
Per semester (one hour a day).....	\$25.00
Organ Rental:	
Per semester (one hour a day).....	\$10.00
Other:	
Assessment I (PSYC 5133) .....	\$30.00
Assessment II (PSYC 5173) .....	\$30.00
Basic Photography Fee (MCOM 3623) .....	\$25.00
Graduation Fee .....	\$25.00
Industrial Technology Supplies Fee .....	at cost
International Student Maint. Fee, (Fall & Spring)..	\$15.00
International Student Maint. Fee (Summer) .....	\$10.00
Lab Fee (AGRI 1124, 1214, 3214, 3443).....	\$25.00
Lab Fee (Education) .....	\$10.00
Lab Fee (MCAG 1413, 3011, 3211, 3222, 3232, 4101) .....	\$50.00
Lab Fee (NURS 3003 & 3037).....	\$20.00
Lab Fee (NURS 3037).....	\$75.00
Lab Fee (NURS 3013, 3147, 3226, 3337, 4206, 4216, 4316) .....	\$30.00
Lab Fee (Sciences, each laboratory course).....	\$20.00
Makeup & Costume Design (TCOM 1413) .....	\$80.00
Nursing Enhancement Fee (per. sem. hr. for nursing classes) .....	\$46.00

Parking/Safety fee .....	\$25.00
Recorded Media Fee (HUM 2533) .....	\$20.00
Scene/Lighting Design Equip. Fee (TCOM 3453) ..	\$85.00

\*Tuition and Fees are subject to change at the discretion of the Oklahoma State Regents for Higher Education.

**REFUNDS**

The following refunds, per Oklahoma State Regents for Higher Education Policy, are made for approved withdrawals from **ALL CLASSES**:

Regular Semester:

First two weeks .....	100% Refund
After First two weeks .....	No Refund

Information concerning NWOSU’s refund and repayment policies and procedures along with example calculations may be reviewed in the financial aid office.

**Beginning with the Fall 2000 semester at NWOSU, every Title IV financial aid recipient who enacts a complete withdrawal before the 60 percent point in the semester will be billed for all money required to be returned to the federal government due to the new “Return of Title IV Aid Policy”. The formula for aid return is available in the Financial Aid/Scholarship Office on the first floor of Herod Hall.**

**SINGLE CLASS REFUNDS**

Changes in schedule during the drop/add period will result in full charges for courses added and full refund for courses dropped. Refunds will not be made for withdrawal from classes after the defined drop/add period.

**SUMMER SESSION**

Drop period defined to receive a full refund and no grade assignment:

First four (4) days for a summer (8 week) session

**IRREGULAR CLASS SESSIONS**

- (short courses, summer courses, seminars, etc.)
- First two (2) days for a four-week summer class.
- First (1) day for a four-day class.

Any class meeting less than four (4) days must be dropped the day prior to class start date to receive a refund and no grade assignment.

**EXPENSES-GENERAL**

The average freshman will find expenses for the first semester as follows:

Tuition and Fees (16 hrs.) .....	\$2,192.00
Books, Supplies (approximate) .....	\$600.00
Room and Board (per semester)	
19 Meal Plan, with semi-private room .....	\$1,780.00

At the time of enrollment a student should be prepared to pay enrollment fees, to buy necessary books and equipment, and to pay at least one-fourth of room and board for the semester. A total payment for room and board for a full semester may be made if the student chooses. Periodic payments of one-fourth of the semester cost will be accepted at the beginning of each calendar month and are payable without

reminder notices as they become due. Late payment penalties will be applied monthly on past-due balances.

**RESIDENCE HALLS**

Northwestern offers several residence halls to meet the needs of on-campus single student housing. Each residence hall is fully air-conditioned and offers a recreation area with pool tables, ping pong tables, etc. Each hall also contains a number of carpeted TV lounges and separate study lounges. All residence halls have complete laundry facilities.

Each resident may have private telephone service if it is desired. Cable television and Internet service is also available in all rooms.

**FOOD SERVICE**

The college recognizes the importance of food service operations on any campus. On the Northwestern campus this service is provided by Chartwells Foodservices, a food service company which specializes in collegiate operations.

Students on the campus may choose from three meal service plans:

1. 10 meal - This plan provides for 10 meals (student’s choice) beginning with breakfast on Monday and ending with dinner on Sunday.
2. 15 meal - This plan provides for 15 meals beginning with breakfast on Monday and ending with dinner on Sunday.
3. 19 meal - This plan provides for 19 meals per week, Monday through Sunday. No breakfast is served on Saturday or Sunday.

Note: The 19 meal plan is recommended for students who will be on campus four or more weekends during the semester.

**SCHOLARSHIPS**

The primary purpose of the university scholarship program is to recognize and reward the academic excellence of entering, transfer, and continuing students. In addition, an incentive award program is structured to reward other capable students whose skills, participation, and/or leadership efforts merit such recognition.

Application for most NWOSU academic scholarships and incentive awards is accomplished on a single-page scholarship application. This application is available from the NWOSU Financial Aid/Scholarship Office, the NWOSU Office of Recruitment, NWOSU’s website ([www.nwosu.edu](http://www.nwosu.edu)), or from high school counselors. The completed application, along with the required supporting documents (a six or seven-semester transcript and official ACT scores for high school seniors, or a **complete** transcript from each college you have attended prior to NWOSU for transfers), should be directed to Chairman, NWOSU Scholarship Committee, 709 Oklahoma Boulevard, Alva, OK 73717-2799. Application forms for NWOSU Foundation scholarships are available in the individual schools (departments). Scholarships and incentive awards are awarded for a full academic year. **ALL SCHOLARSHIPS AND INCENTIVE AWARDS REQUIRE ANNUAL APPLICATION.**

**DEADLINES**

To be eligible for any foundation scholarship, applications must be received by the specified department **no later than February 15**. Continuing students must submit a completed

application to the scholarship office at NWOSU **no later than March 15**. Beginning freshmen must submit a completed application to the scholarship office at NWOSU **no later than May 15**. Transfer students must submit a completed scholarship application accompanied by complete academic transcripts from all colleges attended **no later than July 15** to be considered for an award.

The University scholarship/incentive award programs are funded by the Oklahoma State Regents for Higher Education, the generosity of Northwestern faculty and staff, Northwestern alumni, area business and professional people, civic and service organizations, private citizens, from the earnings of endowments and gifts to the NWOSU Foundation Inc., and an Alva city sales tax. Additional information concerning each award, the donor, and other specifics are available in the Scholarship Office and in the Foundation Office. The intent of the donor of the awards will always prevail in all awards procedures.

Scholarships are usually available for high school seniors whose cumulative grade point average (CGPA) is at least a **3.0** and an ACT of 21 or above, for college transfer students with a minimum of 24 semester hours at a CGPA of **3.5**, and for continuing NWOSU students with a CGPA of **3.5**. (A continuing student is defined as one who has completed at least 24 semester hours at NWOSU.) All CGPA requirements are based upon a 4.0 scale. High school seniors must have achieved at least a **twenty-one (21)** ACT composite score for academic scholarship consideration. Incentive/participation awards require a CGPA of at least a **2.5** (ALL applicants). Students who have previously received a degree are ineligible for scholarships unless the award is specified for a graduate student.

Students who are successful applicants for scholarship/incentive awards **will be required to meet all responsibilities** outlined in the "Statement of Rights and Responsibilities for Scholarship and Incentive Award Students" This includes enrolling for and successfully completing a minimum of 12 hours each semester, enrolling for classes for which a participation award is received, etc.

### **NWOSU Foundation Scholarships**

The Northwestern Oklahoma State University Foundation is a non-profit corporation that was organized to help the university meet its needs. The Foundation is governed by a board of trustees. Contributions made to the Foundation constitute an endowment for the university. After the trustees allocate scholarship funds, the university scholarship committee awards the scholarships as part of the university's scholarship program

More information about scholarships and incentive grants can be obtained in the Financial Aid/Scholarship office or on the NWOSU web page at [www.nwosu.edu](http://www.nwosu.edu).

### **FINANCIAL AID PROGRAMS**

#### **Federal and/or State Supported Application**

Application forms for all federally/state funded aid are available at the NWOSU Financial Aid Office or from high school counselors or administrators. NWOSU requires that students use the Free Application for Federal Student Aid (FAFSA).

## **GRANTS**

### **Academic Competitiveness Grant (ACG)**

Beginning in 2006 a federal grant, that will not have to be repaid by the student, to help cover educational expenses. Student must be full-time and completed a rigorous secondary school program. Application for this award is completed using the FAFSA.

### **Federal Pell Grant**

This federal aid is awarded through the university. Application to establish eligibility must be accomplished annually. The grant is available to qualified undergraduate students attending regularly scheduled classes. Federal Pell Grant award amount for a student is always determined by an aid index developed by a Federal analysis and actual student costs. Signed copies of the student's and/or parents' preceding year federal income tax papers (IRS Forms 1040, 1040A or 1040EZ, including schedules and W-2's) may be required to complete the eligibility process. Application for this award is completed using the FAFSA.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

This federal aid is awarded to students of exceptional need. Eligibility for this grant is established in the same manner as all other federally subsidized financial aid. No unique application is required. Each aid applicant is routinely considered for this award based on need and early application date. Application for this award is completed using the FAFSA.

### **National, Science, and Mathematics Access to Retain Talent Grant (SMART)**

Beginning in 2006 a federal grant that will not have to be repaid by the student, to help cover educational expenses. Student must be full-time and seeking a degree within a specified area. Application for this award is completed using the FAFSA.

### **Oklahoma Tuition Aid Grant (OTAG)**

The Oklahoma Legislature enacted the Oklahoma Higher Education Tuition Aid Act authorizing and directing the Oklahoma State Regents for Higher Education to implement a program of Oklahoma Tuition Aid Grants. The purpose of these grants is to assist Oklahoma college students with demonstrated financial need to meet the cost of attendance at Oklahoma post secondary institutions. Application for this award is completed using the FAFSA.

## **LOANS**

Student loans are available to help complete educational programs. Students are advised of the following criteria, "I understand that I must repay loans even if I do not complete my education, am not able to get a job after I complete the program or am dissatisfied with the education for which I paid."

Questions concerning repayment options should be directed to the Financial Aid Office.

### **Federal Perkins Loan Program**

This federally funded low interest loan program is administered through the university financial aid and business offices. Application for participation in this program is accomplished using the FAFSA. Students who indicate a preference for loan aid are automatically considered for the Federal Perkins Loan Program. Borrowers through this

program are not required to begin repayment until after termination of student status. Student borrowers should completely understand all of the conditions and inherent responsibilities of the loan contract. Application for this award is completed using the FAFSA.

**Federal Family Education Loan Program (FFELP)**

Loans under this program include the subsidized Federal Stafford Loan, Unsubsidized Federal Stafford Loan, and the Federal PLUS Loan. These bank or other lender loans do not require repayment until after the borrower terminates student status. Borrowers whose loans are guaranteed by the Oklahoma State Regents for Higher Education must maintain their enrollment as at least half-time students. Oklahoma borrowers who allow their enrolled status to fall below half-time status will, by so doing, violate one of the terms of the loan agreement and under certain circumstances may be liable for immediate repayment of all loan proceeds. Borrowers through these loan programs are required to process the FAFSA.

\*All inquiries concerning loans should be directed to the Director of Student Financial Aid.

**Work**

All on-campus student employment is coordinated through the Financial Aid Office. Students wishing to work on-campus must present evidence of eligibility to participate. This evidence requirement is best satisfied by using the Free Application for Federal Student Aid (FAFSA). All student workers are paid the current minimum wage. In most cases, students are limited to fifteen hours work per week.

**Federal Work-Study (FWS) Program**

This program is a federally funded financial aid program. Employment in this program is reserved for students who have established financial need. Application for this award is completed using the FAFSA.

**Institutional Hire Program**

This is a university-funded aid program. Employment in this program is reserved for students who are ineligible for participation in FWS.

**FINANCIAL AID ACADEMIC PROGRESS STANDARDS AND ELIGIBILITY**

The first element in the eligibility for aid evaluation process for all applicants is to insure that a student is making satisfactory progress towards degree completion while maintaining an acceptable cumulative grade point average.

**Minimum Scholastic Achievement Standards**

A student who has attempted the hours indicated must achieve the cumulative grade point average as shown:

0 to 30 semester hours attempted.....	1.70
31 or more semester hours attempted .....	2.00
Graduate Students .....	3.00

Students whose cumulative grade point average falls below these minimums will be denied Title IV funds. Aid will continue to be withheld until such time as a student's cumulative grade point average meets or exceeds acceptable minimums.

**Satisfactory Progress Standards**

Satisfactory progress means that the student is proceeding in a positive manner towards fulfilling degree requirements in his\her course of study.

Grades of F, W, U, I, AU, or NP do not indicate satisfactory progress. Students are required to complete at least 70% of all hours attempted. Minimum standard of satisfactory progress also requires that students must complete all degree requirements at or before 150% of the minimum number of hours required for the degree. All hours attempted at all institutions are included.

**Appeals**

Any student denied aid has the right to appeal that decision, in writing, to the Chairman of Financial Aid Appeals Committee. Each appeal should include a description of any extenuating circumstances that may have contributed to the problem.

Students who do not satisfactorily complete minimum hour requirements will be encouraged to enroll in classes at their own expense to meet these minimum standards for continued aid.

The complete text of the "Financial Aid Satisfactory Academic Progress Policy" is available in the Financial Aid Office.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. University policies regarding family educational and privacy rights are governed by FERPA. Copies of the act, policies, and regulations are maintained in the Office of the Registrar. In accordance with FERPA, students of Northwestern Oklahoma State University have the following rights:

1. To inspect and review information contained in their educational records, within forty-five days of the date the University receives a request for access.
2. To challenge the contents of their educational records.
3. To request a hearing if the outcome of their challenge is unsatisfactory.
4. To submit an explanatory statement of inclusion in their educational record if the outcome of the hearing is unsatisfactory.
5. To prevent disclosure, with certain exceptions, of personally identifiable information from their educational records.
6. To secure a copy of the institutional policy.
7. To file complaints with the Family Policy Compliance Office (FPC Office), U.S. Department of Education, concerning alleged failures of Northwestern Oklahoma State University to comply with the Act.
8. To have the opportunity to request the following "directory information" pertaining to them not be released.

The law requires that written approval from the student is necessary before granting access to or releasing educational records to a third party, except in the case of directory information, FERPA authorizes disclosures, and in response to a Federal Grand Jury subpoena.



## **Public Directory Information**

This information may be released by the institution for any purpose, at its discretion. Upon written request by the student, this information will be treated as confidential and released only with the student's written consent. Forms for withholding student "Directory Information" are available in the Office of the Registrar.

Northwestern Oklahoma State University hereby designates the following student information as public or "Directory Information."

- Student's name, local and permanent address, and telephone listing.
- Date and place of birth.
- Classification (grade level).
- Major field of study.
- Enrollment status (e.g., undergraduate or graduate, full or part-time).
- Dates of attendance at Northwestern Oklahoma State University.
- Previous schools attended.
- Expected date of graduation.
- Degree(s) held, date granted, and institution(s) granting such degree(s).
- Participation in officially recognized activities and sports.
- Weight and height of athletic team members.
- Awards and honors.
- Hometown newspaper.
- Photograph

## **Disclosure of Educational Records**

Northwestern Oklahoma State University will disclose information from a student's education records only with the written consent of the student, with the following exceptions as defined in FERPA, as amended, which waive prior student consent:

1. School officials within the education institution who have legitimate educational interests in the records.
2. Officials of schools to which the student seeks to transfer.
3. Officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities.
4. Organizations conducting certain studies for or on behalf of the University.
5. In connection with a student's application for, or receipt of financial aid.
6. Accrediting agencies carrying out their accreditation function.
7. To comply with a judicial order or lawfully issued subpoena.
8. To persons in an emergency if the knowledge of information is necessary to protect the health or safety of students.
9. The result of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

## SECTION III

# STUDENT PERSONNEL SERVICES

### ACADEMIC SUCCESS CENTER

The Academic Success Center (ASC) provides students of Northwestern Oklahoma State University with a place to study and learn in a friendly, relaxed atmosphere. The ASC has computers, study tables, and testing facilities. We provide peer tutoring for basic Math and English composition courses as well as for general education classes, and we have the resources to locate help for upper level classes.

The tutoring component of the ASC is provided to help students achieve maximum benefit from their educational experience. Goals of the program include:

1. Providing academic assistance and support in order for students to realize maximum success
2. Improving students' self-concepts by showing them how to succeed.

The ASC is located in Room 105 of the Industrial Education Building. Regular hours are: Monday through Wednesday 8:00 am to 9:00 pm; Thursday 8:00 am to 6:00 pm; Friday 8:00 am to 3:00 pm. (Hours may change due to testing or activities; changes will be posted at the ASC entrance.)

### CAMPUS MEDIA

Three mass media outlets serve the university community. A campus newspaper, radio station, and television station inform and entertain the campus community and provide practical experience to students interested in the mass media.

These three media are all operated as laboratories of the mass communication program. The campus newspaper, the *Northwestern News*, is published weekly. The radio station, KNSU, offers programming seven days a week throughout the school year. The television station, NWTV-Channel 7, produces weekly and special programming. Channel 7 is available to all Alva cable subscribers. The *Northwestern News*, KNSU, and NWTV-Channel 7, are all located in the Jesse Dunn Annex.

Students actually manage and operate each of these media under the direction of faculty advisers. All students, regardless of major, are welcome to be involved with any of the campus media. Most of the media staffs are filled by volunteers; however, there are a few paid positions within each area.

### CAREER SERVICES CENTER

#### Planning and Placement

Northwestern maintains a Career Services Center in Shockley Hall Room 114 on the Alva campus and visits the Enid and Woodward campuses each month. Career Services offers career planning and development to undergraduates and placement services to seniors and alumni. Students and alumni are encouraged to make full use of these services. Career Services can make educational and career planning less stressful and help students focus on degree decisions and employment opportunities.

Placement services include the following:

- Ranger JobBoard (CCN)
- On-campus and off-campus employment opportunities
- On-campus interviews

- Resume advisement
- On-line Career Videos
- Career seminars and workshops
- Candidate employment referrals
- Employer contacts
- Career Fair and Teacher Fair
- Career information dissemination
- Employer information dissemination
- Career information speakers
- Internships Opportunities

#### Career Guidance

The focus of career planning for undergraduates is to assist students in decision making by offering guidance and testing programs for degree completion and employment upon graduation. Specific services include the following:

- Assistance to all students regarding job opportunities, hiring trends and workforce development
- Guidance to students who are undecided about a major field of study
- Testing and coaching to help students identify aptitudes and how they can be developed to enhance employability
- Use of the DISCOVER computer program for educational planning based on interests and skills

Career Guidance is available through the Career Service Center at the Alva campus. Students may schedule appointments. Through use of DISCOVER, students can assess their interests, abilities, values and experiences. Students may then match those to appropriate occupations and university majors. Current information about salaries, career opportunities, and company information is also available. Please contact Career Services at (580) 327-8606 or [career@nwosu.edu](mailto:career@nwosu.edu) for any question or concern you may have.

### COUNSELING CENTER

The Counseling Center provides services to help students develop in the unique university environment and to face the challenges they encounter: developing personal autonomy, relationships, loneliness, and stress -- as well as some of the more serious difficulties some of them encounter, such as depression, alcohol/substance abuse, and the effects of dysfunctional families. The Counseling Center seeks to support the personal, social, and intellectual growth of members of the university community. This goal is accomplished by way of a broad range of counseling services that are provided by the Center. Sessions with the counselor are confidential. The counselor also provides consultation to staff, faculty, and student groups and organizations throughout the university community. Outreach programming may be offered to groups of ten or more if requested at least two weeks in advance. The Counseling Center is located in the Fine Arts Building, Room 142 on the Alva campus and room 102 on the Enid campus.

Hours of operation are 8:00 a.m. to 5:00 p.m. Monday through Friday.

### **DEPARTMENT OF PUBLIC SAFETY**

NWOSU employs five full-time Campus Police officers, three reserve officers, and up to ten part-time security assistants. These officers work on the Alva and the Enid campuses. The full-time officers have full Peace Officer status as stipulated by Oklahoma State statutes and have been certified by the Council on Law Enforcement Education and Training.

The Campus Police provide services such as parking enforcement, escort services, providing location information, security patrol, security at athletic events and other special events, investigation of accidents and crimes that occur on campus, preventive patrols, and many other services. Do not hesitate to ask if you need help.

The Campus Police office is located on the west side of the Student Center commons area on the Alva campus and on the first floor of the Enid Campus.

Alva Campus Telephone: 580-327-8511

Enid Campus Telephone: 580-213-3130

Campus Crime Tip Line: 580-327-8196

### **FINANCIAL ASSISTANCE**

Eligibility for participation in the assistance programs is established through completing the Free Application for Federal Student Aid (FAFSA).

These applications enable access to all of the Oklahoma and federal assistance programs (grants, loans, and work). Applications may be obtained from a high school counselor's office or from the Financial Aid Office at NWOSU. Applications should be completed and mailed for processing as soon as the preceding year's income tax computations are completed. Annual re-application is required for all of the assistance programs. The NWOSU Financial Aid Office is located on the first floor of Herod Hall.

### **HOUSING**

Northwestern has four residence halls that are staffed and equipped to provide an environment that will help students reach their highest potential both academically and socially. Coronado Hall and Ament Hall are male resident halls and South Hall and Fryer Hall are female resident halls. The residence halls at Northwestern have air conditioning, television lounges, free laundry facilities, recreational areas, ice machines, and vending machines that can be used by all of the residents. Rooms have a cable television connection, internet accessibility, and a telephone jack for a private telephone line.

Each residence hall is supervised by a hall supervisor who is assisted by mature students who live in the dorms. The residence hall staff facilitates the growth and learning of students by helping them to adjust and live in their new environment.

Standards of group living in the residence halls have been adopted to assure conduct in harmony with good social living. Residents are expected to follow all regulations and to act in a considerate and socially acceptable manner. Regulations have been established in all of the residence halls to provide a comfortable environment that is conducive to both intellectual and personal growth.

### **LIABILITY**

The university will not assume any responsibility for compensation for permanent injury or permanent illness that might occur to any student.

### **LIBRARIES**

The combined holdings of Northwestern Libraries equal more than one million items, including books, federal and Oklahoma state government publications, bound journals, microform publications, and non-book media. Complementing these resources are approximately 13,000 print and online journal subscriptions. The Alva campus library is located in the center of campus by the fountain. The Enid campus library is located off the commons area behind the elevator.

A library/study lounge is available on the Woodward campus, and a professional librarian visits the campus weekly during regular semesters. All materials are accessible to Woodward students through electronic access or the courier service.

A staff of professional librarians, paraprofessionals and student assistants is available to help students during the hours the Alva and Enid libraries are open. Students must present a valid Northwestern ID to check out library materials. Students are responsible for all materials checked out on their ID. Books may be renewed in person or online. Fees are assessed for lost books and materials. Unpaid library fees will result in holds on transcripts and enrollment.

Physically challenged students who require assistance to gain access to any part of the libraries' collections should contact the circulation desks at Alva (580) 327-8574 or Enid (580) 213-3141.

### **PROJECT TO REDUCE CRIME AGAINST WOMEN**

The Project to Reduce Crime Against Women (PRCAW) is a federally-funded program at Northwestern Oklahoma State University designed to make the campus a safer place for young men and women to educate and prepare themselves for their life's work in our world. The program has two main focuses. The first focus is to educate young men and women at Northwestern to make choices that lead to healthy relationships. In addition to educating students, the program will work with the entire campus community to create an environment at Northwestern that will not tolerate violent crimes against women. The second focus of the program will be to develop a cohesive response system so that when these crimes do occur, survivors can easily and confidentially receive the help they need and perpetrators will be held accountable.

The PRCAW program is survivor-driven in that we will not make decisions for the survivor, but will counsel the survivor on what options are available for them. Because each survivor will have unique needs, PRCAW is prepared to work with each survivor on an individual basis and take all reasonable action to help the survivor get the assistance they need.

The PRCAW Office is located in Fine Arts 105 on the Alva campus and 102 on the Enid campus. Woodward students call (580) 327-8119. Hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday or contact campus police after hours.

## SCHOLARSHIPS

NWOSU scholarships are awarded to scholars and students who are proficient in the performing arts (theatre, music, as well as in mass communication). The Athletic Director or a coach must award athletic scholarships.

Annual applications are a prerequisite for all scholarship awards. Scholarship applications are available from a high school counselor, NWOSU Recruitment Office, or the Financial Aid Office.

Scholarships for the exceptionally talented student can provide tuition and partial campus housing costs. Other awards are tailored to the academic credentials presented and/or the audition results.

Continuing student and transfer student scholarships provide a substantial incentive to outstanding students. Most Northwestern scholarships are structured to provide assistance in meeting tuition costs.

Earliest consideration for freshman scholarship awards are given when the completed NWOSU application, with a six or seven semester high school transcript and record of ACT scores, is received in the Scholarship Office by March 31st. Continuing and transfer scholarship applicants are evaluated when all current course work is completed and cumulative grade point averages are available. Freshman applications must be received no later than May 15<sup>th</sup>, continuing student applications are due by March 15<sup>th</sup>, and transfer student applications are due by July 15th.

## STUDENT CENTER

The Student Center is centrally located on the Alva campus. It provides a friendly and casual atmosphere in which students at Northwestern may become acquainted. Its facilities include a food court, game room, ballroom, new dining areas, Maude Drake Bingham chapel, Student Government office, conference rooms and the Ranger E-scape Café.

The College Bookstore is open 8:00 a.m. to 5:00 p.m., Monday through Friday. Textbooks, school supplies, insignia clothing, decals, confections, and gift items are available. The

bookstore conducts a book buy-back at the end of each semester.

## STUDENTS WITH DISABILITIES SERVICES

Northwestern Oklahoma State University is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Students with disabilities who wish to access services may initiate their request by contacting the ADA coordinator in Fine Arts room 126, on the Alva campus, room 102 on the Enid campus, and Dean's office on the Woodward campus. Students can expect to meet with a staff member to discuss their academic needs. During this process, students will have an opportunity to identify specific accommodations, and they will be asked to provide documentation for their disability.

## UPWARD BOUND

The Upward Bound office is located in Jesse Dunn, room 113. Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves high school students from low-income families and/or high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. Hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday.

## VETERANS

Veterans or veterans' dependents interested in using their GI Bill benefits should contact the office of the Vice President of Student Affairs to determine what documents are required at the time of enrollment to avoid delay in processing. The office is located in the Fine Arts Building, room 126, Alva Campus. Returning students should contact the office of the Vice President of Student Affairs, Alva campus, after pre-enrollment.

## STUDENT ORGANIZATIONS

Northwestern sponsors an activity program in which a number of organizations of different types are maintained for student participation. Northwestern's objective is to provide an activity suited to the needs of every student on the campus, and all students are urged to participate in some activity. Engagement in campus activities benefits in development of well-rounded personalities.

Each student organization has the aid and counsel of a member or members of the faculty. Permission must be secured before any student society or club is formed.

## HONORARY ORGANIZATIONS

*Alpha Psi Omega.* This honorary national dramatic fraternity was installed at Northwestern on May 4, 1931. Only members of Castle Players who meet the requirements of Grand Cast are eligible for membership. The purpose is to encourage and to promote the highest standards of dramatic art. Membership

gives one professional distinction, particularly as a teacher of dramatic art.

*Cardinal Key.* This group is a national honor sorority for junior and senior students. The qualifications for active participation are that the student have a grade point average of at least 3.00, that he/she be in good standing with the university, and that he/she participate in at least two university activities.

*Chi Sigma Iota - Zeta Zeta Chapter.* This is a professional honor society for graduate students and psychotherapists in the area of counseling psychology.

*Delta Tau Alpha.* Organized in the Fall of 1994, this club is an Agriculture Honor Society that recognizes academic achievement in agriculture.

*Kappa Kappa Psi:* The organization exists to promote the existence and welfare of NWOSU college and university bands and ensembles and to cultivate at large a wholesome respect for their activities and achievements. They strive to honor outstanding band members through privilege of membership extended as a reward for technical achievement and appreciation for the best in music.

*Lambda Iota Tau.* The purpose of this organization should be the recognition and promotion of excellence in the study of literature and all languages. Members are majors or minors in literature who are in the upper 35% of their class in CGPA and have attained at least a full B average in at least twelve semester credit hours or eighteen term hours of literature and all prerequisites and enrolled in at least their 5<sup>th</sup> college semester and have presented an initiation paper on a literary topic or of a creative nature.

*Northwestern Oklahoma Honor Society of Nursing at NWOSU.* The Honor Society was organized in the Fall of 2008. This is a professional honor society for nursing students and members of the nursing community. There are three levels of membership: 1) Undergraduate Student – Senior Students enrolled in baccalaureate programs at accredited institutions of higher education who have completed at least ½ of the nursing curriculum, rank in the upper 35 percent of their graduating class and have achieved academic excellence (at schools where a 4.0 grade point average systems is used, this equates to at least a 3.0); 2) Graduate Student – Master’s and Doctoral students enrolled in graduate programs at accredited institutions of higher education who have completed at least ¼ of the nursing curriculum, have achieved academic excellence (at schools where a 4.0 grade point average system is used, this equates to at least a 3.5); 3) Nurse Leader – Registered Nurses and nursing faculty members legally recognized to practice in their countries, who hold at least a baccalaureate degree in nursing or other field and have demonstrated achievement in nursing. The purpose of the honor society is to improve the health and wellness of Northwest Oklahoma by pursuing nursing excellence.

*Phi Alpha Theta.* This club is a History honor society that recognizes outstanding academic achievement in history.

*Pi Kappa Delta.* Pi Kappa Delta is an honorary organization consisting of educators, students, and alumni committed to encouraging the education of articulate citizens through a three part focus: the commitment to and promotion of ethical, humane and inclusive communication, and educational practices; the commitment to and promotion of professional development of forensics educators; and the commitment to and promotion of comprehensive forensics programming.

*Pi Sigma Alpha.* National Honor Society in Political Science, founded in 1920. Membership recognizes outstanding academic achievement in Political Science and promotes excellence in political awareness and civic engagement.

*Psi Chi.* The National Honor Society in Psychology, founded in 1929 for the purpose of promoting excellence in scholarship and advancing the science of psychology. Membership is open to graduate and undergraduate students who are psychology majors or minors, are at least sophomores in rank, have completed 9 semester hours in psychology, and

are in the upper 35% of their class (this requires a GPA above 3.0).

*Red and Black Scroll.* This society was organized to encourage and recognize outstanding scholarship and service among the sophomore students of Northwestern. Students are eligible for membership who have completed the first semester of the sophomore year and have not completed more than sixty hours. The student must maintain a grade point average of 3.00 or above, s/he must be active in two or more campus organizations or services, s/he must never have failed a university course, and s/he must have attended Northwestern for at least one semester prior to the current semester.

*Sigma Beta Delta.* This is a national honor society for Accounting and Business Administration Majors. The purposes of Sigma Beta Delta are to encourage and recognize scholarship and achievement among students of business, management and administration, and to encourage and promote personal and professional improvement and a life distinguished by honorable service to humankind.

*Sigma Tau Delta International Honor Society.* The society's central purpose is to confer distinction upon students of the English language and literature in undergraduate, graduate, and professional studies. Sigma Tau Delta also recognizes the accomplishments of professional writers who have contributed to the fields of language and literature. Sigma Tau Delta has over 600 active chapters, more than 900 faculty sponsors, and inducts approximately 7,000 members annually.

## DEPARTMENTAL AND PROFESSIONAL ORGANIZATIONS

*Acacia Fraternity:* “The Acacia Fraternity is a general international college social fraternity. Acacia is a “Greek” fraternity, and as such it was one of the founding members of the National Inter-Fraternity Conference. Acacia is unique in that it is the only general national Greek fraternity to select an entire Greek word rather than a combination of letters for its name” (Pythagoras membership manual of the Acacia Fraternity).

*Aggie Club:* An organization for anyone interested in agriculture, business, or related fields, the club hosts various professional people from the areas of agriculture and business which promote interest in agriculture.

*Alpha Sigma Alpha:* Alpha Sigma Alpha Sorority has over 75 collegiate chapters nationwide. Alpha Sigma Alpha’s colors are crimson and pearl. It was founded at Longwood College in Farmville, Virginia, on November 15, 1901. Alpha Sigma Alpha’s national philanthropy supports the S. June Smith Center and the Special Olympics. Alpha Sigma Alpha can trace its roots at Northwestern back to the 1916’s.

*Band and Instrumental Ensembles:* **The Ranger Marching Band** combines contemporary Drum Corp International (DCI) show design with a wide variety of musical styles, from classic to Jazz and popular music. “*The Spirit of Northwest Oklahoma*” performs for all home football games, area high school games, the annual Homecoming Parade, and the annual Band Extravaganza Concerts. **The Symphonic Band** performs at least four on-campus concerts during the fall and spring semesters, consisting of standard wind literature and contemporary works for band. **The Northwestern Jazz**

**Ensemble** has attained local and regional recognition for its performances. The ensemble performs for various campus events throughout the school year. Membership is selected by the various bands offered at Northwestern.

*Biology Club:* The Biology Club is open to anyone on campus with an interest in living systems. The purpose of the biology club is to stimulate curiosity and discovery of plants, animals, and microbes in a relaxed social setting and to share knowledge of these groups with others through invited speakers, public programs, and field trips.

*Castle Players:* This group is composed of students who are especially interested in theatre work. Every student on the campus is eligible to try out for membership in this organization. Each year Castle Players sponsors at least two major campus theater productions, along with improvements of stage equipment.

*Chem Club:* The objective of the organization is to give chemistry students, or anyone else that would want to join, an opportunity to see the world of chemistry. Activities include providing demonstrations for local elementary and secondary schools, scheduling seminars to be held on the NWOSU campus, and taking field trips to places of employment for chemists.

*Choirs:* **The Concert Choir** is a large mixed chorus, which performs a varied selection of sacred and secular choral literature from all historical periods. Membership is by audition, but is open to all who wish to sing. **The University Chorale** is Northwestern's most advanced large choral ensemble. Consisting of approximately 25 to 30 of the most skilled singers at the University, the Choral performs a diverse repertoire of accompanied and a cappella literature. Membership in the Chorale is open to any student, regardless of major, but is by audition only. **The University Singers** is the University's elite small vocal ensemble. Consisting of 16-20 of the best singers at Northwestern, the University Singers specialize in a wide range of vocal chamber music from all historical periods. Membership in this select group is by audition. Participation in University Chorale is a co-requisite.

*Class Organizations:* Each of the four university classes maintains its own organization, furthering the interest of its class members.

*College Republicans:* The College Republicans are an organization of students interested in the discussion and furtherance of the ideals of the Republican Party. This club was organized in 1964.

*Computer Science Club:* The computer science club provides students opportunities to learn about careers in computer science.

*Cops Club:* The purpose of this organization is to supplement the instruction and goals of the Criminal Justice Program. Membership is limited to those persons pursuing a legitimate course of instruction for the profession of criminal justice.

*Delta Zeta:* Delta Zeta Sorority has over 160 collegiate chapters nationwide. Delta Zeta's colors are green and pink. Delta Zeta was founded at Miami University in Oxford, Ohio in 1902. Delta Zeta's national philanthropy supports children

with speech and hearing disorders. Delta Zeta's history at Northwestern dates back to the 1910's.

*Fellowship Of Christian Athletes:* The purpose of this organization is to confront athletes and coaches, and through them the youth of our nation with the challenge and adventure of following Christ, participation in His church and serving Him through our vocations. Membership is open to any athlete who participates in any sport sponsored by varsity, intramural or high school and any adult who is interested in the promotion and success of the FCA.

*Intramural Council:* The purpose of the Intramural Council is to provide an opportunity for each physically able man and woman at Northwestern to participate in their favorite competitive athletics. The activities currently offered are flag football, softball, volleyball, and basketball. Other sports may be added upon request.

*International Student Association:* The International Student Association is composed of students from around the world. The association is a very diversified group of young men and women that give much to the university. They participate in the Homecoming Parade and have many different events scheduled through out the year. You don't have to be an international student to belong. Come join the fun.

*Mathematics Club:* Extending knowledge and apprising members of career opportunities within the field are the purposes of this club.

*Medical Sciences Club:* The purpose of the NWOSU Medical Sciences Club is to provide an opportunity for all students interested in the medical field at Northwestern Oklahoma State University, to become better informed, secure intellectual stimulation in these fields, and to promote activities to benefit the student's pursuits in health-related careers. Students become better informed and establish advantageous connections through interesting speakers, informative trips, and other events.

*Multicultural Club:* This club was formed on the Enid campus in 2003 to address student desires for cultural exchange and learning. The club motto is "One World, Many Cultures." Membership is open to all students with an interest in learning more about the diverse cultures of fellow students and community members. The club hosts monthly guest speakers and social events are also planned throughout each semester.

*Northwestern Enid Leadership Council:* The Enid Leadership Council meets monthly with the Student Services Coordinator and Campus Dean regarding student concerns and to plan and implement student activities for the campus community. Council members also represent the campus at various community and campus events.

*Northwestern Scholar Ambassadors:* Northwestern Scholar Ambassadors are a group of twelve academically high achievers with outstanding personalities. NSA members serve as student ambassadors to the university. Their duties include acting as a host/hostess, tour guides, and recruiters. Some of the activities NSA members assist with are: Freshman Connection, Alumni Spring Reunion, Family Day, Miss Cinderella Pageant, blood drives, campus tours, and many other exciting NWOSU activities.

*Northwestern Scholar Ambassadors Enid Campus:* NSA is a group of four academically high achievers with outgoing personalities. NSA members serve as student ambassadors to the university. Their duties include public relations and recruitment activities such as being tour guides and visiting with prospective students. In return for their service as ambassadors, NSA's receive a Northwestern scholarship.

*NWOSU Academic Excellence Team (Quiz Bowl):* The Northwestern Academic Quiz Bowl, organized in 2003, was established to provide Northwestern students the opportunity to compete at collegiate quiz bowl tournaments at the local, regional, state, and national levels.

*NWOSU Art Society:* The NWOSU Art Society was officially welcomed to Northwestern in the Fall of 2004. The purpose of NAS is to encourage, stimulate, and maintain an excellence in the field of art at Northwestern Oklahoma State University. Our goal is to heighten awareness both on campus and in the community of the many cultural backgrounds and talents of the students, through which all will foster a synthesis of the appreciation, knowledge, and awareness of art in all styles and mediums. When possible the group enjoys field trips to museums and other creative outlets. Our biggest goal and activity is to play host to the university's annual art show which offers students and employees the opportunity to display their own art work and appreciate the art work of others on our campuses.

*NWOSU Collegiate Farm Bureau Farmers and Ranchers:* This organization is affiliated with the Oklahoma Farm Bureau and serves to develop policy resolutions for presentation at the state and national level, focusing on those, which will have the greatest effect on agriculture in Oklahoma.

*NWOSU Venture Crew #2398:* This organization is affiliated with the Boy Scouts but is open to any NWOSU student. Participation is not based on prior involvement with the Boy Scouts. Both male and female students can take part in a wide variety of outdoor activities in Oklahoma as well as around the country.

*Oklahoma Broadcast Education Association, NWOSU Student Chapter:* The primary objectives of the organization are to provide meaningful communication between students and professional broadcasters, to provide a channel for students from around the state to exchange ideas, and to encourage and reward scholarship and accomplishment among broadcast students. Activities may include trips to various broadcast stations, attendance at broadcast-related workshops and seminars, fundraising, completion of radio and TV projects, and participation in state competitions. Providing opportunities for professional networking with broadcast professionals is a priority. Students are able to meet various media professionals at conferences, state and campus meetings, and award ceremonies. OBEA provides a variety of opportunities for students to enhance their education and prepare for the professional world.

*Oklahoma Intercollegiate Legislature (OIL):* OIL provides an excellent opportunity for students who wish to learn more about state legislative politics and processes. This experience culminates in participating in a mock state legislative session in Oklahoma City at the state capitol.

*Panhellenic Council:* The purpose of Panhellenic Council is to promote a spirit of cooperation between the national sororities with chapters on the Northwestern campus. Currently, Panhellenic Council has two member organizations: Alpha Sigma Alpha Sorority and Delta Zeta Sorority.

*Phi Beta Lambda:* This organization is a Business fraternity. Membership is open to all business students and business related majors or minors. The purpose of this organization is to develop leadership and to create interest and an understanding in the intelligent choice of business occupations. In addition, state and national competitions are open to PBL members.

*Phi Delta Music Society:* Founded in 1993, the Phi Delta is a music service organization open to all students who are currently enrolled in a music ensemble at Northwestern. The purpose of Phi Delta is to promote the serious study of music, promote the music department and the University, to provide music performance outlets for its members, and to provide a social outlet for its members.

*Psychology Club:* The Psychology Club was organized to accomplish the following objectives: (1) to foster and encourage interest in psychology, (2) to inform students about psychology as a profession and to relay information about graduate programs and applications thereto, and (3) to provide an informal atmosphere for discussion of topics of current interest. Membership is open to all interested students.

*R-Unit:* R-UNIT Pep Club is a group that encourages NWOSU spirit in students through activities, positive participation in NWOSU events, and team spirit. We make spirit posters, participate in NWOSU activities, attend athletic events, and put on fun events for the purpose of school spirit and student involvement within the campus.

*Residence Hall Organizations:* Each residence hall is organized with elected officers and wing representatives comprising a council. This body organizes activities for residents and conducts affairs of the hall to enhance and maintain the quality of living conditions within the dormitory.

*Rodeo:* The NWOSU Rodeo Team strives to promote and develop a better understanding of rodeo as a sport. It also sponsors several activities, most notably an intercollegiate rodeo each fall.

*SADD:* The goal of the Northwestern Students Against Destructive Decisions Chapter is to provide students with the best prevention and intervention tools possible to deal with the issues of underage drinking, other drug use, impaired driving, and other destructive decisions. Membership is open to all students who accept the goals set forth by the Chapter.

*Spanish Club:* This club is for all students interested in Spanish language and culture. Every student on the campus is eligible for membership in this organization. One of the main goals of the Spanish Club is to promote better understanding of the Hispanic language and culture. Activities include demonstrations on cooking, arts and crafts of the Hispanic world.

*Social Workers Association of Tomorrow (SWAT):* SWAT provides the opportunity for social interaction among persons interested in the social work profession in a non-classroom setting. Members will strive to enhance the quality of life for all and challenge social injustices by advocating, linking, referring, and addressing social problems.

*Society of Physics Students:* SPS is an organization for anyone interested in the physical sciences. The purpose of SPS is to provide a means for students to actively participate in the NWOSU campus and beyond, encouraging an improved awareness of science and an increased interest in science for both its members and the public.

*Society of Professional Journalists:* SPJ is mainly comprised of mass communication majors/minors but is open to anyone interested in the field of journalism. Members meet regularly to network with professional journalists from around the state and to hear them speak about their experiences working in the media. In addition, competitions are open to members at the state, regional, and national levels.

*S.O.E.A.:* The Student Oklahoma Education Association is a professional organization composed of students who are planning to teach, who are thinking about becoming teachers, or who would like to know more about the teaching profession. Northwestern has the distinct honor of having the oldest active chapter in the state. The primary purpose of S.O.E.A. is to help acquaint teachers in training with the history, ethics, and program of the organized teaching profession and with their responsibilities to the profession. Its activities include attendance at the state teachers' convention, group discussions, debates, outstanding films, participation in state meetings, speakers from public schools, foreign-student speakers, and recreational programs.

*Student Government Association:* The SGA is composed of legislative, judicial and executive branches. It is the official representative of the Northwestern student body which works to initiate, integrate, and implement student policies and interests into the institutional framework. In addition, it strives to develop programs and services beneficial to the student body.

*Student Nurses Association (SNA):* The NWOSU Student Nurse Association (SNA) provides nursing student with the opportunity to grow in professionalism, take on leadership roles, serve the community, and participate in mentoring activities. Affiliated with the Oklahoma Nursing Student Association and the National Student Nurses Association, this organization affords students the chance to attend conventions yearly at both state and national levels. There, students have access to numerous educational sessions, exposure to world renowned nurse leaders, and the opportunity to affect legislation through the passing of State and National Resolutions. In addition to these opportunities, student nurses have the chance to explore employment opportunities across the nation, be recruited to health care facilities and graduate programs, and make connections with students from other nursing programs.

*Woodward Leadership Advisory Board:* The Woodward Leadership Advisory Board meets monthly, publishes the campus newsletter, advises the Campus Dean regarding student concerns, serves as campus ambassadors, and helps in the planning and implementing of student activities. Serving on the Woodward Leadership Advisory Board provides learning and leadership opportunities for student governance.

*Writer's Roundtable:* The organization strives to bring together all persons with like interests. The writing of poetry, fiction, drama, as well as photography and art are areas emphasized and promoted within the group.

*University Democrats:* The purpose of this organization is to stimulate university students to actively become involved in government affairs, to increase the efficiency of popular government, and to foster and perpetuate the ideals and principles of the Democratic Party.

## **RELIGIOUS ORGANIZATIONS**

*Baptist Student Union:* Baptist Student Union provides opportunity for daily worship experiences through a regular schedule of morning watch programs and twenty-minute devotional services during the noon hour. The BSU Center east of the campus provides adequate facilities for worship and recreation. BSU encourages support of denominational programs; members participate in the state BSU meetings and services of area churches. BSU functions as a link between the Baptist student and the Baptist Church by promoting Christian fellowship and enlisting the student in church activities and organizations.

*Bible Chair:* The Bible Chair is a religious fellowship and service club sponsored by the Church of Christ but is open to all members of faiths who share common aims. The purpose of the club is spiritual enlightenment and enjoyment in a Christian context. The group meets at the Student Fellowship Building, 1108 College Blvd.

*Chi Alpha:* The purpose of this organization is to promote the spiritual and social life of the students of NWOSU by providing opportunities for worship, fellowship, training, and evangelism which will accomplish those ends. Particularly, this organization shall be concerned with serving Assemblies of God students.

*Immaculate Heart Newman Society:* This Catholic based organization strives to cultivate the understanding of faith and the camaraderie of college students through various techniques such as lectures, study groups, events, and social functions.

*The EXTREME* is a campus ministry organized for the purpose of exposing students, faculty and staff of NWOSU to the abundant life available in Jesus Christ. It is a smoke and alcohol-free Christian atmosphere in which people can grow in their spiritual life through bible teaching, worship, prayer and fellowship. Anyone seeking information spirituality is invited to visit the EXTREME and experience Christianity in a non-threatening way. EXTREME is located on the downtown square.



*Wesley Foundation:* A United Methodist Student Center, the Wesley Foundation has its goal to help each person grow and mature in his or her Christian faith through the love of Jesus Christ. Planned activities to assist in accomplishing this goal include: Sunday evening fellowships, Bible studies, student-faculty luncheons, Wesley Singers, parties, after-game fellowships, and retreat weekends with other Wesley groups across the state. The Wesley House is located at 1027 Eighth Street. Any student is cordially invited to Wesley House to join the group in sharing, growing, and socializing.

# SECTION IV

## GENERAL ACADEMIC REGULATIONS

### INSTRUCTIONS TO ENTERING STUDENTS

A student entering Northwestern for the first time should submit to the Office of the Registrar:

1. An application for admission (including a non-refundable \$15.00 application fee). Online applications can be completed on Northwestern's website.
2. A complete high school transcript showing date of graduation, class rank, and GPA.
3. Official transcripts of educational records from **each** college or university in which the student has enrolled.
4. Scores of the American College Test (ACT) or equivalent (required for first-time entering freshmen or students who have earned less than 24 semester hours of regularly graded course work).

**All required information should be submitted at least ten days before enrollment. If the records are in a different language, they must be submitted in authenticated English translations. All transcripts, test scores, or other documents submitted for the purpose of applying for admission become the property of the University and will not be returned.**

### ADMISSION TO FRESHMAN STANDING

#### A. High School Curricular and Performance Requirements for Admission to Programs Leading to Baccalaureate Degrees:

Any individual who (a) is a graduate of a high school accredited by the appropriate regional association or by an appropriate accrediting agency of his/her home state, or has achieved a high school equivalency certificate based on the General Education Development tests (GED)<sup>1</sup>, (b) has met the curricular requirements as set forth by State Regents policy, (c) has participated in the American College Testing Program or a similar battery of tests, **and** (d) meets at least one of the following criteria is eligible for admission to any of the regional universities in the State System including Northwestern.

1. Have a composite ACT or SAT score that ranks in the top 50th percentile of Oklahoma scores (NWOSU=20 ACT or 940 SAT).
2. Have a high school **cumulative** grade point average that ranks in the top 50th percentile of Oklahoma scores and rank in the top 50th percentile of the high school graduating class (NWOSU =2.7 and upper half).
3. Have a cumulative grade point average in the fifteen (15) required core high school units that ranks in the top 50th percentile of Oklahoma scores (NWOSU=2.7).

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<sup>1</sup>GED recipient's high school class must have graduated.

The exact standardized test score will be specified annually by the Oklahoma State Regents for Higher Education based on the preceding three years' ACT scores of graduating seniors, if available, based on Oklahoma Norms. An equivalency table will be used to determine SAT scores.

The GPA will be defined annually to correspond to the rank in class.

#### Curricular Requirements for Admission

Units/Years	Course Area
4	English (Grammar, Composition, Literature).
2	Lab Science (Biology, Chemistry, Physics or any lab science certified by the school district; General Science may not be used to meet this requirement).
3	Mathematics (Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics).
3	History and Citizenship Skills (must take one unit of American History and one-half unit of Government) remaining units chosen from subjects of History, Economics, Geography, Government, and Non-Western Culture.
3	Additional units of subjects previously listed or selected from the following: Computer Science, Foreign Language.

If Northwestern admits a student with one or more curricular deficiencies, the student must successfully remove course deficiencies within 24 hours attempted or have all subsequent enrollments restricted to deficiency removal courses until all deficiencies are removed<sup>2</sup>. Students may remove curricular deficiencies by successfully completing a zero-level course, by successfully completing an appropriate examination or by acquiring ACT subtest scores of a 19 in English, science, math, or reading. Students must remove curricular deficiencies in a discipline area before taking collegiate level work in that discipline.

#### B. Special Admission

All students who apply for admission must meet the criteria listed above. The only exceptions are students who may be admitted in the following special categories.

##### 1. Special Non-Degree Seeking Students

Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll in up to nine credit hours without submitting academic credentials or meeting the academic curricular or performance requirements (excluding courses in English, science, or math). Once a student has successfully completed the designated number of hours, should

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<sup>2</sup>The president or his/her designee may allow a deserving student who failed to remediate a basic skills deficiency in a single subject to continue to enroll in collegiate level courses in addition to remedial course work beyond the 24-hour limit providing the student has demonstrated success in collegiate courses to date.

s/he wish to enroll in additional course work, s/he is required to meet the formal admission or transfer criteria.

## 2. Alternative Admission

Northwestern may admit a **limited number** of first-time freshmen who do not meet regular admissions policy. Students meeting the alternative admissions program criteria will be referred to the University Admission Appeals Committee (UAAC) after the student makes official application for admission. The UAAC will render a decision concerning the admission appeal and make a recommendation based on 1) academic potential 2) unusual talent 3) economic and/or education disadvantage 4) promise in student's indicated field of study.

The UAAC will recommend special placement in developmental programs and/or entry-level classes if the needs are detected during the student's appeals process.

## 3. Adult Admission

Students who are 21 years of age or older or on active military duty may be admitted based on established criteria. NWOSU will consider the probability of the academic success of the student. Adult students may be admitted to NWOSU by taking the ACT exam and demonstrating satisfactory proficiency in the curricular areas. Transfer students are not eligible for adult admission.

## 4. Home Study or Unaccredited High Schools

An individual who is a graduate of a private, parochial, or other non-public high school, which is not accredited by a recognized accrediting agency, is eligible for admission as follows:

- a. The student must have participated in the American College Testing (ACT) or Scholastic Aptitude Test (SAT) program and achieved a 20 or higher composite score on the ACT or an 940 SAT score.
- b. The student must submit official documentation reflecting graduation (the student's high school class of peers must have graduated).
- c. The student must satisfy the high school curricular requirements listed for freshmen, as certified by the school or for home study, the parent.

## 5. Opportunity Admission Category

Students who have not graduated from high school whose composite standard score on the ACT places them at the 99<sup>th</sup> percentile of all students using Oklahoma norms (32), or whose combined verbal and mathematical score on the SAT places them at the 99<sup>th</sup> percentile of all students using national norms (1400), may apply for full term enrollment. NWOSU will determine admissibility based on test scores; evaluation of the student's level of maturity and ability to function in the adult college environment; and whether the experience will be in the best interest of students intellectually and socially.

## 6. International Student Admission and Admission of Students for Whom English is a Second Language

International students are required to meet equivalent academic performance standards as listed for new freshman admission. Additionally, students for whom English is a second language shall be required to present evidence of proficiency in the English language prior to admission.

## ADMISSIONS PROCEDURES FOR UNDERGRADUATE STUDIES

The International Student Office is responsible for the admissions process for undergraduate studies. To gain admission to the University, a student must satisfy all the academic admission requirements and meet English proficiency requirements. To obtain an I-20 the student must be admitted to the university and submit documentation indicating adequate financial resources. *A deposit of \$6,000 will be required of the prospective student before transportation arrangements from the airport are made and prior to enrollment. It is recommended that this deposit be made prior to leaving the country in order to avoid problems at the port of entry into the United States.*

### Academic Requirements

APPLICATION FOR ADMISSION: Each section of the application must be completed. Questions that are left unanswered and/or incomplete educational history will delay the admission process. The applicant is required to complete and sign the application.

APPLICATION DEADLINES: Please refer to the application for admission for the deadline dates for each semester. Be advised that the deadline dates are adhered to for submission of the application. Applications received after the deadline date will be processed for the next available semester. When submitting an application, students should also keep in mind mailing time and the time required to apply for student visas. Students may request their applications be updated for a future semester (up to one calendar year) if they are unable to attend NWOSU during the semester to which they initially applied.

APPLICATION FEE: Please send a \$15.00 money order or cashier's check made payable to Northwestern Oklahoma State University and drawn on a U.S. bank or bank based in the U.S. *Do not send cash or foreign postal money orders. This fee is non-refundable.*

EDUCATIONAL DOCUMENTS: Each applicant must list each educational institution ever attended, regardless of program completion. If certificates or transcripts are not in English, a certified translation is required. The original educational records will be required when the student arrives at NWOSU to enroll. All documents submitted in the application process become the property of NWOSU and will not be returned.

ENGLISH PROFICIENCY: An official TOEFL score (500 for a paper-based test or 173 for a computer-based test) is required of all students for whom English is a second language. The TOEFL must have been taken within the last two years. A waiver of this requirement can be requested from freshmen applicants who have completed four years of high school in a school in which English is the medium of instruction and in a country where English is the official language. A waiver of this requirement can also be obtained for transfer students who have earned 24 hours of college-level credit, with passing grades, at a recognized college/university in which English is the medium of instruction and in a country where English is the official language. A student who is

considered to be an International Exchange Student can also qualify for a waiver of this requirement if they have received a diploma from a U.S. high school and if they have completed an ACT or SAT exam.

**IMMUNIZATION INFORMATION:** Each student must provide medical information including immunization records.

When the International Student Office has received all of the required information, a decision will be made regarding admission. Ineligible students will be notified at that time. Once academically accepted to Northwestern Oklahoma State University, the adequacy of financial support will then be evaluated to determine eligibility to receive the appropriate immigration documents (I-20) to obtain a student visa and enter the United States. Refer to page 27 for detailed instructions regarding financial guarantee requirements.

### C. Concurrent Enrollment of High School Students<sup>3</sup>

#### 1. A twelfth grade student enrolled in an accredited high school may, if s/he meets requirements below, be admitted provisionally to NWOSU as a special student.

a. S/he has achieved a composite ACT test score of at least 20 **or** 940 on the SAT **or** a high school GPA of 3.0 **and** be ranked in the top 50% of his/her high school class **and** a 19 ACT subtest score in the area of enrollment.

(Students may only enroll in curricular areas where the student has met curricular requirements for college admission.) There is no secondary testing for enrollment in college level courses. Concurrently admitted high school students **will not be** allowed to enroll in any zero-level university courses designed to remove high school deficiencies.

b. S/he has submitted Application for Admission, high school transcript, and admission test scores.

c. Additionally, students must have a signed statement from the high school principal stating that they are eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year, and that the student is enrolled in less than full-time load at the high school. Students must also provide a letter of recommendation from their counselor and written permission from their parents or legal guardian.

#### 2. An eleventh grade student enrolled in an accredited high school may, if s/he meets the requirements (b) and (c) listed above and the additional requirements set forth below, be admitted provisionally to NWOSU as a special student.

a. S/he has achieved a composite ACT test score of at or above the 72<sup>nd</sup> percentile (23) **or** the SAT (1060) **or** a

high school GPA of 3.5 **and** a 19 ACT subtest score in the area of enrollment.

b. If the ACT composite or SAT combined scores is not at the 72<sup>nd</sup> percentile, but the student's sub score(s) is at the 72<sup>nd</sup> percentile, the student may enroll in course work in the discipline with the required score, providing the student does not have a curricular deficiency in the subject area.

#### 3. A student receiving high-school-level instruction at home or from an unaccredited high school may be admitted provisionally to NWOSU as a special student if s/he meets the requirements below:

a. S/he must be 17 years of age or older and must have participated in the ACT or SAT program and achieved at least a 20 on ACT or 940 on SAT **OR**

b. Is 16 years of age and achieved a composite of 23 on ACT or 1200 on SAT.

High school students admitted concurrently may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. For purposes of calculating course load, one half high school unit shall be equivalent to three semester credit hours of college work.

Students admitted under this policy may enroll in a maximum of nine semester credit hours during the summer session without being concurrently enrolled in high school classes.

Concurrently enrolled high school students will only be allowed to enroll in lower division courses and are required to see an undergraduate academic advisor. High school students enrolling concurrently in off-campus classes may only enroll in liberal arts and sciences courses.

A high school student concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if s/he achieves a college cumulative grade point average of 2.0 or above on a 4.0 scale. Following high school graduation, a student who has been concurrently enrolled as a high school student may be admitted to the original institution of concurrent enrollment or other institution in the State System if the student meets the entrance requirements of the receiving institution, including the high school curriculum requirements, and subject to the State Regents' retention standards.

#### D. Summer Provisional Admission Program

Applicants for the Summer Provisional Admission Program must meet the following criteria to be considered for admission to NWOSU. The appropriate NWOSU officials based on the applicant's academic performance and potential for success will make the final admission decision.

1. Be a first-time entering freshman;
2. Graduate from an accredited high school or achieve a high school equivalency certificate based on the General Educational Development tests (GED)<sup>4</sup>;

<sup>3</sup> High school students wishing to enroll concurrently in college courses must meet the admission standards detailed below and the assessment requirements in the "Policy on the Assessment of Students for Purposes of Instructional Improvement and State System Accountability." The American College Test (ACT) standard is based on Oklahoma norms and the Scholastic Aptitude Test (SAT) standard is based on national norms.

<sup>4</sup> GED recipient's high school class must have graduated.

3. Meet the State Regents' curricular requirements for admission;
4. Have a minimum ACT of 17 **or** a high-school grade point average of 2.5;
5. Participate in a comprehensive assessment battery. If remedial course work is needed, the student must successfully complete the required developmental course work prior to entering this provisional program.

Students must take six credit hours in the summer and make a "C" or better to continue in the fall. The six hours must consist of math and English, unless the students have tested out of these areas. If the students have successfully tested out of math and English, they may take course work in the social science, natural science, or humanities areas.

## **E. ADMISSION BY TRANSFER**

### **1. Undergraduate Students Entering by Transfer From a State System Institution**

An Oklahoma State System student who wishes to transfer to Northwestern may do so under the following conditions:

- a. If the student originally met both the high school curricular requirements and academic performance standards, s/he must have a grade point average high enough to meet the University's retention standards.
- b. If the student originally met the high school curricular requirements but not the academic performance standards, s/he must have a grade point average high enough to meet the University's retention standards, based on at least 24 attempted semester credit hours of regularly graded (A, B, C, D, F) college work.
- c. If the student originally met the performance but not the curricular requirements, s/he must have a grade point average high enough to meet the University's retention standards and must also complete the curricular requirements before transferring.
- d. If the student originally met neither the curricular nor the performance requirements s/he must have a grade point average high enough to meet the University's retention standards based on at least 24 attempted semester credit hours of regularly-graded (A, B, C, D, F) college work and must also complete the curricular requirements of the University before transferring.

### **2. Undergraduate Students Entering by Transfer From an Out-of-State Institution**

A student from an out-of state college or university may transfer by meeting the entrance requirements.

- a. Transcripts from colleges or universities accredited by the North Central Association or other regional associations will be given full value.
  1. Each nonresident applicant must be in good standing in the institution from which s/he plans to transfer.

2. Each nonresident applicant must have made satisfactory progress (an average grade of "C" or better or meet this policy's current retention standards, whichever is higher) in the institution from which s/he plans to transfer.

- b. Transcripts from institutions not accredited by a regional association may be accepted in transfer when appropriate to the student's degree program and when NWOSU has had an opportunity to validate the courses or programs.

Each nonresident undergraduate applicant must meet the conditions of E2.a-1 and E2.a-2 above. They will also be required to validate the transferred credit by successful completion of twelve semester hours at NWOSU and by making satisfactory progress (an average of "C" or better).

### **3. Transfer Probation**

Transfer students who do not meet the academic criteria including curricular requirements in E.1 or E.2 and have not been formally suspended will be considered for admission to NWOSU as a "transfer probation" student. These students are admitted on probation and must maintain a 2.0 GPA in a minimum of 12 hours of regularly graded course work each semester while on probation or raise their cumulative GPA to the appropriate retention GPA level, as detailed in the University's Retention Standards. "Transfer probation: students with curricular deficiencies must remove deficiencies within the first 12 hours of enrollment.<sup>1</sup>

## **TRANSFER OF CREDIT FROM OTHER COLLEGES AND UNIVERSITIES**

Undergraduate credit earned at another college or university is accepted toward an undergraduate degree program at Northwestern Oklahoma State University if the credit was earned at a fully accredited college or university. (Must be regional or Oklahoma State Regents accreditation.) A student will be admitted to advanced standing if s/he has completed college work in other institutions and has withdrawn in good standing. Before enrollment the student should submit to the Office of the Registrar an admission application, and an official transcript from each college/university attended. The transfer student must be eligible for readmission at the previous institution in order to be eligible for admission to Northwestern. Anyone suspended from another institution for academic reasons (and who has not previously attended Northwestern) must file an appeal for admission with the Vice President of Student Affairs before consideration will be given his/her application. A student transferring back to Northwestern after enrollment at another institution will be considered for readmission on the basis of his/her record at Northwestern, as well as records at the other institution.

**Students transferring to Northwestern from a two-year college are required to earn a minimum of 60 semester hours (excluding physical education activity courses) at a baccalaureate degree-granting institution to complete the requirements for a bachelor's degree.**

Undergraduate students wishing to transfer credit from a non-accredited institution must validate such credit by the

successful completion of twelve semester hours at Northwestern. Transfer credits are then accepted and applied to degree programs generally in accordance with the recommendations in the **Transfer Credit Practices Guide** published by AACRAO (American Association of Collegiate Registrars and Admissions Officers). Consequently, credit from some technical colleges and professional schools may not be applicable toward degree requirements at Northwestern.

Students holding degrees from institutions not fully accredited by the appropriate accrediting agency may be admitted to graduate school through the validation policy. Successful completion of twelve semester hours at Northwestern fulfills this requirement. A graduate student may complete nine graduate hours under the "non-degree seeking status."

Northwestern Oklahoma State University has established articulation agreements with Northern Oklahoma College, Northwest Technology Center (Nursing), Autry Technology Center (Nursing), and High Plains Technology Center (Nursing).

### **REMEDIAL EDUCATION PLACEMENT POLICY**

1. Students who enter Northwestern with ACT subtest scores of 18 or lower in English, science, math, or reading must remove those deficiencies in one of the following ways:
  - a. Re-taking the ACT and scoring 19 or higher on the appropriate subtest.
  - b. Achieving the appropriate score on an Accuplacer test.
  - c. Successfully completing the appropriate remedial course with a passing grade.
2. Placement rules for remedial education:
  - a. If the score on the Elementary Algebra test is less than or equal to 44.99, then placement is in MATH 0013 Pre-Intermediate Algebra.
  - b. If the score on the Elementary Algebra test is greater than or equal to 45.00 and less than or equal to 74.99, placement is in MATH 0123 Intermediate Algebra.
  - c. If the score on the Elementary Algebra test is greater than or equal to 75.00, then no remedial math is required.
  - d. If the score on the Sentence Skills test is less than or equal to 86.99, then placement is in ENGL 0123 Developmental English.
  - e. If the score on the Sentence Skills test is greater than or equal to 87.00, then placement is in ENGL 1113.
  - f. If the score on the Reading Comprehension is less than or equal to 74.99, placement is in ENGL 0133 Developmental Reading.
  - g. If the score on the Reading Comprehension test is greater than or equal to 75.00, then no remedial reading is required.
  - h. If the score on the Arithmetic test is less than or equal to 54.99 OR the score on the Reading Comprehension test is less than or equal to 74.99, the student is placed on science hold and must enroll in the appropriate remedial course.
  - i. If the score on the Arithmetic test is greater than or equal to 55.00 AND the score on the Reading Comprehension test is greater than or equal to 75.00, then the student has cleared the remedial science requirement.
3. Students who are placed in any remedial course may re-take placements tests one time after a waiting period of at least thirty days. A \$10.00 testing fee will be assessed for each session of placement testing. Students may not re-take placement tests after the start of the semester in which they have enrolled for the corresponding remedial course. Northwestern recommends, but does not require, involvement with some type of remediation before re-testing.
4. The Accuplacer will be used for both pre-test and post-test scores for all levels of remedial math. The last administration of the Accuplacer for each student prior to entering a remedial course will serve as the pre-test for that course.
5. At the end of each remedial math course students will have two opportunities for advancement:
  - a. Achieving the specified cut score for the next level of math on the Accuplacer, which will be given to all students at the end of each remedial math class. This administration of the Accuplacer will also serve as the post-test for that class.
  - b. Passing the class.
6. The Accuplacer will be used only for placement purposes in the English Department, and not as a pre-or post-test. A student placed in Fundamentals of English and/or Developmental Reading must pass the course in order to advance.

### **ADVANCED STANDING EXAMINATION**

See Section V.

### **ADMISSION TO TEACHER EDUCATION PROGRAM**

See Section VII.

### **ADMISSION TO BACHELOR OF SCIENCE IN NURSING PROGRAM**

See Section VIII.

### **ADMISSION TO THE BACHELOR OF SOCIAL WORK PROGRAM**

See Section IX.

### **ADMISSION TO BUSINESS PROGRAM (ACCOUNTING and BUSINESS ADMINISTRATION)**

See Section X.

### **ARTICULATION POLICY**

In accordance with the Oklahoma State Regents for Higher Education, Northwestern Oklahoma State University fully participates in the articulation policy for the transfer of students among Oklahoma public institutions. A student transferring to Northwestern with an Associate of Arts or an Associate of Science degree from an Oklahoma accredited institution will be considered to have completed the general education requirements of the baccalaureate degree. (Note: exceptions are teacher education, certain professional programs, and specific requirements of certain majors and minors.)

Students with the Associate of Arts or Associate of Science degree from a regionally accredited out-of-state college will be given benefit of the Oklahoma articulation policy to the extent that their degree contains the minimum requirements of the policy.

**Six hours of credit in American history and government will be required of each bachelor's degree candidate.**

#### **CHANGE OF SCHEDULE**

**The student assumes responsibility for the correctness of his/her study program.** The appropriate form requesting change of schedule is obtained from the registrar.

Students may add a class during the first 7 class days of a semester (or the first 5 days of the summer session) without an instructor's signature. Students may drop a class during the first 10 class days of a semester (or the first 5 days of the summer session) with no grade or instructor signature. Schedule changes for summer classes of less than 8 weeks are prorated accordingly insofar as grade assignment and obtainment of instructor signature. Advisor approval is required on all class enrollments and schedule changes. Course additions are not permitted after the above stated deadline.

An AUTOMATIC 'W' will be issued during weeks 3-8 of a regular semester (2-4 during the summer session of 8-week classes, and prorated accordingly for classes of less than 8 weeks). The approval of both the advisor and instructor are required. Instructors have the OPTION of issuing either a "W" or "F" during weeks 9-14 of a regular semester (5th - 7th week of summer for 8-week classes) and both instructor and advisor approval are required.

LAST DAY TO DROP CLASSES is two weeks prior to the end of a regular semester (or one week for the summer session of 8-week classes).

#### **CLASS ATTENDANCE**

**Responsibility for attending class rests upon the student.** Attendance in class is expected. The university requires 75% attendance for credit in a course. Each instructional staff member will determine his/her attendance policy between 75-90% for credit in his/her course.

#### **CLASS PERIODS**

The regular lecture-recitation class period is sixty minutes, which includes transition. The laboratory period is approximately two to four hours in length.

#### **CLASS STANDING**

Class standing is determined as follows: Freshman, thirty semester hours or less; Sophomore, thirty-one to sixty semester hours; Juniors, sixty-one to ninety semester hours; Senior, over ninety hours.

#### **COMMUNITY COLLEGE WORK**

Sixty-four hours of credit taken from an accredited community college may be counted toward the bachelor's degree. Work taken at an accredited community college after achieving sixty-four semester hours may count, provided it is lower-division work at Northwestern.

A transfer student entering a bachelor's degree program at Northwestern who holds an associate of science or an associate of arts degree from a public two year college in Oklahoma is considered to have met minimum general education requirements prescribed for the bachelor's degree at Northwestern, whether or not the community college course programs are identical with those at this university. The policy does not apply to specific course requirements in teacher education programs or the nursing program, nor does it affect the specific requirements in degree majors or minors, or

particular courses, which may be prerequisites for, required work in a student's degree program. **U.S. history and U. S. government will be required of each bachelor's degree candidate.**

#### **COMPLETE WITHDRAWAL FROM NWOSU**

All complete withdrawals must be processed through the Vice President of Student Affairs Office. Withdrawal forms are then channeled through Financial Aid, Business Office and the Registry Office. Failure to process a complete withdrawal will result in receiving an "F" in each unfinished course.

**The last day to file a complete withdrawal from classes** is two weeks prior to the end of a regular semester (or one week for the summer session of 8-week classes).

#### **COURSE NUMBERING**

Courses are numbered so as to indicate generally the degree of advancement. In general, courses numbered lowest are those which should be completed first. Courses beginning with the number **0** indicate preparatory courses. Institutional credit is earned for "0" level courses, but does not count toward degree requirements. Courses with numbers beginning with **1 or 2** are lower division level; those numbers beginning with **3 or 4** are upper division level. Lower division level courses are those designed especially for students of freshman and sophomore rank; upper division level college courses for juniors and seniors. Courses having numbers beginning with **5** are for graduate students only. The last figure in the course number indicates the credit in semester hours. The middle figures identify the course in its number group.

#### **COURSE SUBSTITUTION/WAIVER POLICY**

Three classifications of course substitutions may be approved: 1) external substitutions from outside the state transfer matrix system, 2) external substitutions from within the state matrix system, and 3) internal substitutions between departments at Northwestern. Students may also request a waiver of a required course based on either other university or non-university work completed. To apply for an external substitution from outside the state transfer matrix system, an internal substitution between departments at NWOSU, or a waiver of course the applicant should complete all steps listed below. Substitutions from within the state matrix system should be approved automatically, requiring no application.

If a student wishes to seek a course substitution or waiver the following steps should be taken.

1. Complete course substitution/waiver form. Request submitted after August 22, 2005 must be on the proper form and include the appropriate support material or the request will be returned to the applicant.
2. For course substitutions the student should provide **course syllabus and university catalog** from the institution in which the course being used for the substitution was originally taken for credit. For course waivers the student should provide verification of the work completed (e.g., Red Cross card showing completion of first aid training in order to waive HED 2211 Injuries and First Aid requirement). For both substitutions and waivers, a copy of the transcript, and NWOSU check sheet

should also be included. **Note: Courses taken at NWOSU do not require a course syllabus unless requested.**

3. Faculty advisor should review syllabus to determine if the course is justified.

Note: Similarities in course titles do not justify similar content or necessarily mean the courses have similar content. To be justified as a substitution the course should have similar content and required skills throughout the entire course.

The advisor should not approve courses outside of the advisor's teaching area unless the Chair of the appropriate Department/Division reviews the syllabus to determine similar content.

4. Faculty Advisor completes substitution/waiver form and forwards to the Department/Division Chair for review.
5. Department/Division Chair reviews request to determine if the course or work is a legitimate substitution/waiver and either forwards the request to the appropriate Academic Dean for review or denies the request.
6. The Academic Dean may approve or deny the request for a substitution or waiver. In most situations a request dies at the point of refusal. However, a student may appeal to the Academic Dean if a request is denied by a Department/Division Chair. Note: Academic Deans may recommend a course substitution/waiver in accordance with the University Catalog.
7. If a course substitution/waiver request is approved or recommended by an Academic Dean the request is forwarded to the Chief Academic Officer.
8. The Chief Academic Officer may approve the request, deny the request, or return the request to the Academic Dean for clarification. The Chief Academic Officer will send an approved request to the Registry Office

## CREDIT

Credit for courses is given in terms of semester hours. A semester hour of credit is given for the equivalent of one class period per week for a semester of sixteen weeks. ALL transfer courses taken on the quarter hour system are converted to semester hours.

- (1) Auditing Courses

Students may audit a course by paying course tuition. **No credit** is given for such a course. Credit to audit changes may be made by permission of the instructor and the Executive Vice President. The proper paper work must be completed in the Registry Office. The course withdrawal procedure applies to audit enrollments.

- (2) Private Instruction (Music)

Credit for private instruction is allowed only when the enrollment is regular and when it has been taken under regular faculty members.

- (3) Military Credit

Northwestern follows the recommendations of the American Council on Education and the regional

accrediting agency in validating and recording credit for military training, education, and experience.

Students who are veterans are urged to have their military credits certified through the office of the Executive Vice President.

- (4) Remedial Courses

Remedial courses are pre-college level courses designed to enable students to perform academically at the collegiate level. Coded as "0" level, credit is granted for the courses. Such credit does not count toward degree requirements and is not considered in retention, graduation, or cumulative grade point average calculation.

A remediation deficiency is removed when a student achieves a "C" grade or better in prescribed "0" level courses.

- (5) Arranged Courses

Courses by arrangement are permissible only if qualifying enrollment criteria are met. Guidelines for this type of enrollment are available from the academic school deans.

Enrollment in arranged courses must be processed in the Registry Office prior to the 14th week of the semester in which credit is to be earned (sixth week of a summer session).

## ENGLISH PROFICIENCY REQUIREMENT

All students and transfer students, regardless of his/her major, must satisfy the English Proficiency requirement in order to graduate.

The proficiency requirement is that all students must attain a C or better in English 1113 Composition I **and** English 1213 Composition II **or** English 3513 Technical Writing.

If a student does not attain a minimum grade of C in **both** of these classes, that student has the option of:

- repeating the course in which a grade lower than the requirement has been earned and attaining a C or better **OR**
- repeating both classes, if a grade lower than a C has been achieved in both and attaining a C or better in both **OR**
- enrolling in 2112 Intermediate Composition or 3513 Technical Writing and attaining a grade of C or better.

## FULL TIME STUDENT STATUS

To be classified as a full-time student an undergraduate student must be enrolled in at least twelve (12) semester hours in the fall or spring or at least six (6) semester hours in the summer term. A graduate student must be enrolled in at least nine (9) credit hours fall or spring or at least four (4) semester hours in the summer term.



## GRADES AND GRADE POINTS

### GRADES/SYMBOLS

GRADES USED IN CALCULATING GRADE POINT AVERAGE			GRADES NOT USED IN CALCULATING GRADE POINT AVERAGE	
GRADE	NOTE	PTS/HR	GRADE	NOTE
A	Excellent	4	S	Satisfactory
B	Good	3	U	Unsatisfactory *
C	Average	2	P	Pass
D	Below Average	1	I	Incomplete
F	Failure	0	W	Withdrawal
			AU	Audit (no credit)
			N	No Grade Reported
			NP	Unsatisfactory (GPA neutral NO credit hrs)
			CR	Credit; not applied toward degree

I – Incomplete: "I" is given only when conditions justify extension of time for student to complete the course. Any incomplete grade not removed within one calendar year becomes a permanent incomplete.

Prior to Fall 1992, "WF" and "U" were used in the calculation of GPA.

Prior to Fall 1981, "U" was GPA neutral.

\*\*"U" is no longer used.

Students recommended for a bachelor's degree must achieve a minimum grade-point average of 2.0 on all course work attempted, excluding any courses repeated or forgiven and excluding all physical education activity courses (minimum 2.0 GPA on a 4.0 scale). A student will have a maximum time limit of six months from the time a grade is issued to appeal that grade.

### SYMBOLS USED TO INDICATE COURSE STATUS

SYMBOL	NOTE
*	repeat of another course
**	extension credit through Summer 1988
( )	course credit not counted in earned hours
%	course forgiven - not counted in RET/GRAD GPA but used in calculating the cumulative GPA
[ ]	institutional credit - remedial course work – counted in term only
#	academic reprieve or renewal
@	honors course

### ACADEMIC FORGIVENESS

**Repeated Courses (\*)** -- Only the second grade earned, even if it is lower than the first grade, count in the calculation of the GPA, up to a maximum of four (4) courses or eighteen (18) hours, but not to exceed 18 hours, in the courses in which the original grade earned was a "D" or "F." The first attempt shall be recorded on the transcript with the earned grade (%=forgiven). The second course with its grade will be listed in the semester earned. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the retention and graduation GPAs. Students repeating more than the first four courses or 18 credit hours of "Ds" and "Fs" may do so with the original grades and repeat grades averaged.

**Academic Reprieve (#)** -- A student may request an academic reprieve from public State System institutions<sup>5</sup> of up to two consecutive semesters of enrollment. A student should contact the Executive Vice President to see if s/he meets the basic reprieve qualifications. If the reprieve is granted, all grades and hours during the reprieved semester(s) are forgiven and not calculated in retention and graduation GPAs. The transcript will also note the cumulative GPA, which includes all attempted regularly graded course work.

**Academic Renewal (#)** – A student may request Academic Renewal from public State System institutions for all courses completed before the date specified in the request for renewal. A student should contact the Executive Vice President to see if s/he meets the basic renewal qualifications. If the renewal is granted, all courses before the date specified in the request for renewal remain on the student's transcript, but are not calculated in the student's retention/graduation GPA. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements.

**Ret/Graduation GPA** - All courses in which a student has a recorded grade will be counted in the calculation of the grade-point average for retention purposes excluding any courses repeated or forgiven as detailed in the State Regents' Grading Policy and excluding remedial/developmental (pre-college) courses. Beginning in 1994, the retention GPA also excludes physical education activity courses.

**Cumulative GPA** - Includes all attempted regularly graded course work.

### FOUR-YEAR GRADUATION PLAN

Northwestern offers many baccalaureate degree programs designed to be completed in four years. However, in order to meet the requirements of these programs in four years, students must carefully plan their course work with an advisor, and then strictly adhere to a plan of study by completing all the requirements for their specific degree programs.

### GENERAL REGULATIONS PERTAINING TO GRADUATION AND RECORDS

At Northwestern degrees are conferred at the close of the fall, spring, and summer terms. Commencement ceremonies are held in the fall and spring semesters only. A student planning to graduate must file an application for bachelor's degree according to the published deadlines. The date of graduation indicated on the Northwestern transcripts will be the last official day of the fall, spring, or summer terms. Those students filing an application for degree and completing all degree requirements at the end of a fall semester will participate in the fall commencement. Those filing an application for degree and completing degree requirements at the end of the spring or summer term may participate in the spring commencement.

Incomplete courses, grade changes, course substitutions and/or transferred credits not received in the Registrar's office prior to the start date of the next term (fall, spring or summer) will have official conferment of the degree at the next graduation date.

<sup>5</sup> State System institutions may honor course work/semesters reprieved at another State System institution.

Degrees are recorded on the student's permanent academic transcript.

**To complete a degree, students must meet the following general requirements:**

1. The minimum of 124 semester hours credit.
2. A minimum of 30 semester hours at NWOSU.
3. Bachelor's degrees shall be based upon a minimum of 60 hours, excluding physical education activity courses and zero level courses, at a baccalaureate degree-granting institution, 40 hours of which must be upper-division course work excluding physical education activity courses. At least 15 of the final 30 hours applied toward the degree or at least 50 percent of the hours required by the institution in the major field must be satisfactorily completed at the awarding institution. Also at least half of the minor area must be at the upper division (3000 and/or 4000) level.
4. One-half of the credit required for graduation in any curriculum must be earned in residence at approved institutions. For degrees of B.A.Ed. and B.S.Ed., the residence requirement is applied separately to work in general education, professional teacher education, and in the field of specialization (major).
5. The Bachelor of Arts degree is awarded for successful completion of a program of study that is primarily liberal arts and sciences; the Bachelor of Science degree is awarded for successful completion of a program of study designed to lead to graduate study or to entry into a particular profession. The minimum amount of liberal arts and sciences required for each degree is as follows:
  - A. At least 80 semester credit hours (or the equivalent) of the course work for the Bachelor of Arts (BA) shall be in the liberal arts and sciences.
  - B. At least 55 semester credit hours (or the equivalent) of the course work for the Bachelor of Science (BS) or Bachelor of Social Work (BSW) shall be in the liberal arts and sciences.
  - C. At least 40 semester credit hours (or the equivalent) of the course work for the Bachelor of Music (BM) or Bachelor of Applied Arts and Sciences (BAAS) shall be in the liberal arts and sciences.
6. Students recommended for the bachelor's degree must achieve a grade-point average of 2.0 as a minimum on all course work attempted, excluding any courses repeated or forgiven as detailed in the State Regents' Grading Policy and physical education activity courses.
7. Each student earning his/her first bachelor's degree must meet the English proficiency requirement.
8. Students enrolling under one set of degree requirements may graduate under those requirements providing successive (fall, spring) enrollment at NWOSU has been maintained. Otherwise, students will be governed by currently adopted degree requirements. Degree requirements older than ten years may not be used.
9. Beginning Fall 1998, students must demonstrate computer proficiency by successfully completing as part of each student's general education curriculum one of a select number of university-level courses that include computer proficiency elements such as competent use of software and networking applications.
10. Candidates who expect to complete degree requirements must file an application for degree and submit the

required \$25 application fee by October 1 for December graduation; March 1 for May graduation and those completing requirements in July. All degree requirements, including proper paperwork, must be met by the end of the semester the student plans to graduate.

The University catalog is the source of information for academic rules, regulations, procedures and programs. Each student is responsible for identifying and completing the requirements of his/her degree program.

**Second Bachelor's Degree**

Having fulfilled all requirements for a bachelor's degree, a student may become eligible for a second bachelor's degree (differing from the first) upon completion of a minimum of 154 semester hours of undergraduate work. In order to meet minimum requirements for a second bachelor's degree, students must complete the major requirements which were not completed as part of the first degree. A minimum of 30 hours of resident credit must be taken at the awarding institution. Fifteen of the required hours must be in upper-division level course work.

The general education requirements for the second bachelor's degree will be considered completed for students with a bachelor's degree from an Oklahoma state public institution unless a course or courses from the general education are prerequisites to courses required for the major of the second degree. Each degree candidate must have one American history and one American government course as part of their second degree program, if the requirement was not fulfilled in the first degree. The grade point requirements must be met for the second bachelor's degree.

**GRADUATION WITH HONORS**

Northwestern Oklahoma State University grants undergraduate degrees "with honors" as follows:

Summa Cum Laude	3.90
Magna Cum Laude	3.80
Cum Laude	3.70

Honors standing is determined by calculating the grade-point average using all credit hours attempted (cumulative GPA) at all universities attended. Students must meet the grade point average for graduation with honors in all NWOSU courses and in all courses attempted at all institutions attended.

Students who have attended universities outside the United States are responsible for having their transcript validated on a 4-point scale if they wish to be considered for honors.

**HONOR ROLL**

Undergraduate students who have achieved superior academic performance are recognized by Northwestern Oklahoma State University each semester by being named to the President's Honor Roll or the Vice President's Honor Roll. Eligibility for this recognition is as follows:

**President's Honor Roll**

For a fall or spring semester, the student must complete a minimum of twelve (12) semester hours and earn a 4.00 grade point average. For a summer term, the student must complete a minimum of seven (7) semester hours and earn a 4.00 grade point average.

### **Vice President's Honor Roll**

For a fall or spring semester, the student must complete a minimum of twelve (12) semester hours and earn a 3.50 grade point average. For a summer term, the student must complete a minimum of seven (7) semester hours and earn a 3.50 grade point average.

Note: The undergraduate student's semester record must have no grade of "I" to be considered for the honor rolls.

### **REGISTRATION AND STUDENT LOAD**

**The student assumes responsibility for the correctness of his/her study program.** Faculty members serve as advisors and are on duty during registration periods; their approval is required for all student study programs. A student may register for as many as 18 semester hours in a semester or nine semester hours in a summer session without special permission. To register for an overload schedule of up to 21 semester hours or 11 credit hours during the summer, a student must have the approval of the academic dean of the school within which the student is majoring. An overload schedule over 21 semester hours or 13 or more credit hours during the summer session, must be approved by the Executive Vice President. In order to seek permission for an overload, the student must have a cumulative grade point average of 3.0 or have earned a 3.0 grade point average in the previous semester. Approval should be obtained at the time of enrollment. Students who are employed (on or off campus) should consider their workload when they enroll.

### **REQUESTING AN OFFICIAL TRANSCRIPT**

A person who has no delinquent obligations to the University may have official transcripts of his/her academic records. The transcript is a copy of the complete official scholastic record of a student. Partial transcripts are not issued. Transcripts must be requested, in writing with valid identification and signature provided, by the student before they will be processed.

### **RETENTION AND ACADEMIC PROBATION POLICY**

Satisfactory academic progress is measured by retention grade point average and the number of credit hours successfully completed. For continued enrollment, a student must have earned a retention grade-point average as indicated below:

- 0 through 30 semester hours attempted.....1.70
- Greater than 30 semester hours .....2.00

(Note: All courses in which a student has a recorded grade will be counted in the calculation of the grade point average for retention purposes excluding any courses repeated, reprieved, and physical education activity courses as detailed in the State Regents' Grading Policy.)

Freshman students, 30 or fewer credit hours, with a GPA of 1.7 to less than 2.0 will be placed on academic notice.

Any student who has not maintained satisfactory progress toward his/her academic objective as indicated above will be placed on probation for one semester. At the end of that semester, s/he must have a semester GPA of 2.0 in a minimum of 12 hours of regularly graded course work, not to include activity or performance courses, or meet the minimum retention GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be suspended and may not be reinstated until one regular semester (fall or spring) has elapsed.

The Vice President of Student Affairs will notify students placed on academic probation or suspension in writing following the close of the semester.

### **Suspension of Students Classified as Seniors**

A student with 90 or more hours in a specified degree program who does not meet the retention 2.0 GPA or semester 2.0 GPA may enroll in up to 15 additional hours in an attempt to achieve retention requirements. This extension will be granted one time only.

### **Academic Suspension Appeals**

The academic suspension appeal procedure allows appropriate discretion in deserving cases. Academic suspension appeal procedures require that the student meet with the Student Affairs Committee. Prior to that meeting, the student must submit a written document, which states any extraordinary personal circumstance(s) that contributed to his/her academic deficiencies. The Student Affairs Committee is responsible for the final action taken on academic suspension appeals.

Any student who has been placed on academic suspension, successfully appealed their suspension, and has been reinstated to NWOSU must maintain a 2.0 GPA in a minimum of 12 hours of regularly graded coursework in the next term of attendance. Students must do so until they reach the required 2.0 retention GPA. Students not meeting this criteria will be suspended a second time.

Should a reinstated student be suspended a second time, s/he cannot return to NWOSU until such time as s/he has demonstrated the ability to succeed academically. Attending another institution and successfully raising the retention GPA to meet retention standards may do this.

### **SCHOOL YEAR**

The school year consists of two semesters of sixteen weeks each and one eight week summer term. In addition, interim sessions are scheduled for January and May.

### **STUDENT CONDUCT AND DISCIPLINE**

The university expects all students to regard themselves as responsible citizens in the community. This means, of course, both on and off campus. A student whose conduct or attitude requires severe or repeated disciplinary measures cannot be retained. Undesirable behavior, either in social or academic affairs, will be evaluated in the light of attendant circumstances. Appropriate action deemed necessary will be administered.

Each of the residence halls on campus has a student governing body empowered to administer certain behavioral problems occurring within their respective halls. Repeated inappropriate behavior or inappropriate behavior of a more serious nature in the residence hall is referred to the Vice President of Student Affairs. Inappropriate behavior occurring outside of the residence hall is also referred to the Vice President of Student Affairs.

The Vice President of Student Affairs may make disposition of these cases or if it is deemed appropriate, referral is made to the Discipline Committee for action. Every effort is made to determine and evaluate all the facts involved in each case and administer the university policy in view of the circumstances attending that particular case.

The traditions, customs, and policies of Northwestern require conduct appropriate with good society. The following acts are prohibited: possession of intoxicating beverages and their use in any of the university housing areas or on campus property; intoxicating behavior; gambling; and conduct in violation of the law; possession of firearms, fireworks, dangerous chemicals, or drugs; participation in riots, raids, or illegal entry of buildings or specific rooms. Failure to comply with these regulations will result in disciplinary action and possible suspension from the university.

The university reserves the right to require the temporary or permanent dismissal of any student who it regards as undesirable. The university and its offices shall be under no liability for such exclusion of unsatisfactory students. In such cases fees paid will not be refunded, and fees due remain as financial obligations of the student. Any action taken is done so with the legal power and authority vested in the University and its Board of Regents.

### **UPPER DIVISION WORK**

A minimum of 40 semester hours work in upper division courses is required for graduation. Upper division courses include those numbered 3000 or 4000.

# SECTION V ADVANCED STANDING

## ADVANCED STANDING CREDIT

Advanced standing credit at Northwestern Oklahoma State University may be earned in the following manner: (1) institutional examinations; and (2) military service experience.

Some tests are developed on campus to meet our specific needs; others are provided through the College Level Examination Program (CLEP) and National League for Nursing (NLN) Achievement Exams and Acceleration Challenge I and II Exams. Fees for tests are as follows:

Campus Developed Tests..... \$ 5.00 per credit hour  
 NWOSU fee for CLEP .....\$20.00  
 CLEP ..... \$77.00 per exam  
 NLN Achievement Exams ..... \$15.00 per exam  
 NLN Nursing Acceleration Challenge Exams (NACE)..... \$55.00 per exam

*NOTE: Prices are subject to change without notice. DANTES will pay for CLEP exams for qualified military personnel.*

For additional information see the Director of the Academic Success Center or the Division of Nursing Chair.

## LIMITED TEST CENTER

Northwestern Oklahoma State University is a Limited Test Center that tests only its own students.

## ADVANCED STANDING EXAMINATION

The Advanced Standing Examination Program at Northwestern Oklahoma State University is established (1) to give the student an opportunity to begin college work on the level for which s/he has been prepared in high school and (2) to recognize academic achievement attained prior to entering college.

Credit by advanced standing examination is limited to not more than one-fourth of the total hours required for a degree.

All advanced standing examinations for credit are given at the convenience of the department concerned. In the event of a grade of "C" or better on the examination, the neutral grade of "S" and regular credit in the course are recorded on the student's record. In the event of a grade lower than a "C" on the examination, no grade is recorded, and the student is not permitted to retake the examination. For Campus Developed Tests, proficiency only is awarded and no credit is given. All credit by advanced standing examination is to be validated by the completion of at least twelve (12) hours residence at Northwestern.

Credit by examination cannot be obtained in a course for which the student has been enrolled at an accredited institution of college rank. When the student has completed a college level course for which s/he does not have college-level prerequisite courses, s/he may not earn college credit by advanced standing examination in the prerequisite courses. All advanced standing examinations must be completed during the freshman and sophomore years (70 semester-hours or less).

## CLEP

College Level Examination Program (CLEP) is administered on the Alva campus only. To make arrangements to take a

CLEP exam, contact the Director of Academic Success Center (580-327-8149).

## CLEP EXAMS

CLEP EXAMINATION	NWOSU COURSE	MINIMUM SCORE	SEMESTER HR. CREDIT
College Algebra	MATH 1513	50	3
College Composition	ENGL 1113	50	3
Psychology	PSYC 1113	50	3
Calculus	MATH 2215	50	5
Introductory Sociology	SOC 1113	50	3
American Government	POLS 1113	50	3
U.S. History I	HIST 1483	50	3
U.S. History II	HIST 1493	50	3
Spanish	SPAN 1114	50	4
	SPAN 1114 SPAN 2151	51-62	5
	SPAN 1114 SPAN 1224 SPAN 2151 SPAN 2183	63 or more	12
Principles of Macroeconomics	ECON 2113	50	3
Principles of Microeconomics	ECON 2123	50	3
Financial Accounting	ACCT 2123	50	3
Introduction to Business Law	GBUS 2903	50	3
Principles of Management	MGMT 3063	50	3
Principles of Marketing	MRKT 3043	50	3

The Spanish CLEP exam must be taken before enrolling in any college level Spanish courses. Credit for CLEP examinations other than those listed above is evaluated on a course-by-course basis.

All credit by CLEP examination is to be validated by the completion of at least twelve (12) hours residence at Northwestern.

## DSST EXAMS

DSST examination credits are accepted at Northwestern after proper validation.

### DSST EXAMS

DSST EXAMINATION	NWOSU COURSE	MINIMUM SCORE	SEMESTER HR. CREDIT
Fundamentals of College Algebra	MATH 1513	47	3
Principles of Statistics	MATH 1313	48	3
Art of the Western World	HUM 2432	48	3
Western Europe Since 1945	HIST 1223	48	3
Human Cultural Geography	GEOG 1113	48	3
Rise and Fall of the Soviet Union	HIST 4363	45	3
The Civil War & Reconstruction	HIST 4233	47	3
Criminal Justice	CJUS 1113	45	3
Principles of Public Speaking	SCOM 1113	47	3
Ethics in America	HUM 2643	46	3
Introduction to World Religions	REL 2412	48	2
Principles of Financial Accounting	ACCT 2123	49	3
Business Law II	GBUS 3923	52	3
Introduction to Business	GBUS 1013	46	3
Personnel Finance	FIN 1113	46	3
Management Information Systems	MIS 3413	46	3
Technical Writing (BAAS Degree Only)	ENGL 1113	46	3

Credit for DSST examinations other than those listed above is evaluated on a course-by-course basis.

### CREDIT FOR MILITARY SERVICE

Veterans may be granted credit for basic training, for formal service school courses, and for approved college-level examinations passed (with NWOSU minimum score) while in military service. In general, the credit is granted in accordance with the recommendations of the Commission on Accreditation of Service Experiences, an agency of the American Council on Education (ACE).

An official AARTS (Army/ACE Registry Transcript System), SMART (Sailor/Marine/ACE Registry Transcript), or CCAF transcript (US Air Force) must be provided to the Executive Vice President's office for evaluation. Information on obtaining a transcript can be found at [www.acenet.edu](http://www.acenet.edu). For additional information, see the Executive Vice President's office.

## OFF CAMPUS STUDY

Off-campus class work is provided at a variety of sites within the identified geographic region of Northwestern Oklahoma State University. Credit awarded for completion of courses at off-campus locations is fully applicable toward the satisfaction of requirements for academic degrees and certificates consistent with institutional residency requirements.

Off-campus classes are taught by regular Northwestern faculty or by individuals qualified for appointment to the regular faculty. The objectives/curriculum/academic requirements for off-campus classes are equivalent to those for classes offered on-campus. The standards observed relating to the number of class meetings and total time spent in meeting class requirements are comparable to those observed on-campus. It is the student's responsibility to see that all admission requirements have been met before enrolling in off-campus courses.

Inquiries regarding off-campus class work should be made to the Director of Distance Learning.

# SECTION VI

## PRE-PROFESSIONAL TRAINING

Many students who come to Northwestern as freshmen and sophomores plan to finish college in a professional school. Nearly every profession now requires two to four years of college work prior to the study of the profession and this can be obtained at Northwestern. Advisors at Northwestern keep up to date with the requirements of the professional schools within the state and others requirements are readily available via the Internet. Students with interest in any of these professions should consult the appropriate advisor as soon as that interest becomes known.

Professions for which pre-professional undergraduate preparation is available at Northwestern include, but are not limited to:

Dentistry and Dental Hygiene	Engineering
Law	Medicine
Physical Therapy	Physician Associate
Occupational Therapy	Optometry
Osteopathic Medicine	Pharmacy
Radiologic Technology	Veterinary Medicine

The pre-professional prerequisites listed for each profession are **guidelines only**. Students are **responsible** for checking the website listings for the professional programs at the institutions that offer the program for the most up-to-date listings. Prerequisite courses, deadlines and testing requirements change frequently.

Most of the health professional areas require a minimum of 40 documented observation hours with a professional in the desired field.

<b>Wildlife Ecology</b>	<b>Sem. Hrs.</b>
Biology 1124, 1224, 4153, 4214, 4304 .....	19
Chemistry 1105 or 1115, 1215 .....	10
English 1113, 1213 .....	6
Political Science 1113.....	3
History 1483 or 1493 .....	3
Mathematics 1513, 1613.....	6
Physics 1114 .....	4
Speech 1113.....	3
Humanities.....	8

For those students interested in **Wildlife Ecology**, the following courses are recommended:

Agriculture 3214.....	4
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### Pre-Dentistry

Although these are minimum requirements for admission, the majority of applicants have earned a considerably higher grade point average and most are completing a bachelor's degree.

1. A minimum of 90 semester hours of acceptable academic work.
2. A minimum GPA of 2.0/4.0 for all college work attempted.

Prerequisite courses:

- 6 semester hours in English
- 8 semester hours of Biological Science with lab
- 8 semester hours of General Chemistry with lab
- 8 semester hours of Organic Chemistry with lab
- 8 semester hours of Physics with lab
- 3-5 semester hours of Biochemistry with or without lab

Advanced studies in biological sciences are recommended.

Applicants are required to take the American Dental Association Admission Test (DAT). Applicants must also have a minimum of 100 documented hours of volunteer or work experience in the dental field.

### Pre-Engineering

At least two years of acceptable academic work is the minimum requirement for entrance to engineering schools. The course requirements of engineering schools vary, as does the required cumulative college grade-point average of applicants.

The following are recommended courses:

- College Algebra (1513)
- College Trigonometry (1613)
- Calculus (2215, 2315, 3323)
- General Chemistry I & II (1115, 1215)
- Physics (2114, 2214)
- Computer science (depending on the student's background)
- General education classes such as English, American History, American Government, and humanities.

The student can then transfer credit hours to an accredited college or university that offers engineering disciplines.

### Pre-Law

A bachelor's degree is required for admission to a law school accredited by the American Bar Association. Students are advised to check admission requirements, as most schools of law now require a bachelor's degree before admission.

There is not fixed course of pre-legal studies. A broad educational background is essential for the study of law, so it is recommended that the student follow the general education requirements for freshmen and sophomores working toward a degree at this institution. It is further recommended that additional work in social sciences, written and spoken English, accounting, keyboarding and basic computer skills, would be of great value to the law student. Pre-Law students should contact the Department Chair of Social Sciences for advisement.

### Pre-Medicine (Allopathic)

The Association of American Medical Colleges indicates that most students entering medical school have completed a Bachelor's Degree, although some are admitted following three undergraduate years of study. The following are the University of Oklahoma School of Medicine's prerequisites but they are representative of most medical schools.

A minimum GPA of 3.0 on a 4.0 scale and a minimum composite score of 21 (7.0 on each section) on the Medical College Admission Test (MCAT) is required.

- 1 semester of General Zoology with lab
  - 2 semesters of General Chemistry
  - 2 semesters of Organic Chemistry
  - 3 semesters of English
  - 2 semesters of Physics
  - 3 semesters chosen from: anthropology, humanities, philosophy, foreign language, psychology or sociology
  - 1 semester of genetics or histology, biochemistry, physiology or comparative anatomy
- Basic computer skills are required.

Additional courses in the social sciences, humanities, biology, mathematics, fine arts, computer science and English are encouraged.

### Bachelor of Science in Nursing (BSN) Program

Northwestern offers a Bachelor of Science Degree (BSN) in Nursing. Since the inception of the School of Nursing in 1982 two tracks have been offered for obtaining a baccalaureate in nursing. A BSN provides the foundation of study that can serve as a basis for pursuing advanced education in nursing.

First, the four-year Generic or Traditional Track provides the educational opportunities essential for the preparation of a professional nurse. Upon completion of all program requirements, the Generic Graduate is eligible to write the National Council Licensing Exam (NCLEX) to become a registered nurse (RN).

Second, the RN Track offers Associate Degree and Diploma registered nurses an opportunity to complete a baccalaureate degree. RN Students who have graduated from an NLNAC accredited ADN or Diploma Program qualify for the Oklahoma Articulation Agreement and receive advanced standing credit for the Junior Level Nursing courses. RNs who have not graduated from an NLNAC accredited program will be evaluated on an individual basis and may be required to validate prior learning by various Acceleration Challenge Exams.

Refer to the nursing section of the General Academic Regulations in the University Undergraduate Catalog for the admission requirements for both tracks of Northwestern's BSN Program. See the nursing section of the Degree Curricula and Course Descriptions for curricular information.

Students who take pre-requisite and support courses at another college or university, with the intentions of transferring to Northwestern's BSN Program, should contact a Northwestern nursing advisor as soon as possible to develop a Plan of Study. This policy includes students pursuing an Associate of Applied Science in Nursing Degree prior to completion of a BSN. Students interested in applying to a nursing program other than the nursing program at Northwestern should contact that specific program for entrance and curricular requirements.

### Pre-Physical Therapy

The Master of Physical Therapy (M.P.T.) program at the University of Oklahoma Health Science Center has changed to a doctoral program of physical therapy (D.P.T.) within the College of Allied Health. Students are required to complete a

four-year baccalaureate degree before applying to the D.P.T. program. A minimum cumulative GPA of 2.75 with a 2.75 science grade point average on a 4.0 scale is required. The Graduate Record Examination (GRE) General Test is also required.

The following courses should be included in the student's degree plan:

	<b>Sem. Hrs.</b>
Biology 1224, *3184, *3194, 3502 .....	15
*(mammalian/vertebrate/comparative anatomy and physiology are <u>not</u> substitutes)	
Chemistry 1115 .....	5
Physics 1114, 1214.....	8
Psychology 1113, 3123 .....	6
Statistics (PSYC 4213).....	3

Students are also recommended to take PE&R 4603 Kinesiology/Motor Learning.

A minimum of 40 hours of documented observation experience in physical therapy is required.

Students interested in this professional program are urged to check with the University of Oklahoma Health Science Center's (OU HSC) website and advisors for the latest updates (requirements change often). Students should also be aware that many out-of-state doctoral physical therapy programs require more chemistry than 5 semester hours and often include organic chemistry.

### Pre-Physician Associate

The University of Oklahoma College of Medicine's program in Physician Associate requires a minimum of 90 semester hours of course work from an accredited college or university with a minimum GPA average of 2.75 required for admission and the Graduate Record Examination (GRE) General Test. The following are rough guidelines only. Please contact The University of Oklahoma College of Medicine's website for current requirements.

	<b>Sem. Hrs.</b>
English 1113, 1213 .....	6
History 1483 or 1493 .....	3
Political Science 1113 .....	3
Mathematics 1513, 1613 .....	6
Chemistry 1115, 1215 .....	10
Biology 3184, 3194, 3115, 4115 or 4323.....	16-18
Physics 1114.....	4
Political Science 1113 .....	3
Psychology 1113 and elective .....	6

### Pre-Occupational Therapy

The Master of Occupational Therapy (M.O.T.) program is at the University of Oklahoma Health Science Center within the College of Allied Health. Students are recommended to complete a four-year baccalaureate degree before applying to the M.O.T. program. The Graduate Record Examination (GRE) General Test is also required. The following courses should be included in their degree plan:

	<b>Sem. Hrs.</b>
Biology 1224, 3184, 3194, 3502.....	14
Computer Science 1103 .....	3
English 1113, 1213 .....	6
History 1483 or 1493 .....	3
Western Culture *** .....	3



Non-Western Culture **	3
Humanities (Art) *	3
Mathematics 1513 (1613 recommended)	3
Natural Science Electives (3 courses)	12-15
Physics 1114	4
Political Science 1113	3
Psychology 1113, 3123, 4163, 4213	12
Spanish 1114, 1224	8
Sociology 1113	3
Speech 1113	3
Statistics (PSYC 4213)	3
Upper Division General Elective	3

The following are acceptable prerequisites for the M.O.T. program at OU HSC:

\*Art Options: TCOM 2413, HUM 2533, 2432, 2423, 2413, or 2403.

\*\* Non-Western Culture options: SOC 3323, REL 2412, HIST 3713 or HIST 1233 (recommended).

\*\*\*Western Culture: many course options available in English, history, sociology, or geography, please see advisor.

A minimum of 40 hours of documented observation experience in occupational therapy or physical therapy is required.

Students interested in this professional program are urged to check with the University of Oklahoma Health Science Center's (OU HSC) website and advisors for the latest updates (requirements change often).

### Pre-Optometry

A professional optometry program is located at Northeastern Oklahoma State University College of Optometry and students are urged to check their website listing of prerequisites needed to apply to the program. Candidates for admission to the professional curriculum in optometry are required to have completed a minimum of 90 semester hours of course work from an accredited college or university with a minimum GPA of 2.7 on a 4.0 scale. Strong preference is given to students completing or who have already completed a bachelor's degree.

Required Courses	Sem. Hrs.
English 1113, 1213	6
Speech 1113	3
Political Science 1113	3
American History 1483 or 1493	3
Geography 1113	3
Nutrition 1820	3
Human Anatomy (3184 recommended)	4
Human Physiology (3194 recommended)	4
Humanities (Choice)	6
General Chemistry 1115, 1215	10
Organic Chemistry 3115, 4115 (recommended)	5
Biochemistry 4144	4
Mathematics 1313, 1513, 1613 (2215 recommended)	9
Biology 1114 or 1224, 3115	9
Physics 1114, 1214	8
Psychology 1113	3
Computer Science	3

Students must also complete courses that meet the general education requirements at Northeastern Oklahoma State University.

Test Requirements: The Optometry Admission Test (OAT) is required of all applicants.

### Pre-Osteopathic Medicine

Osteopathic medicine student applicants must have completed a minimum of three years (90 hours) of prerequisite coursework or have completed four-year baccalaureate degree (B.S.). Prior to applying for admission, the student must have completed or be completing all general education requirements for graduation and have taken the Medical College Admissions Test (MCAT). It is also highly recommended to obtain a minimum of 40 documented observation hours with a practicing Doctor of Osteopathy (D.O.) and have a written recommendation letter from the same. A minimum average score on the MCAT is 7.0 with a minimum cumulative GPA of 3.0 on a 4.0 scale.

The Oklahoma State University College of Osteopathic Medicine (OSU-COM) lists the following minimum course requirements:

	Sem. Hrs.
English 1113, 1213	6-8
Chemistry 1115, 1215	10
Chemistry 3115, 4115	10
Biology 1224 and elective	8-10
Physics 1114, 1214	8

Students are highly encouraged to enroll in additional courses of English, math (algebra through calculus), comparative anatomy, human anatomy and physiology, genetics, biochemistry, cell and molecular biology.

### Pre-Pharmacy

The College of Pharmacy at Southwestern Oklahoma State University (SWOSU) at Weatherford and the University of Oklahoma Health Science Center (OUHSC) offers a doctor of pharmacy program. The following pre-professional courses offered at Northwestern Oklahoma State University are minimum requirements for SWOSU School of Pharmacy. OU HSC's requirements are comparable but please check their website and with their advisors for exact course prerequisites.\*

	Sem. Hrs.
English 1113, 1213	6
Biology 1114, 1224, 3115, 3184 (or 3194)	14-18
Chemistry 1115, 1215, 3115, 4115, (4144 OU Requirement)	20-24
Computer Science 1103	3
Economics 2113	3
History 1483 or 1493	3
Humanities 2413 or 2533 or SCOM 1113	6
Mathematics 2533	3
Physics 1114	4
Political Science 1113	3
Psychology 1113	3

\*The OU Pharmacy program requires biochemistry, calculus, speech, and 6 hours of advanced biology coursework. Applicants are required to take the Pharmacy College Admissions Test (PCAT).

**Pre-Professional Training**  
**Speech Pathology**

The University of Oklahoma Health Sciences Center requires a minimum of sixty-four (64) semester hours of course work from an accredited university or college to be considered for admission to the Department of Communication Sciences and Disorders for completion of a bachelor of science degree. (A master’s degree is required to practice as a speech pathologist in the State of Oklahoma.) The following courses provided by Northwestern Oklahoma State University are included within those hours to prepare students to complete a degree in speech pathology at the University of Oklahoma Health Sciences Center.

	<b>Sem. Hrs.</b>
English 1113 and 1213 .....	6
Spanish 1114 and 1224.....	8
Mathematics 1513.....	3
Physics 1114.....	4
Biology 1224 (General Zoology).....	4
Political Science 1113.....	3
Psychology 1113.....	3
History 1483 or 1493.....	3
Western Culture ***.....	3
Non-Western Culture **.....	3
Humanities (Art) *.....	3
Speech 1113.....	3
Computer Science.....	3

The following are acceptable prerequisites for the B.S. Speech Pathology program at OU HSC:

\*Art Options: TCOM 2413, HUM 2533, 2432, 2423, 2413, or 2403.

\*\* Non-Western Culture options: SOC 3323, REL 2412, or HIST 1233.

\*\*\*Western Culture: many course options available in English, history, sociology, or geography. Please see advisor.

A minor has been established in speech pathology for students who wish to obtain their bachelor degree at Northwestern Oklahoma State University or take speech pathology classes as they obtain their general requirements. A master’s degree is required to be a licensed speech pathologist. The amount of course work required to complete a master’s degree will be based on the amount of course work taken in speech pathology and related fields at the undergraduate level.

Other programs in the state may require different general education courses offered here at Northwestern. Check with the university of your choice to determine which courses are appropriate.

**Pre-Radiologic Technology**

The University of Oklahoma Health Sciences Center College of Allied Health offers four bachelor of science degree options in Radiologic Technology. These four areas include Nuclear Medicine, Radiography, Sonography and Radiation Therapy. Each optional program requires sixty-four (64) hours for admission. Course work includes:

	<b>Sem. Hrs.</b>
Biology 1224, 3194, 3502, (3184 recommended) .....	11-15
Chemistry 1115.....	5
English 1113, 1213.....	6
History 1483 or 1493.....	3
Non-Western Culture **.....	3

Western Culture ***.....	3
Humanities (Art) *.....	3
Mathematics 1513 (1613 recommended).....	3-6
Physics 1114.....	4
Political Science 1113.....	3
Psychology 1113.....	3
Sociology 1113.....	3
Spanish 1114, 1224.....	8
Upper Level General Education.....	3

The following are acceptable prerequisites for the radiologic program at OU HSC:

\*Art Options: TCOM 2413, HUM 2533, 2432, 2423, 2413, or 2403.

\*\* Non-Western Culture options: SOC 3323, REL 2412, HIST 3713 or HIST 1233 (recommended).

\*\*\*Western Culture: many course options available in English, history, sociology, or geography. Please see advisor.

**Pre-Veterinary Medicine**

The College of Veterinary Medicine of Oklahoma State University requires the applicant for admission to have completed at least 90 semester hours of college prerequisite courses, a 2.80 GPA (4.0 scale) and to take both the General Test and the Biology Subject Test of the Graduate Record Exam (GRE). Prerequisite courses include:

	<b>Sem. Hrs.</b>
Animal Nutrition (AGRI 3543).....	3
English 1113, 1213.....	6
Biology 1224, 3115, 3235 (recommended).....	10-15
Biochemistry 4144.....	4
Chemistry 1115, 1215, 3115, 4115.....	20
Genetics (BIOL 3343 or AGRI 3413).....	3
Humanities/Social Science (see recommended list).....	6
Mathematics 1513, 1613 (recommended).....	3-6
Physics 1114, 1214.....	8
Science and/or Business Elective/s.....	0-6
Speech 1113.....	3

# SECTION VII TEACHER EDUCATION ADMISSION, PROFESSIONAL EDUCATION AND CERTIFICATION

## ADMISSION PROCEDURES IN TEACHER EDUCATION

Students at NWOSU will have the opportunity to apply for admission into Teacher Education while enrolled in EDUC 2801 Educational Seminar. Students will meet the standards for admission to Teacher Education and complete a formal interview with a committee of Teacher Education Faculty using specified criteria.

Transfer students who have completed the Educational Seminar course elsewhere should submit the initial application for admission into the program to the Director of Teacher Education.

## STANDARDS FOR ADMISSION TO TEACHER EDUCATION

### Standards Required for Initial Admission into the Teacher Education Program

1. An overall GPA of 2.5 (on a 4.0 scale).
2. A passing score on the Oklahoma General Education Test (OGET).
3. A minimum total of 30 semester hours must be completed before an application can be considered.
4. A satisfactory rating in a formal interview.
5. English proficiency must be demonstrated in the following manners: an "A" or "B" grade in English 1113, English 1213 or English 2112.
6. Completion of Portfolio Benchmarks 1 and 2 requirements.

### Standards Required for Admission into the Professional Semester and Student Teaching

1. Admission into Teacher Education program.
2. GPA of 2.50 overall, in the major teaching field and professional education courses.
3. Major department approval.
4. All required course work must be completed prior to beginning the professional semester.
5. A passing score on the Oklahoma Subject Area Test (OSAT).
6. Completion of Portfolio Benchmarks 1, 2, and 3 requirements.
7. A passing score on Reading Test (only for Elementary, Early Childhood, and Special Education).

### Standards To Be Met During the Professional Semester

1. Each candidate must demonstrate through evaluation his/her mastery of the identified professional education competencies.
2. Satisfactory performance during the student teaching phase of the professional semester as

determined by each candidate's cooperating teacher and university supervisor.

3. The candidate must submit a portfolio for approval by members of the Teacher Education Faculty. The portfolio will be a comprehensive verification of the candidate's mastery of the competencies of the Teacher Education Program. Completion of Portfolio Benchmarks 1, 2, 3, and 4 requirements.
4. A passing score on the Oklahoma Professional Teaching Exam (OPTE).

**Note:** Any student who failed to achieve the standards (except overall GPA) and who believes there is extenuating evidence which warrants his/her being given special consideration may appeal in writing to the Director of Teacher Education. The appeal will be heard by the Teacher Education Committee.

Foreign language proficiency must be demonstrated in one of the following manners:

1. CLEP out of foreign language.
2. "C" or better in a 3-hour foreign language course.
3. American Sign Language – assessed by NWOSU's Department of English and Foreign Language.

## Professional Education Sequence for Elementary and Early Childhood Candidates (1-8 and PK-3)

<u>Course or Activity</u>	<u>Sem.Hrs.</u>
EDUC 2801 Educational Seminar .....	1
(Includes 30 Hrs Field Experience)	
EDUC 2103 Introduction to Education.....	3
(Includes 30 Hrs Field Experience)	
EDUC 2402 Introduction to Exceptionalities .....	2
*EDUC 3112 Educational Psychology .....	2
EDUC 3123 Child/Adolescent Psychology .....	3
*EDUC 4112 Support Special Students/Reg. Clsm. ....	2
EDUC 4122 Behavior Intervention.....	2
**EDUC 3032 Measurement and Evaluation .....	2
**EDUC 4131 Aggressive and Disruptive Behavior.....	1
**EDUC 4821 Multicultural Education.....	1
**EDUC 4960 Student Teaching/Internship.....	<u>10</u>
Total .....	<u>29</u>

\*Admission to Teacher Education required.

\*\*Admission to Professional Semester required.

Foreign Language Proficiency: All candidates must demonstrate foreign language proficiency in order to complete a degree in Education.

Note: Education 3032, 4131, and 4821 will be taken during the first 4 weeks of the Professional Semester followed by 12 weeks of student teaching/internship.

**Professional Education Sequence for Elementary-Secondary Candidates (PK-12)**

<u>Course or Activity</u>	<u>Sem. Hrs.</u>
EDUC 2801 Educational Seminar .....1 (Includes 30 Hrs Field Experience)	1
EDUC 2103 Introduction to Education .....3 (Includes 30 Hrs Field Experience)	3
EDUC 2402 Introduction to Exceptionalities.....2	2
*EDUC 3112 Educational Psychology.....2	2
*EDUC 3123 Child/Adolescent Psychology.....3	3
EDUC 3422 Teaching Reading Skills in the Content Area.....2	2
*EDUC 3913 Principles & Methods of Teaching .....3 (Includes 30 Hrs. Field Experience)	3
*EDUC 4112 Support Special Students/Reg. Clsrm. ....2	2
EDUC 4122 Behavior Intervention .....2	2
**EDUC 3032 Measurement and Evaluation.....2	2
**EDUC 4131 Aggressive and Disruptive Behavior .....1	1
**EDUC 4821 Multicultural Education .....1	1
**EDUC 4960 Student Teaching/Internship .....10	10
Total.....34	34

\*Admission to Teacher Education required.

\*\*Admission to Professional Semester required.

Foreign Language Proficiency: All candidates must demonstrate foreign language proficiency in order to complete a degree in Education.

Note: Education 3032, 4131, and 4821 will be taken during the first 4 weeks of the Professional Semester followed by 12 weeks of student teaching/internship.

**Professional Education Sequence For Secondary Candidates (6-12)**

<u>Course or Activity</u>	<u>Sem. Hrs.</u>
EDUC 2801 Educational Seminar .....1 (Includes 30 Hrs Field Experience)	1
EDUC 2103 Introduction to Education .....3 (Includes 30 Hrs Field Experience)	3
EDUC 2402 Introduction to Exceptionalities.....2	2
*EDUC 3112 Educational Psychology.....2	2
EDUC 3123 Child/Adolescent Psychology.....3	3
*EDUC 3422 Teaching Reading Skills in the Content Area.....2	2
*EDUC 3913 Principles & Methods of Teaching .....3 (Includes 30 Hrs Field Experience)	3
*EDUC 4112 Support Special Students/Reg. Clsrm. ....2	2
EDUC 4122 Behavior Intervention .....2	2
**EDUC 3032 Measurement and Evaluation.....2	2
**EDUC 4131 Aggressive and Disruptive Behavior .....1	1
**EDUC 4821 Multicultural Education .....1	1
**EDUC 4960 Student Teaching/Internship .....10	10
Total.....34	34

\*Admission to Teacher Education required.

\*\*Admission to Professional Semester required.

Foreign Language Proficiency: All candidates must demonstrate foreign language proficiency in order to complete a degree in Education.

Note: Education 3032, 4131, and 4821 will be taken during the first 4 weeks of the semester followed by 12 weeks of student teaching.

**Professional Education Sequence for Special Education Candidate**

<u>Course or Activity</u>	<u>Sem. Hrs.</u>
EDUC 2801 Educational Seminar .....1 (Includes 30 Hrs Field Experience)	1
EDUC 2103 Introduction to Education .....3 (Includes 30 Hrs Field Experience)	3
EDUC 3123 Child/Adolescent Psychology .....3	3
EDUC 4122 Behavior Intervention.....2	2
*EDUC 3112 Educational Psychology .....2	2
**EDUC 3032 Measurement and Evaluation .....2	2
**EDUC 4131 Aggressive and Disruptive Behavior.....1	1
**EDUC 4821 Multicultural Education.....1	1
**EDUC 4960 Student Teaching/Internship.....10	10
Total .....25	25

\*Admission to Teacher Education required.

\*\*Admission to Professional Semester required.

Foreign Language Proficiency: All candidates must demonstrate foreign language proficiency in order to complete a degree in Education.

Note: Education 3032, 4131, and 4821 will be taken during the first 4 weeks of the Professional Semester followed by 12 weeks of student teaching/internship.

**College Credit**

- A. Only work completed in state and regionally accredited colleges and universities, or transfer credit validated by them, will be accepted as a basis for teacher certification. In order for the applicant to be eligible for certification, the grade point average of the applicant on all work submitted in qualifying for teacher certification shall be equal to or greater than that required for admission to the teacher education program at the recommending institution.
- B. Candidates transferring credit from out-of-state colleges or from Oklahoma colleges not having an approved program for a specific certificate area to an Oklahoma college or university having an approved program in that certificate area shall have their work evaluated by the receiving institution. Transferring students shall expect to satisfy all requirements imposed by the approved program of the receiving institution in qualifying for a certificate. A minimum of eight (8) semester hours of upper division credit in the Area of Specialization shall be completed in an institution having an approved program in the particular specialization area.
- C. A maximum of twelve hours of college credit used to satisfy the requirements in general education may also be used in satisfying the requirements in a field of specialization.

**Two-Year Institution Credit**

- E. Sixty-four (64) semester hours earned in an accredited two-year institution may be counted toward the General Education requirements of an approved certificate program. Coursework beyond sixty-four (64) semester hours in the General Education taken in an accredited two-year institution may count toward certification provided (1) it is lower division work and (2) it is applicable in meeting the approved certification program of the recommending institution. However, no professional

education courses, early childhood or elementary methods courses such as: methods of teaching arithmetic, fine arts, health and physical education, reading, language arts, science or social studies are acceptable.

candidate's mastery of the standards of the specific certificate program.

## **CERTIFICATION**

### **Classes of Teaching Credentials**

- A. License (five-year validity) -- All candidates who complete the requirements of an approved certificate program after January 31, 1982, and have not had at least one year's experience as a classroom teacher prior to that date, shall be required to hold a license during the first year of employment in the teaching profession in the accredited schools of Oklahoma.
- B. Certificate (five-year validity) The certificate is issued based on the recommendation of an individual's Resident Teacher Committee. It has provision for renewal upon compliance with prescribed conditions.

### **General Certification Requirements**

The general requirements which shall be met for each area of teaching credential are detailed below. Additional minimum requirements for each approved program are described in detail in this document under each program heading, e.g., Elementary, Music, or Science.

- A. License -- To be eligible for a license, the applicant shall have the following:
  - 1. Completed an approved certificate program at an accredited college or university and received a recommendation from that institution.
  - 2. Passed the state teacher certification test in general education (Oklahoma General Education Test).
  - 3. Passed the state teacher certification test(s) in the subject(s) for which the license is sought (Oklahoma Subject Area Test).
  - 4. Passed the state teacher certification test in professional education for the grade level that is sought (Oklahoma Professional Teaching Exam).
  - 5. Documentation of background check.
- B. Certificate (Initial) -- To be eligible for a certificate, the applicant shall have successfully completed the Oklahoma Resident Teacher Program as a licensed teacher. This applies to all candidates who have completed their initial teacher preparation program after January 31, 1982.
- C. Certificate (Advanced) -- To be eligible for a certificate in a School Service Personnel field: School Counselor, Elementary School Principal, Secondary School Principal, or Reading Specialist, the applicant shall have the following:
  - 1. Completed an approved certificate program which includes the requirements detailed under B above at the baccalaureate level (see individual programs for specific undergraduate requirements) as well as specified course work at the graduate level (see individual programs), and
  - 2. Passed the state teacher certification test(s) for the certificate(s) sought.
  - 3. The candidate must submit a portfolio for approval by members of the Graduate Faculty. The portfolio will be a comprehensive verification of the

# SECTION VIII

## NURSING PROGRAM

### ADMISSION

#### ADMISSION TO BACHELOR OF SCIENCE IN NURSING PROGRAM:

Acceptance into the nursing program is contingent upon meeting the following criteria, available enrollment space in desired courses, and Admission Committee approval.

**Generic Track:** Minimum criteria for generic or traditional 4-year curriculum applicants seeking admission to the junior nursing course are:

1. High School Diploma or GED Certificate.
2. Meet NWOSU Admission requirements. Send a current copy of all official transcripts, from high school and colleges/universities, to the Registrar's Office, with unofficial copies to the Division of Nursing.
3. A passing score on the Assessment Technologies Inc. (ATI) Test of Essential Academic Success (TEAS).
4. Achieve an ACT composite score of 20, and an ACT reading score of 20, or above.
5. Minimum cumulative grade point average (CGPA) of 2.50 on a 4.00 scale as well as Science grade point average of 2.50 on a 4.00 scale.
6. Recommendation: Completion of all courses listed as prerequisites to the nursing major with a minimum of "C" before entering the Junior nursing courses, maintaining the CGPA requirement of 2.50. Applicants completing prerequisite coursework during summer session may be admitted conditionally pending attainment of the specified CGPA, and a minimum grade of "C" in the prerequisite courses prior to beginning the Junior nursing courses in the Fall.
  - A. Ranger Connection 1011
  - B. English 1113 & English 1213
  - C. General Chemistry 1105/1115
  - D. General Psychology 1113
  - E. Introductory Sociology 1113
  - F. Human Anatomy 3184
  - G. Human Physiology 3194
  - H. College Algebra 1513 or Contemporary Math 1403
  - I. Microbiology 3115
  - J. Nutrition 1820 (3 hours)
  - K. Statistics 1113 or 4213
  - L. Human Life Span 3123
  - M. Pathophysiology 4503
  - N. Foreign Language (4 hours)
  - O. Speech Communication 1113
  - P. Personal Finance 1113
  - Q. Leadership 2003 or 2023

Every student must meet computer proficiency requirement.

(History 1483/1493 & Political Science 1113 must be completed prior to graduation)

7. Complete application to the Division of Nursing, with three references. Generic track applications are reviewed by the Division of Nursing Admissions Committee beginning in March each year.
8. Completion of a history and physical exam, and student records documenting immunizations, CPR certification, and a current background check, as well as a random drug screen.
9. It is recommended that applicants not repeat more than one science course one time. A withdrawal counts as a repeat.

#### PRE-TESTING FOR STUDENTS WHO DESIGNATE NURSING AS THEIR MAJOR

Students who declare nursing as their major or are considering nursing will be referred to the Division of Nursing as soon as the major is declared or considered. Upon designating a nursing major, the student will complete an exam(s) assessing critical thinking and reading comprehension skills.

If a student does not receive a passing score on the assessment examination(s) or is identified as having difficulty with reading comprehension and/or mathematical skills, the student will be required to participate in remedial activities. The Student Success Advisor will determine which remedial activities the student will complete. The following remedial activities will be assigned and completed for each semester prior to being eligible for admission into the nursing program:

##### Reading comprehension difficulty:

1. Enroll in a reading comprehension course (0123 Fundamentals of English, 0133 Developmental Reading).
2. Meet with Student Success Advisor monthly.
3. Attend the Writing Lab for a total of two hours weekly to receive assistance in writing all assigned papers.

##### Mathematical skills difficulty:

1. Enroll in mathematical course (0013 Pre-Intermediate Algebra, 0123 Intermediate Algebra, 1403 Contemporary Math).
2. Attend the Academic Success Center for a total of two hours weekly to receive assistance in completing math course homework.
3. Meet with the Student Success Advisor monthly.

Each student will be evaluated by the Student Success Advisor at the end of each semester as to the progress made and further remediation will occur as needed on an individual basis following consultation with the Division Chair and Nursing Faculty.

**RN Track:** The RN Track offers Associate Degree and Diploma registered nurses an opportunity to complete a Baccalaureate Degree in Nursing. RN students who have graduated from an NLNAC accredited ADN or Diploma Program qualifies for the Oklahoma Articulation Agreement and receives advanced standing credit for the junior level nursing courses. RN's who have not graduated from an NLNAC accredited program will be evaluated on an individual basis, and may be required to validate prior learning by various Acceleration Challenge Exams.

Minimum criteria for RN applicants seeking admission to the senior nursing courses, with the exception of the RN Progression and Professional Issues in Nursing course are:

1. Meet NWOSU admission requirements. A current copy of all official transcripts from high school and colleges/universities is to be sent to the Registrar's Office, with unofficial copies to the Division of Nursing.
2. Graduate from an NLNAC accredited Associate Degree or Diploma Program.
3. Minimum of "C" grade in prerequisite coursework.
4. Minimum cumulative grade point average (CGPA) of 2.50 on a 4.00 scale as well as Science grade point average of 2.50 on a 4.00 scale.
5. A current license to practice nursing in the State of Oklahoma prior to entering senior clinical courses.
6. Prior learning and experience in the health care field. Criteria will be evaluated on a case-by-case basis.
7. Complete application and references for the Division of Nursing and be admitted to the Nursing Program.
8. Completion of a history and physical exam, and student records in the application packet by the end of the Role Transition course\*. Completed RN-Track Applications are reviewed prior to beginning senior level nursing courses.
9. Documentation of a current background check.
10. Achieve an ACT composite score of 20, and an ACT reading score of 20, or above.

In accordance with the Oklahoma Articulation Agreement and NWOSU Board of Regents, RN's will receive credit for all junior level nursing courses and the following prerequisite courses:

- Anatomy or Physiology – 4 hours
- Human Life Span – 3 hours
- Nutrition – 3 hours
- Pharmacology – 3 hours

**LPN/BSN Track:** LPN students will receive credit for the Introduction to Nursing Care and Skills (3 hours) and Holistic Assessment (3 hours). LPN students may receive extra institutional learning credit by exam for the following courses, after successful completion of twelve (12) hours credit at NWOSU with a minimum grade of "C" or better.

- Anatomy – 4 hours or Physiology – 4 hours
- Pharmacology – 3 hours

- Nutrition – 3 hours
- Human Life Span – 3 hours

LPN students will enter the nursing program during fall of the junior year and be able to complete in four semesters, if attending as full-time students. Students will take the Role Transition course\* (3 hours) on entry into the nursing program. Credit awarded for extra institutional learning may be applied toward a degree in nursing subject to meeting NWOSU requirements.

\*The Role Transition course is limited to LPN, RN and Paramedic Student enrollment.

An additional Articulation Agreement for Certified Allied Health and LPN graduates is in effect with Northwest Technology Center (Alva and Fairview), Autry Technology Center, and High Plains Technology Center.

**CONCURRENT ENROLLMENT:** Students who desire to earn credits concurrently at another institution, through general enrollment, correspondence, extension, or advanced standing examinations, should obtain advisement from the Nursing Division Chair prior to taking courses.

#### **Transfer Students:**

1. Students transferring to Northwestern's Nursing Program shall submit transcripts validating course work. All credits from other educational institutions will be evaluated on an individual basis to determine how credits apply to Northwestern's nursing curriculum requirements. Nursing credits earned ten or more years previously will be subject to evaluation in light of current course requirements.
2. Applicants who transfer to Northwestern from another academic institution must have withdrawn in good standing and be eligible for readmission at that institution.
3. Transfer students may be asked to submit selective course syllabi, and/or validate prior learning verbally, in writing, or through clinical skills demonstration.
4. The application process designated for the Generic or RN Track shall be followed.

#### **Retention in Nursing Program**

1. Maintain a minimum retention grade point average (RGPA) of 2.5 or above.
2. Achieve a grade average of "C" (2.0) or above in all nursing courses. If a student earns a grade of less than "C" in a nursing course, or less than a 2.5 retention grade point average, his/her progress will be reviewed by the nursing faculty. The faculty of the nursing program reserves the right of retaining only those students who satisfy the requirements of scholarship and core performance standards essential for a career in professional nursing.
3. A nursing course may be repeated only once to progress in the nursing program. A student may not progress in the nursing program if a grade of less than a "C" is obtained in a second nursing course.

4. A minimum grade of “C” is required in all science and cognate courses.

### **Readmission to Nursing Program**

Any student who fails to enroll in the next sequential nursing course, or to re-enroll in any unfinished nursing course, must submit a letter to the Nursing Division Chair that contains an explanation of the circumstances as well as a request to be considered for re-entry into the program. The student must meet admission requirements, and re-entry is granted on a space-available basis. In the event of a significant lapse of time (two or three years) between completion of a nursing course and the entry of a transfer student, or re-entry of a former Northwestern student, the student may be required to demonstrate currency in the course content and clinical skills competency.

### **Requirements for Licensure as a Registered Nurse**

In order to be licensed as a registered nurse, an individual must graduate from a state approved school of nursing. Northwestern Oklahoma State University Division of Nursing is approved by the Oklahoma Board of Nursing. Graduates of this state approved program are eligible to write the National Council Licensure Examination (NCLEX) for registered nurses. Candidates for licensure as a registered nurse in Oklahoma must pass the NCLEX-RN. The exam is administered by computer at designated sites using computerized adaptive testing (CAT). On completion of all junior level nursing courses, students are eligible to write the NCLEX-PN in Oklahoma to be licensed as LPN's (licensed practical nurses).

The nursing program offers educational mobility to RN's and LPN's who desire a Bachelor of Science in Nursing degree. The Nursing program, in conjunction with the Oklahoma Board of Regents and the “Oklahoma Articulation Agreement” may grant college credit to those individuals who qualify for extra institutional learning.

### **Accreditation**

The Northwestern Nursing program is accredited by the National League for Nursing Accrediting Commission (NLNAC, 61 Broadway, NY, NY 10006, phone 1-800-669-1656) and is approved by the Oklahoma Board of Nursing. The university is fully accredited by The Higher Learning Commission of the North Central Association of Colleges and Secondary Schools.



# SECTION IX

## SOCIAL WORK PROGRAM

### ADMISSION

Social work is a professional degree program. The bachelor of social work degree is the entry level for the profession. The Northwestern Oklahoma State University Social Work program is accredited by the Council on Social Work Education (CSWE). The requirements for the program are determined by the Regents, the university, and the Council on Social Work Education.

#### **Prerequisites to the Social Work Major**

The lower division prerequisites for social work are determined by Northwestern Oklahoma State University policy. The lower division (general education) requirements are located in Section XI of this catalog. Students who are admitted with an Associate Degree from an accredited community college are presumed to have met the general education requirements. However, one American History, one American Government, General Psychology 1113, Introduction to Sociology 1113, and Social Problems 2123 are required. Applicants will be admitted on a provisional basis who have not completed these courses. The provisional applicants must complete these courses during the first 15 hours of provisional admission.

#### **ADMISSION TO BACHELOR OF SOCIAL WORK PROGRAM:**

Students who have been admitted to Northwestern Oklahoma State University may apply for admission to the social work major. The following are the requirements for full admission to the major.

1. Students must have completed SOCW 2113 and SOCW 2121 with a grade of C or better.
2. Students must have a cumulative G.P.A. of 2.50 or better for all coursework.
3. Admission applications are due to the Director of Social Work program by October 15 or April 15 of each academic year. Each applicant must also file a plan of study with the Director of Social Work upon admission to the program. The application must include the following:
  - A. A professional resume.
  - B. Two letters of reference.
  - C. A transcript of all completed college coursework to date.
  - D. A written statement setting forth career goals, the student's social work career goals, and the student's acknowledgment of understanding of the goals and ethics of the social work profession.

The application materials are permanently retained in the student's academic file located in the Department of Social Work.

Students may be provisionally admitted to the major if they do not fulfill all admission requirements. Provisional majors are reviewed at the end of each academic term as a condition of continuation in the social work major.

#### **CWPEP**

##### **Child Welfare Professional Enhancement Program**

Students who wish to pursue a career in Child Welfare may apply for funding assistance in the form of a scholarship stipend. Contact the Director of Social Work program for information and application procedures.

#### **Re-Admission to the Social Work Major**

For students whose progress through the program is interrupted by two (2) or more years, there may be required repetition of designated courses, particularly in social work practice.

The Field Experience is considered a single, continuous course experience. Students who fail to complete the field experience in two successive semesters will be required to repeat the entire 420 hours of the field experience upon readmission.

#### **Field Experience Requirements**

The social work major requires that students complete a 420 hour field experience (practicum) requirement. Upon completion or enrollment in the required courses, students make application for the field experience. Admission to the field experience requires a review of academic performance, and an assessment of the professional performance and ethical conduct of the student in the social work program. Students who are deemed unprepared to assume responsibility for professional services to clients may be denied or delayed placement in the field experience. All field experience assignments are approved by the Director of Field Education. The 420 hours may be taken in a one-semester "Spring" block placement, or over a two-semester "Spring-Summer" placement in the same setting. Students in the field experience assignment must secure professional liability insurance for the duration of the field experience. The insurance is available at a reasonable cost to students through the National Association of Social Workers. In order to provide the best possible learning experiences, students must be prepared to engage in the field experience in settings that may not be in their home community. The design of the field experience centers on the selection of a quality learning setting that supports the student's career goals. Where possible, the convenience of location and times will be taken into account in planning the placement. Students must be prepared for the possibility that the field experience placement will involve travel to and from the agency setting.

## **Transfer of Credit**

Pre-social work courses taken at another institution may be transferred to Northwestern if they meet transfer policies.

Application for course transfer of social work courses taken at other universities will be considered at the time of admission to the major.

Transfer courses applied to the social work major at Northwestern Oklahoma State University must meet the following criteria:

- A. The courses must have been taken in a social work program accredited or in candidacy for accreditation by the Council on Social Work Education.
- B. The courses presented for transfer must have a grade of “C” or better.

## **Professional Licensure**

Graduates of the social work program at Northwestern Oklahoma State University are eligible for licensure in Oklahoma as Licensed Social Work Associates. (LSWA). Graduates must complete degree requirements, complete 4,000 hours of supervised practice, and pass the LSWA examination offered by the Oklahoma State Board of Licensed Social Workers.

## **Accreditation**

The Northwestern Social Work Program is accredited by the Council on Social Work Education (CSWE) and is approved by the Oklahoma State Board of Licensed Social Workers. The university is accredited by The Higher Learning Commission of the North Central Association of Colleges and Secondary Schools.

Students who wish to pursue the Master’s degree in social work may be eligible for advanced standing in accredited MSW programs. Advanced standing is offered to applicants under the programs and policies of the respective graduate programs, under conditions determined by the Council on Social Work Education.

# SECTION X

## BUSINESS PROGRAM (ACCOUNTING and BUSINESS ADMINISTRATION)

### ADMISSION and GRADUATION REQUIREMENTS

The Division of Business is part of the School of Professional Studies at Northwestern Oklahoma State University. The Division of Business mission is:

The Division of Business provides a quality, student-centered learning environment to prepare students to be competent, ethical business professionals, entrepreneurs and leaders in the regional workplace and in the world. The department accomplishes this by offering quality education delivered by qualified, involved faculty dedicated to continuous improvement processes in order to prepare our alumni to contribute to the intellectual and economic vitality of regional stakeholders and beyond.

Regarding Business curriculum, Northwestern Oklahoma State University offers a Bachelor of Science with majors in Accounting or Business Administration. Students majoring in Business Administration may minor in Accounting, Entrepreneurship, General Business, Management or Marketing. Accounting students complete a major-minor in Accounting.

#### **PREREQUISITES TO THE BUSINESS MAJORS:**

In order to properly prepare students to be successful in their Business education and careers, the Business curriculum is divided into four categories: General Education, Foundation Core, Business Core and Major/Minor Requirements.

#### **General Education**

General Education requirements are governed by university policy and apply to all NWOSU students regardless of major. The General Education requirements are discussed in Section XI of the catalog. These classes include: MATH 1513 College Algebra, GBUS 2033 Leadership in Business, and ECON 2113 Principles of Macroeconomics. CMSC 1103 Microcomputer Applications is a prerequisite for MIS 3413 and should be taken as part of General Education.

To be accepted as a Business major, students must have earned a grade of “C” or higher in ENGL 1113 Composition I, ENGL 1213 Composition II, SCOM 1113 Introduction to Speech Communication, MATH 1513 College Algebra, GBUS 2033 Leadership in Business, and CMSC 1103 Microcomputer Applications. These classes are part of the university’s general education requirements and must be completed before applying to be a Business major (Accounting or Business Administration).

#### **Foundation Core**

Students must complete the Foundation Core classes (18 hours) prior to applying to be a Business major (Accounting or Business Administration major). Students must earn a grade of “C” or higher in each class in the Foundation Core. Further, the student’s overall GPA in the Foundation Core and Program Specific General Education courses combined must be at least 2.50 before the student will be accepted as a Business major.

#### **The Foundation Core classes are:**

ACCT	2123	Financial Accounting
ACCT	2133	Managerial Accounting
ECON	2113	Principles of Macroeconomics
ECON	2123	Principles of Microeconomics
GBUS	2903	Legal Environment of Business
MATH	1313	Statistics

Once students have satisfactorily completed the Foundation Core and required General Education courses, they may apply for admission as an Accounting or Business Administration major. Application forms may be obtained from and submitted to the Division of Business.

#### **Business Core**

Once admitted to a Business major (Accounting or Business Administration), the student must complete all of the classes in the Business Core (24 hours) with a grade of “C” or higher. To graduate with an Accounting or Business Administration major the student’s GPA in the Business Core classes must be at least 2.50. **The Business Core classes are:**

FIN	3163	Business Finance
GBUS	3953	Business, Society, & Government
MGMT	3063	Principles of Management
MGMT	4343	Cross-Cultural Management
MRKT	3043	Principles of Marketing
MIS	3413	Management Information Systems
GBUS	3753	Business Research
MGMT	4433	Business Policy

#### **Major/Minor Coursework**

Each student majoring in Business Administration must select a minor from the following list: Accounting, Entrepreneurship, General Business, Management or Marketing. Each minor consists of 21 hours of coursework, including one international class. The available minors and associated coursework are listed in the catalog. Accounting majors complete a major-minor and do not have a separate minor. The Accounting major-minor coursework consists of 30 hours of upper-level Accounting classes.

#### **ADMISSION TO BACHELOR OF SCIENCE IN ACCOUNTING OR BUSINESS ADMINISTRATION PROGRAM:**

Students who have been admitted to Northwestern Oklahoma State University may apply for admission to the Business major. The following are the requirements for full admission to the major:

Students must have completed ENGL 1113, ENGL 1213, SCOM 1113, MATH 1513, GBUS 2033, and CMSC 1103 with grades of “C” or better.

Students must have completed all of the classes in the Foundation Core with a grade of “C” or better.

Students must have an overall G.P.A. of 2.50 or better in the

Foundation Core and Program Specific General Education courses combined.

Students must have a cumulative G.P.A. of 2.50 or better for all coursework taken to date.

Admission applications are due to the Division of Business by October 15 or April 15 of each academic year. Each applicant must also file a plan of study with the Division of Business upon admission to the program.

Students who do not meet the division admission requirements may repeat course work until the student meets the requirement. In addition, students who have not been accepted as a Business major, declared a minor in the Division of Business, or declared Business as their concentration area for a General Studies degree may take no more than nine (9) credit hours of upper-level Business classes without permission of the division chair. Students must meet any prerequisites for the courses they take.

### **GRADUATION WITH BACHELOR OF SCIENCE IN ACCOUNTING OR BUSINESS ADMINISTRATION:**

In addition to the university's requirements for all Bachelor of Science degrees, the following are the additional requirements to graduate with a Bachelor of Science in either Accounting or Business Administration:

1. Students must have been accepted as a Business major.
2. Students must have passed each course in the Business Core with a grade of "C" or better.
3. Students must have passed each course satisfying major or minor requirements with a grade of "C" or better.
4. Students must have an overall G.P.A. of 2.50 or better in the Business Core courses.
5. Students must have an overall G.P.A. of 2.50 or better in their major and minor courses.
6. Students must have a retention/graduation G.P.A. of 2.50 or better for all coursework.
7. Students must have successfully completed (a grade of "C" or higher) a minimum of 45 hours of upper-level Business courses; of which 24 hours, including MGMT 4433, must have been completed at NWOSU.

Students who do not meet any of the above graduation requirements should repeat course work until he or she eliminates the deficiencies.

### **ACCREDITATION**

The university is accredited by The Higher Learning Commission of the North Central Association of Colleges and Secondary Schools. The Business program is a member of the Association of Collegiate Business Schools and Programs (ACBSP) and is a candidate for accreditation.

# SECTION XI

## DEGREE CURRICULA AND COURSE DESCRIPTIONS

**Master of Counseling Psychology.** A master's degree designed to develop specific professional counseling competencies. The program provides graduates with the knowledge and skills necessary for functioning successfully as a Licensed Professional Counselor. Details of the program can be found in the Graduate Catalog.

**Master of Education.** An advanced professional program designed to produce better classroom teachers at both the elementary and secondary levels, by strengthening their mastery of both subject matter and techniques of teaching. Details of the program can be found in the Graduate Catalog.

**Bachelor of Applied Arts and Sciences.** This program provides students who transfer to Northwestern from a community college with an Associate of Applied Science degree a course of study to complete the bachelor's degree. In addition, it will allow program credit for Career Tech students who have earned an industry recognized certification through a national or vendor specific examination and/or documented by the American Council of Education (ACE) to be transferred to Northwestern. The degree is also available for students who enroll at Northwestern and pursue a national certification as approved by Northwestern.

**Bachelor of Arts or Science.** A four-year curriculum leading to the degree of Bachelor of Arts or Bachelor of Science. This curriculum does not lead to a teaching certificate.

**Bachelor of Arts or Science in Education.** A four-year curriculum leading to the degree of Bachelor of Arts in Education or Bachelor of Science in Education. This curriculum leads to a teaching certificate. Requirements for these degrees are listed on the following pages.

An outline of the basic requirements of the certificates is given in Section VII. Additional information can be obtained from the Chair, Division of Education, the Registrar, or the Executive Vice President.

**Bachelor of Science in Nursing.** A four-year curriculum leading to a degree of Bachelor of Science in Nursing. This curriculum prepares the graduate to function as a full professional nurse in a variety of settings. The graduate is eligible to write the State Board of Nursing examination for licensure as a Registered Nurse. The graduate is prepared to function in dependent and independent nursing roles as community, health, nurse practitioner, etc.

**Bachelor of Social Work.** A four-year curriculum leading to a degree of Bachelor of Social Work. Additional information can be found in Section IX.

**Graduation Requirements:** For the general regulations pertaining to graduation, see Section IV.

**Pre-Professional Training.** The basic college work for those students planning to go into professional school, such as law, medicine, or other professions. (See Section VI).

### PLAN OF WORK LEADING TO BACCALAUREATE DEGREES

Students have the choice of completing a degree in Arts and Sciences without a teaching certificate or a degree in Education with the Teaching Certificate. The student qualifying for a degree in education must also meet Oklahoma certificate requirements in his major field.

### GENERAL REQUIREMENTS FOR DEGREE IN ARTS AND SCIENCES

**GENERAL EDUCATION.** General Education requirements are to be completed during the freshman and sophomore years insofar as possible.

**MAJORS AND MINORS.** In the Arts and Sciences curriculum **one major and one minor**, as prescribed specifically in each department, are required. (This is a minimum requirement).

*Credits Counted in Major and Minor:* Courses in the major or minor applied to fulfill general education requirements may also be counted in the major or minor.

In any major at least one-half of the work must be courses of upper division (3000 or 4000) level.

In any minor at least one-half of the work must be courses of upper division level.

Course substitution must be recommended in writing by the student's advisor, approved by the appropriate school dean and the Executive Vice President.

**ELECTIVE CREDIT.** In addition to the courses taken in general education and major and minor curricula, sufficient elective credit should be earned to complete the minimum total of 124 hours required for graduation.

Undergraduate degrees are to be distinguished as follows by the minimum amount of liberal arts and sciences required for each degree type described below.

- A. At least 80 semester credit hours of the course work for the Bachelor of Arts (BA) or Bachelor of Arts in Education degree shall be in the liberal arts and sciences.
- B. At least 55 semester credit hours of the course work for the Bachelor of Science (BS) or Bachelor of Science in Education degree shall be in the liberal arts and sciences.
- C. At least 40 semester credit hours of course work for the Bachelor of Music (BM), Bachelor of Music Education or Bachelor of Applied Arts and Sciences degree shall be in the liberal arts and sciences.

**Liberal arts and sciences courses are denoted in this catalog by a (+) marked beside the course description.**

## GENERAL EDUCATION

### Mission Statement

The general education program at Northwestern Oklahoma State University provides a foundation for all degree programs and offers opportunities for students to develop competencies in critical thinking, leadership, and literacy.

### BACCALAUREATE DEGREE REQUIREMENTS

The General Education requirements at Northwestern are required of all students for graduation. Some degree programs require specific general education courses. **Students should consult the department sections in this catalog for specific courses in General Education required for majors.**

- I. RANGER CONNECTION..... 1 hour**  
(All beginning freshman are required to enroll in freshman orientation; waived for students with 24 or more transfer hours.)
  - II. COMMUNICATION AND SYMBOLS..... 12 hours**  
Required (12 hrs)
    - i. ENGL 1113
    - ii. ENGL 1213
    - iii. SCOM 1113
    - iv. MATH 1403 or 1513
  - III. SOCIAL, POLITICAL AND ECONOMIC SYSTEMS ..... 12 hours**  
Required (core) (12 hours)
    - i. FIN 1113
    - ii. HIST 1483 or 1493
    - iii. LEAD 2003 or 2023 or GBUS 2033
    - iv. POLS 1113
  - IV. NATURAL SCIENCE.....11-12 hours**
    - a. BIOL 1114 or BIOL 1124 or BIOL 1224
    - b. 4-5 hours from any physical science, any physics or any chemistry
    - c. H ED 2303
  - V. HUMAN HERITAGE AND CULTURE ..... 7 hours**
    - a. Required—4 hrs foreign language or SCOM 1014
    - b. Electives—3 hours
      - i. Any 2000 Lit course
      - ii. Any Humanities course (except Philosophy or Ethics)
      - iii. HIST 1213, 1223, 1233
  - VI. VALUES AND BELIEFS.....3 hours**  
3 hours from HUM (Philosophy or Ethics), REL or SOC
  - VII. ELECTIVES .....9**  
(9 hours from any 3 of the 5 areas listed below)
- Total hours required .....54**

Electives may be chosen from the following categories, depending on program requirements.

### Communication and Symbols

CMSC	1103	Microcomputer Applications
ENGL	2543	English Literature to 1800
ENGL	2653	English Literature Since 1800
ENGL	2773	American Literature to Whitman
ENGL	2883	American Literature Since Whitman
ENGL	4173	English Usage
GBUS	1013	Introduction to Business
HUM	2413	Introduction to Literature
MATH	1313	Statistics
MATH	2233	Structural Concepts in Arithmetic
MATH	3203	Structural Concepts in Mathematics
MATH	3223	Geometry for Elementary Teachers
MCOM	2023	Media History
MCOM	2123	Mass Communication
MCOM	3213	Oral Communication
SCOM	3213	Oral Communication
SCOM	3613	Small Group Communication

### Social, Political and Economic Systems

ECON	2103	Survey of Economics
ECON	2113	Principles of Macroeconomics
ECON	2123	Principles of Microeconomics
GBUS	2933	Legal Environment of Business
GEOG	1113	Fundamentals of Geography
HIST	1213	Early World Civilization
HIST	1223	Modern World Civilization
HIST	1233	Non-Western Civilizations
HIST	1483	U.S. History to 1877
HIST	1493	U.S. History Since 1877
MCOM	2123	Mass Communication
PSYC	1113	General Psychology
PSYC	1213	Marriage and Family
PSYC	2113	Psychology of Adjustment
SOC	1113	Introductory Sociology

### Natural Science

BIOL	1124	General Botany
BIOL	1224	General Zoology
CHEM	1105	Chemistry for Non-Majors
CHEM	1115	General Chemistry I
H ED	1820	Nutrition (for pre-nursing majors only)
PHSC	1044	Physical Science by Inquiry
PHSC	1114	General Physical Science
PHYS	1114	General Physics I

### Human Heritage and Culture

HIST	1213	Early World Civilization
HIST	1223	Modern World Civilization
HIST	1233	Non-Western Civilizations
HIST	1483	U.S. History to 1877
HIST	1493	U.S. History Since 1877
HUM	2113	General Humanities I
HUM	2223	General Humanities II
HUM	2403	Theatre Appreciation <b>OR</b>
TCOM	2413	Theatre Appreciation
HUM	2413	Introduction to Literature
HUM	2423	Introduction to Film
HUM	2432	Art in Life
HUM	2533	Music in Life

HUM	2633	Philosophy in Life
MCOM	2023	Media History
REL	2412	Comparative Religions (World)
SCOM	1014	American Sign Language
SPAN	1114	Elementary Spanish I
SPAN	1224	Elementary Spanish II
SPAN	2183	Conversation/Reading I

### Values and Beliefs

GBUS	2033	Leadership in Business
HUM	2113	General Humanities I
HUM	2223	General Humanities II
HUM	2423	Introduction to Film
HUM	2533	Music in Life
HUM	2633	Philosophy in Life
HUM	2643	Ethics in Life
HIST	1213	Early World Civilization
HIST	1223	Modern World Civilization
HIST	1233	Non-Western Civilizations
HIST	1483	U.S. History to 1877
HIST	1493	U.S. History Since 1877
LEAD	2003	Introduction to Leadership
LEAD	2023	Psychology of Leadership
REL	2412	Comparative Religions (World)
SOC	1113	Introductory Sociology
SOC	2123	Sociological Problems and Issues

In addition, every student must meet the computer proficiency and English proficiency requirements. Students should consult the department sections in this catalog for specific courses in General Education required for majors.

### REQUIREMENTS FOR ARTS AND SCIENCES DEGREES (Non-Teaching)

Note: Transfer students with an Associate of Arts or Associate of Science degree from an accredited Oklahoma institution are exempt from general education requirements (except one course of American History and one course of American Government are required).

Some general education course requirements may be met via CLEP, DSST, APP, and other advanced standing tests.

Any substitution of alternative general education courses must be approved by the appropriate school dean and the Executive Vice President.

Any course substitution in a major or minor course area must be approved by the major or minor area department/division chair, the school dean and the Executive Vice President.

### GENERAL REQUIREMENTS FOR DEGREE IN EDUCATION (With Certificate)

*GENERAL EDUCATION.* 54 semester hours to be completed during the freshman and sophomore years insofar as possible.

*MAJORS.* In the Education curriculum, one major is required in addition to the professional teacher education requirements.

In any major at least one-half of the work must be courses of upper division (3000 - 4000) level.

*ELECTIVE CREDIT.* In addition to the courses taken in general education and major curricula, sufficient elective credit should be earned to complete the minimum total of 124 hours required for graduation.

**Note:** A student transferring to Northwestern with an Associate of Arts or an Associate of Science degree from an Oklahoma accredited institution will be considered as having completed the general education requirements of the baccalaureate degree. Exceptions to this policy are degree programs that require specific general education courses. Students enrolling in these programs must complete all required program specific general education courses. In addition, six hours of credit in American history and government will be required of each bachelor's degree candidate.

**MAJOR AND MINORS**

<b>Undergraduate Majors</b>	<b>Undergraduate Minors</b>
Accounting BS*	Accounting
Agriculture	Accounting for non-Business majors
Agriculture Education BSEd	Animal Science
Biology BS	Biology
Biology: Health Science Option BS	Business
Biology: Natural History Option BS	Chemistry
Business Administration BS	Computer Science
Chemistry BS	Criminal Justice: Corrections Option
Computer Science BS	Criminal Justice: Law Enforcement Option
Computer Science: Information Systems Option BS	English
Criminal Justice: Corrections Option BS	Entrepreneurship
Criminal Justice: Law Enforcement Option BS	Entrepreneurial Management
Early Childhood Education BSEd	Exercise & Sports Psychology
Elementary Education BSEd	Field Crop Consulting
English BA	General Business
English Education BAEd	Health and Sports Science Education Option I
General Studies BA	History
Health and Sports Science Education BSEd	History: Global Studies Option
Health and Sports Science Education Option I BS	Human Resource Management
Health and Sports Science Health and Fitness Management Option II BS*	Leadership
History BA	Management
History Global Studies Option BA	Marketing
Mass Communication*	Mass Communication
Mathematics BS	Mathematics
Mathematics Education BSEd	Music: Vocal Track - Option I
Music BA	Music: Instrumental Track - Option II
Music: Vocal Track - Option I BM*	Musical Theatre
Music: Instrumental Track - Option II BM*	Political Science: Public Administration
Music Education - Vocal BME	Psychology
Music Education - Instrumental BME	Social Work
Natural Science BSEd	Sociology
Nursing BSN	Spanish
Organizational Leadership BS	Speech Communication
Political Science BA	Speech Pathology
Political Science Public Administration Option BA	Substance Abuse
Psychology BS	Theatre

Social Science Education BAEd	Writing
Social Work BSW	
Sociology BA	
Spanish BA	
Special Education BSEd	
Speech and Theatre BA	
Technical Management Option I BAAS	
Technical Management Option II BAAS	
*In Major-Minor Programs, the minor is predetermined. Please see an advisor for additional information.	

On the following pages will be found the requirements for the various majors and minors. Work on the major usually begins in the sophomore or junior year.

Note: The word "Advanced" used in the major and minor requirements means courses of upper division (3000 or 4000) level.

**Parentheses around a number indicate that, although the course is required, it may not be counted in the minimum total for a major or minor.**

**AGRICULTURE**

<b>B.S. DEGREE</b>	<b>Major</b>
CMSC 1103	Microcomputer Applications ..... 3
ECON 2123	Prin of Microeconomics OR
AGRI 1113	Agricultural Economics ..... 3
AGRI 1124	Intro to Animal Sciences..... 4
AGRI 1214	Intro to Plant Sciences ..... 4
AGRI 2123	Livestock Feeding..... 3
AGRI 3133	Breeds of Livestock ..... 3
AGRI 3214	Soil Science ..... 4
AGRI 4123	Agricultural Marketing ..... 3
AGRI 4133	Crop Prod & Cultural Systems..... 3
AGRI 4233	Farm Management ..... 3
AGRI 4613	Purebred & Cow/Calf Beef Cattle Management OR.....
AGRI 4643	Swine Science OR.....
AGRI 4623	Stocker & Feedlot Cattle Management OR.....
AGRI 3422	Horse Production ..... 2-3 Advanced Agriculture Electives ..... 12
<b>Total Hours..... 47-48</b>	

Note 1: At least ½ the hours for the Agriculture major must be upper-level courses.

Note 2: One minor is required with this major. Suggested minors are: Business Administration, Entrepreneurship, Computer Science, Animal Science, Biology, or Field Crop Consulting.

Note 3: Students pursuing this degree must complete 55 hours of General Education in the Liberal Arts and Sciences area.



<b>ANIMAL SCIENCE</b> .....	<b>Minor</b>
AGRI 1124 Intro to Animal Sciences .....	4
AGRI 2123 Livestock Feeding .....	3
AGRI 3413 Animal Genetics .....	3
AGRI 3443 Animal Reproduction .....	3
Advanced Agriculture Electives .....	6
<b>Total Hours</b> .....	<b>19</b>

Choose advanced electives from the following:

AGRI 3133 Breeds of Livestock	
AGRI 3543 Principles of Animal Nutrition	
AGRI 4613 Purebred & Cow/Calf Beef Cattle Management	
AGRI 4643 Swine Science	
AGRI 4623 Stocker & Feedlot Cattle Management	
AGRI 4753 Advanced Livestock Production	

<b>FIELD CROP CONSULTING</b> .....	<b>Minor</b>
AGRI 1214 Intro to Plant Sciences .....	4
AGRI 3214 Soil Science .....	4
AGRI 3173 Crop Adaptation and Distribution OR	
AGRI 4133 Crop Prod & Cultural Systems .....	3
AGRI 4143 Agri-Chemicals & Waste Mgmt .....	3
AGRI 4163 Crop Consulting .....	3
BIOL 3174 Plant Physiology .....	4
<b>Total Hours</b> .....	<b>21</b>

**AGRICULTURE EDUCATION**

**B.S. Ed. Degree** **Major/Minor**

**Agriculture Core**

AGRI 1113 Agricultural Economics .....	3
AGRI 1124 Intro to Animal Sciences .....	4
AGRI 1214 Intro to Plant Sciences .....	4
AGRI 3112 Live Animal Evaluation .....	2
AGRI 3214 Soil Science .....	4
MCAG 1413 Intro to Engineering in Agriculture .....	3
MCAG 3011 Agriculture Structures .....	1
MCAG 3211 Engines & Power .....	1
MCAG 3222 Metals & Welding .....	2
MCAG 3232 Lab Mngmnt & Project Construction ..	2
MCAG 4101 Agricultural Electrification .....	1
AGED 3203 Planning the Comm Pro in Ag Ed .....	3

**Hours Agriculture Core**..... **30**

**Agriculture Enrichment**

6 hours total from at least 2 of the 4 areas below:

***Production and Agriculture***

AGRI 2123 Livestock Feeding .....	3
AGRI 3033 Forage Crops & Pastures .....	3
AGRI 3413 Animal Genetics .....	3
BIOL 3224 General Entomology .....	4

***Speech/Communications***

ENGL 3513 Technical Writing .....	3
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***Natural Resources***

AGRI 4453 Natural Resource Conservation .....	3
BIOL 3115 Introduction to Microbiology .....	5
BIOL 4214 Ecology .....	4

***Agricultural Sales and Service***

AGRI 4123 Agricultural Marketing .....	3
AGRI 4233 Farm Management .....	3

CMSC 1103 Microcomputer Applications .....	3
MCOM 3033 Principles of Advertising .....	3

**Hours Agriculture Enrichment**..... **6**

**Professional Education**

EDUC 2801 Educational Seminar .....	1
(includes 30 hours field experience)	
EDUC 2103 Introduction to Education	
<b>OR</b>	
AGED 3103 Found & Philos of Teaching Ag Ed .....	3
(includes 30 hours field experience)	
EDUC 2402 Introduction to Exceptionalities .....	2
* EDUC 3112 Educational Psychology .....	2
* EDUC 3123 Child/Adolescent Psychology .....	3
* EDUC 3422 Teaching Reading Content Area .....	2
* EDUC 4112 Support Spec Student Reg Clsrm .....	2
EDUC 4122 Behavior Intervention .....	2
**AGED 4113 Lab Instruction in Ag Ed	
<b>OR</b>	
* EDUC 3913 Principles & Methods of Teaching .....	3
**EDUC 3032 Measurement and Evaluation .....	2
**EDUC 4131 Aggressive & Disruptive Behavior .....	1
**EDUC 4821 Multicultural Education .....	1
**AGED 4200 Student Teaching in Ag Ed .....	10
<b>Hours Professional Education</b> .....	<b>34</b>
<b>Total Hours</b> .....	<b>70</b>

\*Admission to Teacher Education required.

\*\*Admission to Professional Semester required.

Foreign Language Proficiency: All candidates must demonstrate foreign language proficiency in order to complete a degree in Education.

Note: The courses AGED 4113, and EDUC 3032, 4131, and 4821 will be taken during the first 4 weeks of the semester followed by 12 weeks of student teaching.

**AGRICULTURE COURSES (AGRI)**

- +1113 Agricultural Economics**  
Introduction to agricultural economics. The role of agriculture within a market economy. Economic analysis applied to agriculture. Basic market structure and economic analysis as a management tool. Offered fall semester only.
- 1124 Introduction to Animal Sciences**  
Species adaptability, product standards and requirements, areas and types of production, processing and distribution of products (includes swine, sheep, beef, dairy and poultry).
- 1214 Introduction to Plant Sciences**  
**SL** Factors determining economics, plant growth, distribution, culture, improvement and utilization. Students will complete a service learning component that will include the study and application of techniques associated with soil preparation and fertilization, crop establishment and vegetative and grain production of multiple varieties of wheat (*Triticum aestivum*) at the NWOSU University Farm.
- 2113 General Horticulture**  
The classification and identification of scientific principles as related to the more important crops and aspects of horticulture.

- 2123 Livestock Feeding**  
Nutrients and their functions, nutrient requirements of the various classes of livestock; composition and classification of feed stuffs and ration formulation.
- 3033 Forage Crops and Pastures**  
Principles and applications in relation to production management, utilization and improvement of pasture and range plants. Pre: BIOL 1124 and AGRI 1214.
- +3103 Economics of Agricultural Policy**  
The economic characteristics and problems of U.S. agriculture; the historical evolution, significance and structure of agriculture policies and programs. Pre: ECON 2123 or AGRI 1113.
- 3112 Live Animal Evaluation**  
A specific study of type and form of horses, beef cattle, sheep and swine. Pre: AGRI 1124 or consent of instructor.
- 3133 Breeds of Livestock**  
A specific study of type and form of beef cattle, swine, sheep, hoes and poultry. Including history of the breeds, as well as modern and historic phenotypic characteristic evaluation. Also emphasis will be placed on traits, inheritability and comparison of those respective traits to other breeds. Pre: AGRI 1124 or consent of the instructor.
- 3163 Floriculture and Landscaping Gardening**  
A survey of flowers, useful trees, and ornamental shrubs, their propagation and production; and the fundamental principles of landscape design as applied to the development of both small city properties and farmsteads.
- 3173 Crop Adaptation and Distribution**  
The interaction of crop genetics with the production environment to determine the adaptation and distribution of crop species. Pre: AGRI 1214.
- 3214 Soil Science**  
Formation and classification of soils; principal chemical and biological properties of soils in relation to plant growth; soil productivity and land use. Pre: CHEM 1105.
- 3333 Fundamentals of Meat Science**  
The anatomical, basic chemical, and physical characteristics of meat animals. The application of scientific principles to the processing and economical utilization of meat animals, as well as in the manufacture of meat products, is emphasized in laboratory.
- 3413 Animal Genetics**  
The basic principles of heredity including: kinds of gene action, random segregation, independent assortment, linkage, chromosome mapping, multiple alleles and chromosomal abnormalities. In addition a brief introduction to quantitative inherited and population genetics.
- 3422 Horse Production**  
An in depth look at management, care and handling of horses for work and pleasure. Pre: AGRI 1124.
- 3443 Animal Reproduction**  
Physiological processes of reproduction in farm animals, gonadal function, endocrine relationship, fertility and factors affecting reproduction efficiency.
- Emphasis is given to principles of artificial insemination in the laboratory.
- 3543 Principles of Animal Nutrition**  
Basic principles of animal nutrition including digestion, absorption, and metabolism of the various food nutrients; characteristics of the nutrients; measure of body needs. Pre: CHEM 3115.
- 3800 Internship in Agriculture (1-3 hours credit)**  
The internship will provide students with an opportunity to gain hands-on experience in their field of study. Interns will complete a minimum of 30 hours in the field per credit hour under the guidance of the faculty mentor and the supervision of a designed professional. Pre: Dependent upon area of degree concentration.
- 4123 Agricultural Marketing**  
Economic analysis applied to agricultural markets, production and price cycles, marketing systems, agricultural futures markets, hedging, and agricultural options. Pre: ECON 2123 or AGRI 1113.
- 4133 Crop Production & Cultural Systems**  
The interaction of crop growth and development with crop production procedures and their effects on the environment. Plant systems relative to optimum yield and quality will be discussed. Pre: AGRI 1214.
- 4143 Agri-Chemicals and Waste Management**  
The use, action, and fate of pesticides and fertilizer in the environment and the proper management of livestock and crop waste residue. Pre: AGRI 1124 or BIOL 1224
- +4153 Agricultural Economics of Development**  
Basic theory and application of community economics. Emphasis will be on 1) assisting a community with economic development efforts, 2) analysis of providing community services, and 3) business development, assessment and retail trends analysis in rural communities. Pre: ECON 2123 or AGRI 1113.
- 4163 Crop Consulting**  
Materials presented based on areas of expertise that a certified crop advisor should possess. Areas included: nutrient management, soil and water management, integrated pest management, and crop management. Pre: AGRI 4133.
- 4233 Farm Management**  
Balance sheet and income statement, economic analysis of production, production planning, enterprise budgeting, and partial budgeting. Pre: ECON 2123 or AGRI 1113.
- 4303 International Studies Abroad in Agriculture**  
This course is a directed intensive study that presents agricultural concepts in an international market with specific attention to agricultural principles and practices in the designated country. The study abroad course provides the means for students to learn about crop/animal production as well as exposure to agriculture-related business operations in local and national economies of the designated country. Course will consist of classroom, field experiences, and cultural immersion.

- 4453 Natural Resource Conservation**  
This course is designed to provide a survey of the concepts that are currently used to conserve natural resources. Emphasis will be given to the techniques associated with soil, water, wildlife, and genetic conservation.
- 4542 Sheep Science**  
Breeding, feeding management and marketing of commercial and purebred sheep. Pre: AGRI 3443.
- 4613 Purebred & Cow-Calf Beef Cattle Management**  
Application of scientific principles and recent research advances of the production of commercial and purebred beef cattle. Feeding, breeding, management and marketing methods. Pre: AGRI 1124.
- 4623 Stocker and Feedlot Cattle Management**  
Application of scientific and management principles, and recent research advances to modern stocker and feedlot cattle operations. Feeding, management, and marketing methods. Pre: AGRI 1124 and 2123.
- 4643 Swine Science**  
The application of genetic, physiological, microbiological, nutritional and engineering principles to the efficient production of swine. Pre: AGRI 3443.
- 4753 Advanced Livestock Production**  
Comprehensive review of recent advances in research relative to the various phases of livestock production. Pre: Senior Standing.
- 4863 Capstone for Agriculture**  
Study of the role of agriculture in modern society with emphasis on the importance of research and current political issues. Will also include activities associated with career preparation as well as oral and written reports. Pre: Senior Standing.

#### AGRICULTURE EDUCATION COURSES (AGED)

- 3103 Foundations and Philosophies of Teaching Agricultural Education**  
Roles and responsibilities of the agricultural education teacher; types of program offerings; steps of the teaching-learning process; place of agricultural education in relation to other educational programs in school systems. Pre: 21 semester credit hours of agriculture with a 2.50 GPA.
- 3203 Planning the Community Program in Agricultural Education**  
Determining resources and trends of local communities with respect to agricultural production and agribusiness. Emphasis on agricultural education program policies, FFA chapter advisement, planning and managing the instructional program, identification and completion of records and reports required of a teacher of agricultural education in Oklahoma. Pre: AGED 3103.
- 4113 Laboratory Instruction in Agricultural Education**  
Methods of teaching agricultural education in a laboratory setting. A study of laboratory safety instruction, methods of teaching, and application of technical agricultural skills to the secondary program.

Pre: AGED 3103 and 3203; concurrent enrollment in 4200.

- 4200 Student Teaching in Agricultural Education**  
Full-time directed experience in an approved agricultural education department. Applications of methods and skills in agricultural education as related to selecting, adapting, utilizing, and evaluating curriculum materials and experiences to meet educational goals and facilitate learning for individual students. Roles, responsibilities, and interactions of school personnel and parents. Study of professional education groups and organization and operation of school systems. Pre: 3203, full admission to the Teacher Education program, and concurrent enrollment in AGED 4113.

#### MECHANIZED AGRICULTURE COURSES (MCAG)

- 1413 Introduction to Engineering in Agriculture**  
Prerequisite(s): MATH 1513 or concurrent enrollment. Application of the physical and engineering sciences to agricultural problems. Energy, energy conversion, thermal, electrical, mechanical and fluid systems; equipment calibration; environmental control of agriculture buildings and irrigation system requirements.
- 3011 AG Structures**  
Study of types of agricultural structures, building materials, construction tools and methods. Laboratory will provide opportunity to apply and develop associated skills. Pre: MATH 1513.
- 3211 Engines and Power**  
Theory, operation, performance and diagnostics of internal combustion engines for mobile applications. Pre: MATH 1513.
- 3222 Metals and Welding**  
Welding safety and the principles and applications of gas, stick and MIG welding, and cutting.
- 3232 Lab Management and Project Construction**  
Theory and practice of managing secondary school Ag Mechanics laboratories including safety, organization, design, project construction and evaluation of student projects. Pre: 3222.
- 4101 AG Electrification**  
A study of electrical theory and electrical applications in agricultural environments. Pre: MATH 1513.

#### ART COURSES (ART)

- 1103 Fundamentals of Art**  
A foundation course preliminary to any advanced work in creative art; designed to develop students' powers of observation and expression through the various media; emphasizing basic art principles underlying the fine and applied arts; and appreciation of the place of art in the present day civilization. Open to all students.
- 3283 Arts and Crafts in the Elementary School**  
Studio experience with the tools, materials, and techniques for art programs at the elementary grade level. Pre: ART 1103.

**BIOLOGY**  
**PROGRAM SPECIFIC GENERAL EDUCATION**  
**REQUIREMENTS**

CMSC 1103 Microcomputer Applications  
 Biology majors are not required to take BIOL 1114 as part of the general education requirements.

**BIOLOGY**

<b>B.S. Degree</b>		<b>Major</b>	<b>Minor</b>
BIOL	1124	General Botany.....	4 4
BIOL	1224	General Zoology.....	4 4
BIOL	3011	Science Fair Judging.....	1
BIOL	3235	Comp Vertebrate Anatomy.....	5
BIOL	3194	Human Physiology.....	4
BIOL	3343	Genetics.....	3
BIOL	4011	Science Seminar I.....	1
BIOL	4021	Science Seminar II.....	1
		Elective Biology Courses .....	17 13
		<b>Minimum Total.....</b>	<b>40 21</b>

Biology major must complete as part of his/her requirements:

- CHEM 1115 General Chemistry I
- CHEM 1215 General Chemistry II
- MATH 1513 College Algebra
- MATH 1613 College Trigonometry

**Note:** BIOL 4162 (Teachers' Course) **does not** count in the Biology major or minor:

**BIOLOGY**

**Health Science Option**

<b>B.S. Degree</b>		<b>Major</b>
BIOL	1224	General Zoology.....4
BIOL	3184	Human Anatomy <b>OR</b>
BIOL	3235	Comparative Vertebrate Anatomy.....4-5
BIOL	3194	Human Physiology.....4
BIOL	3343	Genetics.....3
BIOL	3115	Microbiology.....5
BIOL	3011	Science Fair Judging.....1
BIOL	4011	Science Seminar I.....1
BIOL	4021	Science Seminar II.....1
		Biology Electives.....16-17
		<b>Minimum Total Hours .....</b>
		<b>40</b>

**Recommended Electives:**

- BIOL 3352 Genetics Laboratory
- BIOL 3363 Cell and Molecular Biology
- BIOL 3502 Medical Terminology
- BIOL 4103 Vertebrate Embryology
- BIOL 4265 Animal Parasitology
- BIOL 4323 Immunology
- BIOL 4115 Pathogenic Microbiology and Immunology
- BIOL 4144 Biochemistry
- BIOL 4470 Independent Study
- BIOL 4490 Readings in Biology
- BIOL 4503 Pathophysiology

The Health Science Option major must complete as part of his/her requirements:

- CHEM 1115 General Chemistry I
- CHEM 1215 General Chemistry II
- MATH 1513 College Algebra
- MATH 1613 College Trigonometry

**BIOLOGY**

**Natural History Option**

<b>B.S. Degree</b>		<b>Major</b>
BIOL	1224	General Zoology..... 4
BIOL	1124	General Botany..... 4
BIOL	3235	Comparative Vertebrate Anatomy..... 5
BIOL	4214	Ecology..... 4
BIOL	3343	Genetics..... 3
BIOL	3011	Science Fair Judging..... 1
BIOL	4011	Science Seminar I..... 1
BIOL	4021	Science Seminar II..... 1
		Biology Electives..... 17
		<b>Minimum Total Hours..... 40</b>

**Recommended Electives:**

- BIOL 3103 Limnology
- BIOL 3115 Microbiology
- BIOL 3174 Plant Physiology
- BIOL 3204 Ornithology
- BIOL 3374 Grassland Ecosystems
- BIOL 4153 Wildlife Conservation
- BIOL 4223 Plant Taxonomy
- BIOL 4304 Natural History of Vertebrates
- BIOL 4313 Common Plants of Oklahoma
- BIOL 4333 Herpetology
- BIOL 4343 Animal Behavior
- BIOL 4353 Evolution
- BIOL 4360 Museum Techniques (1-2)
- BIOL 4363 Wildlife Management Techniques
- BIOL 4470 Independent Study (1-3)
- BIOL 4490 Readings in Biology (1)

The Natural Science Option major must complete as part of his/her requirements:

- CHEM 1115 General Chemistry I
- OR**
- CHEM 1105 Chemistry for Non-Majors
- MATH 1613 College Trigonometry

**Note:** No more than two credit hours of Science Fair Judging (3011) and no more than 2 credit hours of Readings in Biology (4490) are permitted. Also, a maximum number of 2 credit hours of Independent Study (BIOL 4470) are permitted to count for the Biology major or minor. (Additional hours of BIOL 4470 may be taken but will not count towards the Biology major or minor).

**BIOLOGY COURSES (BIOL)**

**+1114 General Biology**

The outstanding discoveries and generalizations in the field of biology, which have a bearing on trends of thought and the course of civilization. Lecture and laboratory.

**+1124 General Botany**

Structure and basic processes in plants. Their relation to factors in the environment, reproduction, heredity and variation in plants. A survey of the plant kingdom will be covered. Lecture, laboratory and fieldwork. No prerequisites.

**+1224 General Zoology**

An introduction to animal biology. Major concepts in ecology, evolution, and behavior of the major animal phyla will be covered. A survey of the major

- organ systems common to all animals will also be covered. Lecture and laboratory. No prerequisites.
- 3011 Science Fair Judging**  
**SL** This course is designed as a service-learning experience to allow students to apply their scientific knowledge in helping guide and judge science fair projects created by elementary, middle and high school students at local and regional science fairs. May be taken for maximum credit of three hours. This is a required course to satisfy the service-learning component for the biology major. Pre: three courses in biology, chemistry, and/or physics.
- +3103 Limnology**  
 An introduction to the study of inland aquatic systems. The physical, chemical, and biological factors affecting aquatic habitats will be covered. Lecture, laboratory, and fieldwork. Pre: CHEM 1115 or 1105 and BIOL 1224.
- +3115 Introduction to Microbiology**  
 An introductory course in microbiology stressing the physiology, cultivation, classification, and distribution of microorganisms. Laboratory and lecture sections are integrated to provide a biochemical approach to the nature and function of microorganisms in the health sciences, agriculture, and industry. Pre: CHEM 1105 or 1115, 1215. Three hours laboratory minimum.
- +3153 Human Histology**  
 A study of vertebrate and human tissues. Correlation is made between structural arrangements of tissues and functions. A lecture and laboratory course requiring 12 hours of biology as prerequisites.
- +3174 Plant Physiology**  
 A study of functions of the physiological process of plants including respiration, photosynthesis, and nutrition. Pre: BIOL 1124 and CHEM 1115, 1215.
- +3184 Human Anatomy**  
 An introduction to the areas and microscopic structure of the various organ systems of the human body; covers tissues and the following organ systems: integumentary, skeletal, muscular, nervous, digestive, cardiovascular, respiratory, lymphatic, urinary, and reproductive. Lecture and laboratory required Physical Education majors. Pre: CHEM 1105 or 1115.
- +3194 Human Physiology**  
 An introduction to the cellular and gross functions of the various organ systems of the human body; covers cellular metabolism and the physiology of the following organ systems: skeletal, muscular, nervous, digestive, cardiovascular, respiratory, lymphatic, urinary, and reproductive. Lecture and laboratory. Pre: BIOL 3184, CHEM 1105 or 1115, 1215, and MATH 1513.
- +3204 Ornithology**  
 Lectures and laboratories dealing with the classification, distribution, life history, ecology, adaptations, and ethnology of birds; emphasis on local avifauna. Field trips. Pre: BIOL 1224
- +3213 Plant Kingdom**  
 Study of comparative structures of all divisions of the plant kingdom. Attention is paid to life cycles and phylogenetic relationships of all important groups. Lecture and laboratory. Pre: BIOL 1124.
- +3224 General Entomology**  
 The fundamentals of insect life; classification, life histories, economic relationships, and control of harmful forms. This course is designed to meet the needs of an introductory course in economic or agricultural entomology as well as the needs of the biology major. Lecture, laboratory, field trips. Pre: BIOL 1224.
- +3235 Comparative Vertebrate Anatomy**  
 Comparison of anatomical structures in vertebrate types using principles from evolutionary and developmental biology. Laboratory will include dissection of selected vertebrate types as well as osteological materials. Pre: BIOL 1224.
- +3324 Invertebrate Zoology**  
 A laboratory and field investigation into the life cycles, habitats, and natural history of the more common invertebrate groups. Pre: BIOL 1224.
- +3343 Genetics**  
 Physical basis and the principles of inheritance at gene, chromosome, and population levels. Nature of genetic material and its involvement in the determination of structure and function of organisms. Pre: MATH 1513, BIOL 1124, and 1224.
- +3352 Genetics Laboratory**  
 Actual crosses and demonstrations intended to illustrate various genetic phenomena including Mendelian inheritance, recombination, mutation, artificial and natural selection, and interaction of genotype with environment. Primary organisms used in the lab are Drosophila, non-pathogenic bacteria, corn and peas. Pre: BIOL 3343 (or concurrent enrollment).
- +3363 Cellular and Molecular Biology**  
 A study of the cell concept and cell morphology, organelles, enzymes, energetics, influence of external environment, cellular synthesis, replication, differentiation, origin and evolution of cells. Pre: CHEM 1115, 1215 and 3115 (or concurrent enrollment).
- +3374 Grassland Ecosystems**  
 Functions and interrelationships of the biotic and abiotic components of native grasslands. Attention is given to important range plants of the central prairies and plains. Lecture, laboratory and field trips. Pre: BIOL 1124.
- 3502 Medical Terminology**  
 A course designed to expose the student to prefixes, suffixes, and root words of Greco Latin origin which frequently occur in the English language, and to enable the student to determine the meaning of the medical terms using knowledge of Greek and Latin base words. A programmed study. Pre: BIOL 3184 and 3194 recommended.

- 4011 Science Seminar I**  
This course is one of the two required capstone interdisciplinary seminars designed for Juniors or Seniors that will integrate concepts gained from previous coursework and apply these ideas to current event topics. Discussion of peer-reviewed articles will provide the basic framework of the seminars. Topics will change each semester. Students will work individually and in teams to complete assignments. Note: This course does not have to be taken prior to BIOL 4021.
- 4021 Science Seminar II**  
This course is the second Science Seminar capstone course required for all biology majors and is designed to be taken during the student's senior year after all core biology courses for the major are completed.
- +4103 Vertebrate Embryology**  
The factors and principles of embryonic development of the vertebrates with emphasis on avian and mammalian development. Pre: BIOL 3235.
- 4115 Pathogenic Microbiology and Immunology**  
A course in microbiology stressing the physiology, classification, and distribution of microorganisms pathogenic to man. Laboratory and lecture sections are integrated to provide an immunological and serological approach to the study of pathogenic microorganisms. Pre: BIOL 3115, CHEM 1105 or 1115, 1215.
- +4144 Biochemistry**  
Develop a basic understanding of chemical reactions that occur in plant and animal systems. The study of the structure and metabolism of proteins, carbohydrates, lipids, and nucleic acids. Cellular respiration, photosynthesis, enzyme mechanism, and intracellular signaling pathways are also covered. Lecture and laboratory. Pre: CHEM 3115, 4115 or concurrently. (Cross-Listed-CHEM 4144)
- +4153 Wildlife Conservation**  
A survey of the history, principles, and techniques of wildlife conservation. Both game and non-game species will be discussed. Lecture, laboratory, and fieldwork. Some overnight field trips may be required. Pre: BIOL 1124 and 1224.
- 4162 Teachers' Course**  
Problems and methods of teaching science. Pre: 20 hours of science. Lecture and demonstration. This course does not apply to a major or minor in biology. This is a restricted course; students must be admitted into the teacher education program prior to enrolling.
- +4214 Ecology**  
The interrelationships of animals and plants with their surroundings; physical and chemical factors in their environment; distribution of animals and plants over the life zones of the earth. Lecture and laboratory. Pre: 12 hours of Biology, MATH 1513 and CHEM 1115.
- +4223 Plant Taxonomy**  
Classification of flowering plants, with special attention to the local flora; the collecting and preservation of plant specimens. Lecture, laboratory, and field trips. Pre: BIOL 1124.
- +4265 Animal Parasitology**  
Morphology, life history, and classification of the more important parasites of animals; host/parasite relationships and methods of control. Pre: BIOL 1224.
- +4304 Natural History Vertebrates**  
Natural history and classification of the vertebrate classes. Use of taxonomic keys and field guides for identification will be covered. Life history, reproduction, behavior, and adaptation will be discussed. Emphasis on local fauna whenever possible. Lecture, laboratory, and fieldwork. Some overnight trips may be required. Pre: BIOL 1224.
- +4313 Common Plants of Oklahoma**  
Identification and classification of seed plants common to the area; attention given to family characteristics and environmental relationships. Lecture, laboratory and field trips. Pre: BIOL 1124.
- +4323 Immunology**  
Study of the immune system including organs and cells of the system, antibody antigen interactions, lymphocyte activation and reactions, lymphokines and complement production and functions, hypersensitivity reactions and autoimmunity. Pre: CHEM 1115, 1215, BIOL 3194 and suggested BIOL 3363 or 4144.
- +4333 Herpetology**  
A survey of the taxonomy, ecology, evolution, and behavior of amphibians and non-avian reptiles with emphasis placed on local species. Lecture, laboratory, and fieldwork. Some overnight field trips may be required. Pre: BIOL 1224.
- +4343 Animal Behavior**  
The study of how and why animals behave the way they do. Topics include how to quantify behavior, predation, foraging, and social behavior. Lecture, laboratory, and fieldwork. Some overnight field trips may be required. Pre: BIOL 1224.
- +4353 Evolution**  
An introduction to the fact, course, and mechanisms of change in biological systems. Lecture and overnight field trips may be required. Pre: BIOL 1124 and 1224 recommended.
- 4360 Museum Techniques**  
A study of the basic methodologies employed in the creation and maintenance of museum exhibits. Under the guidance of the Museum Director and appropriate faculty, each student will assist in the creation or renovation of collections or displays for the NWOSU Museum of Natural History.
- +4363 Wildlife Management Techniques**  
A continuation of Biology 4153 Wildlife Conservation. The course covers the design and analysis of experiments, field techniques relevant to wildlife ecology, and management methods applied to specific land use practices. Lecture, laboratory, and fieldwork. Pre: BIOL 4153.
- +4503 Pathophysiology**  
Mechanisms of health and disease. Topics covered include: cellular injury, inflammation and healing processes, neoplasia, imbalances of body

temperature, body water, pain mechanisms and management, and disorders of the immune, cardiovascular, respiratory, reproductive, nervous and endocrine systems. Primarily for pre-health professional students. Pre: BIOL 3184, 3194, 3115 (recommended), CHEM 1105 or 1115.

**ACCOUNTING  
PROGRAM SPECIFIC GENERAL EDUCATION  
REQUIREMENTS**

MATH 1513	College Algebra
GBUS 2033	Leadership in Business
CMSC 1103	Microcomputer Applications

**ACCOUNTING**

**B.S. Degree** **Major/Minor**

**Lower-Level Business-prep courses (Foundation Core):**

ACCT 2123	Financial Accounting	3
ACCT 2133	Managerial Accounting	3
ECON 2113	Prin of Macroeconomics	3
ECON 2123	Prin of Microeconomics	3
GBUS 2903	Legal Environment of Business	3
MATH 1313	Statistics	3
	TOTAL Foundation Core	18

**Upper-Level Required Business courses (Business Core):**

FIN 3163	Business Finance	3
GBUS 3753	Business Research	3
GBUS 3953	Business, Society & Government	3
MGMT 3063	Prin of Management	3
MGMT 4343	Cross-Cultural Management	3
MGMT 4433	Business Policy	3
MIS 3413	Management Info Syst	3
MRKT 3043	Prin of Marketing	3
	TOTAL Business Core	24

**Upper-Level Accounting Courses:**

ACCT 3103	Intermediate Acctng I	3
ACCT 3113	Intermediate Acctng II	3
ACCT 3123	Governmental/Non-Profit Accounting	3
ACCT 3133	Individual Income Tax	3
ACCT 3153	Cost Accounting	3
ACCT 3923	Advanced Business Law/Ethics	3
ACCT 4133	Acctg Information Systems	3
ACCT 4173	Auditing	3
ACCT 4303	International Accounting	3
	Upper-level Accounting electives*	3
	TOTAL Upper-Level Accounting	30

TOTAL HOURS ..... 72

\*Any upper-level course with the prefix ACCT applies. Students may seek approval from their advisor and division chair to apply courses from other disciplines as upper-level Accounting electives.

Note 1: The student must have at least one-half of the total hours in upper-division courses.

Note 2: Accounting majors desiring to take the CPA exam will need to complete 150 credit hours, which will include additional accounting courses. These courses can be taken at the undergraduate level but it is suggested that the student plan to attend graduate school.

**BUSINESS ADMINISTRATION  
PROGRAM SPECIFIC GENERAL EDUCATION  
REQUIREMENTS**

MATH 1513	College Algebra
GBUS 2033	Leadership in Business
CMSC 1103	Microcomputer Applications

**BUSINESS ADMINISTRATION**

**B.S. Degree** **Major**

**Foundation Core:**

ACCT 2123	Financial Accounting	3
ACCT 2133	Managerial Accounting	3
ECON 2113	Prin of Macroeconomics	3
ECON 2123	Prin of Microeconomics	3
GBUS 2903	Legal Environment of Business	3
MATH 1313	Statistics	3
	TOTAL Foundation Core	18

**Business Core:**

FIN 3163	Business Finance	3
GBUS 3753	Business Research	3
GBUS 3953	Business, Society & Government	3
MGMT 3063	Prin of Management	3
MGMT 4343	Cross-Cultural Management	3
MGMT 4433	Business Policy	3
MIS 3413	Management Info Syst	3
MRKT 3043	Prin of Marketing	3
	TOTAL Business Core	24

**TOTAL HOURS..... 42**

Note 1: In any of the programs in business administration, the student must have at least one-half of the total hours in upper-division courses.

**MINOR REQUIREMENTS (Business Administration majors):**

Students majoring in Business Administration must minor in one of the following areas: Accounting, General Business, Entrepreneurship, Management or Marketing. The requirements of these minors are listed below. NOTE: For non-Business/Accounting major, there may be hidden pre-requisites in the courses listed in these minors.

**ACCOUNTING** **Minor**

ACCT 3103	Intermediate Accounting I	3
ACCT 3113	Intermediate Accounting II	3
ACCT 3123	Governmental/Non-Profit Accounting	3
ACCT 3133	Individual Income Tax	3
ACCT 3153	Cost Accounting	3
ACCT 4303	International Accounting	3
	Upper-level Accounting electives*	3

**TOTAL HOURS ..... 21**

\*Any upper-level course with a prefix ACCT applies. Students may seek approval from their advisor and division chair to apply courses from other disciplines as upper-level Accounting electives.

**ENTREPRENEURSHIP** **Minor**

International Business course (GBUS		
3513 or MRKT 4113)		3
GBUS 3613	Principles of Entrepreneurship	3

MGMT	4213	Small Business Management.....	3
GBUS	4703	Internship <b>OR</b>	
GBUS	4323	Sm. Business Consulting.....	3
		Upper-level Business elective* .....	9
		<b>TOTAL HOURS.....</b>	<b>21</b>

\*Any upper-level course with a prefix ACCT, ECON, GBUS, FIN, MGMT, MIS, or MRKT applies. A student may not apply more than 6 hours of coursework from any particular discipline (prefix) toward the minor. Students may seek approval from their advisor and division chair to apply courses from other disciplines as upper-level Business electives.

<b>GENERAL BUSINESS</b>	<b>Minor</b>
International course (ACCT 4303, ECON 3213, GBUS 3513, or MRKT 4113).....	3
Upper-level Business electives* .....	18
<b>TOTAL HOURS.....</b>	<b>21</b>

\*Any upper-level course with a prefix ACCT, ECON, GBUS, FIN, MGMT, MIS, or MRKT applies. A student may not apply more than 6 hours of coursework from any particular discipline (prefix) toward the minor. In addition, students may take one of the following classes as an upper-level Business elective: PSYC 3213, MCOM 3213, SCOM 3213, or SCOM 3613. Students may seek approval from their advisor and division chair to apply courses from other disciplines as upper-level Business electives.

<b>MANAGEMENT</b>	<b>Minor</b>
GBUS 4953 Employment Law .....	3
GBUS 3513 International Business .....	3
MGMT 3433 Organizational Behavior.....	3
MGMT 4333 Human Resources Management .....	3
Upper-level Management electives* .....	9
<b>TOTAL HOURS.....</b>	<b>21</b>

\*Any upper-level course with the prefix MGMT applies. In addition, students may take one of the following classes as an upper-level Management elective: PSYC 3213, MCOM 3213, SCOM 3213, or SCOM 3613. Students may seek approval from their advisor and division chair to apply courses from other disciplines as upper-level Management electives.

<b>MARKETING</b>	<b>Minor</b>
MRKT 3413 Consumer Behavior.....	3
MRKT 4043 Salesmanship.....	3
MRKT 4103 Marketing Management.....	3
MRKT 4113 International Marketing .....	3
MRKT 4253 Integrated Marketing Communications ...	3
Upper-level Marketing electives* .....	6
<b>TOTAL HOURS.....</b>	<b>21</b>

\*Any upper-level course with the prefix MRKT applies. Students may seek approval from their advisor and division chair to apply courses from other disciplines as upper-level Marketing electives.

**MINOR REQUIREMENTS (non-Business Students):**  
The following minors are designed for non-Business (Business Administration) majors. These minors are only open to students majoring in non-Business disciplines.

<b>ACCOUNTING (for non-business majors)</b>	<b>Minor</b>
ACCT 2123 Financial Accounting.....	3
ACCT 2133 Managerial Accounting.....	3
ACCT 3103 Intermediate Accounting <b>OR</b>	
ACCT 3133 Individual Income Tax .....	3
ACCT 3153 Cost Accounting I.....	3
CMSC 1103 Microcomputer Applications .....	3
Upper-level Accounting electives* .....	6
<b>TOTAL HOURS .....</b>	<b>21</b>

\*Any upper-level course with the prefix ACCT applies. Students may seek approval from their advisor and division chair to apply courses from other disciplines as upper-level Accounting electives. Students must meet prerequisite requirements for any upper-level course taken.

<b>BUSINESS</b>	<b>Minor</b>
ACCT 2003 Survey of Accounting .....	3
ECON 2103 Survey of Economics .....	3
FIN 3013 Survey of Finance .....	3
GBUS 2903 Legal Environment of Business .....	3
MGMT 3063 Principles of Management .....	3
MRKT 3043 Principles of Marketing.....	3
Upper-level Business elective* .....	3
<b>TOTAL HOURS .....</b>	<b>21</b>

\*Any upper-level course with the prefix ACCT, ECON, GBUS, FIN, MGMT, MIS or MRKT applies. Students must meet prerequisite requirements for any upper-level course taken.

<b>ENTREPRENEURIAL MANAGEMENT</b>	<b>Minor</b>
ACCT 2003 Survey of Accounting .....	3
FIN 3013 Survey of Finance** .....	3
MGMT 3063 Principles of Management .....	3
GBUS 3613 Principles of Entrepreneurship**.....	3
MGMT 4213 Small Business Management .....	3
Upper-level Business electives* .....	6
<b>TOTAL HOURS .....</b>	<b>21</b>

\*Any upper-level course with the prefix ACCT, ECON, GBUS, FIN, MGMT, MIS, or MRKT applies. Students must meet prerequisite requirements for any upper-level course taken.

\*\*This course includes a General Education Economics class as a prerequisite. Students who did not take an Economics class as part of their General Education coursework will have to take an additional 3 hours.

<b>HUMAN RESOURCE MANAGEMENT</b>	<b>Minor</b>
ACCT 2003 Survey of Accounting .....	3
GBUS 2903 Legal Environment of Business .....	3
GBUS 4953 Employment Law .....	3
MGMT 3063 Principles of Management .....	3
MGMT 4333 Human Resource Management .....	3
Upper-level Management electives* .....	6
<b>TOTAL HOURS .....</b>	<b>21</b>

\*Any upper-level course with the prefix MGMT applies. In addition, students may take one of the following classes as an upper-level Management elective: PSYC 3213, MCOM 3213, SCOM 3213, or SCOM 3613. Students may seek approval from their advisor and Business Division chair to apply courses from other disciplines as upper-level Management electives.



Students must meet prerequisite requirements for any upper-level course taken.

## ACCOUNTING COURSES (ACCT)

### 2003 Survey of Accounting

A survey of financial and managerial accounting for non-business majors. NOTE: This class will not count in meeting the degree requirements for Accounting or Business Administration majors. Cannot be taken for credit if the student has completed ACCT 2123 or ACCT 2133.

### 2123 Financial Accounting

An introductory course in gathering, recording, and using financial data of a profit organization.

### 2133 Managerial Accounting

An introductory course regarding the use of accounting data by managers. Pre: ACCT 2123.

### 3103 Intermediate Accounting I

Study of the evaluation and treatment of assets including consideration of related principles of profit determination. Pre: ACCT 2133.

### 3113 Intermediate Accounting II

Study of the treatment of liabilities, owner's equity, and the analysis of financial statements. Continuation of Acct. 3103. Pre: ACCT. 3103.

### 3123 Governmental/Non-profit Accounting

Study of governmental and non-profit accounting. An analysis of funds that reflect activity for governmental units, hospitals, educational institutions or other non-profit organizations. Pre: ACCT 2133.

### 3133 Individual Income Tax

Theory of individual taxation. Examination of income tax problems; federal and state tax forms; and preparation of individual tax returns both manually and using basic tax software.

### 3143 Business Income Tax

Theory of partnership and corporation taxation. Examination of partnership and corporation tax returns. Examination of other issues including estate taxation, and gift-tax. Pre: ACCT 3133.

### 3153 Cost Accounting I

Elementary principles of cost accounting: internal records of manufacturing business, standard costing, budgetary control, and quality concepts. Pre: ACCT 2133.

### 3163 Cost Accounting II

Continuation of ACCT 3153 involving the advanced study of process cost accounting, standard cost accounting; cost and profit analysis. Pre: ACCT 3153.

### 3923 Advanced Business Law/Ethics

An in-depth examination of specific topics of law and ethics that affect business in America. Pre: GBUS 2903 (Cross-listed as GBUS 3923).

### 4123 Advanced Accounting

Consolidated financial statements, business combinations, reporting, foreign currency transactions and financial statements, partnerships. Pre: ACCT 3113.

### 4133 Accounting Information Systems

An in-depth study of the various accounting systems with emphasis in intra and inner system data flow.

Concentration on both manual and automated systems. Pre: ACCT 3113.

### 4143 Petroleum Accounting

Financial and tax accounting principles, practices, policies, and procedures used by oil and gas producers. Pre: ACCT 3103 and ACCT 3133.

### 4173 Auditing

The course includes: auditing procedure; classification of audits; audit working papers and reports; methods of verification of financial statements; practical applications; maintenance and improvement of internal controls. Pre: ACCT 3113.

### 4183 Advanced Auditing

Auditing programs and case studies; auditing standards; APB opinions; FASB opinions; statistical and judgment sampling. Pre: ACCT 4173. Offered by special request and approval.

### 4303 International Accounting

Provides understanding of accounting issues related to the global business environment. Pre: ACCT 3103.

### +4363 Professional Ethics

This course covers current issues in commercial ethics, requirement of officers and directors of public companies, and professional license requirements, including requirements for accountants.

Pre: ACCT 2123.

### 4703 Accounting Internship

An Internship course in which the student will have an opportunity to integrate concepts learned and philosophies developed in Accounting and other business courses with real world experiences. Emphasis will be on allowing students practical application of their field.

## GENERAL BUSINESS COURSES (GBUS)

### 1013 Introduction to Business

Introductory course for students of economics and business administration; survey of basic principles, forms and practices involved in administration of a business firm.

### 2033 Leadership in Business

An introduction to leadership styles and principles as applied to today's business environment, both within the organization and the community. This course satisfies the General Education requirement for a class in leadership. NOTE: This class includes a service learning component.

### 2903 Legal Environment of Business

Survey of the areas of our legal system and laws that impact today's business environment.

### 3083 Introduction to E-Commerce

This course is designed to provide an introduction to computers, Internet, and business transactions. The course focuses on technology based interactions between customers and businesses over the Internet.

### 3513 International Business

An in-depth study of the various aspects of international business, including the environmental, economic, political and social constraints.

- 3613 Principles of Entrepreneurship**  
This course offers a practical, hands-on approach to entrepreneurship and leads students through the process of writing either a feasibility plan or a business plan. Topics include identifying business opportunities, concept development to market penetration, financial analysis as well as coverage of emerging entrepreneurial topics such as e-commerce, international business opportunities, and the speed of change in the business environment. Pre: FIN 3013 or FIN 3163.
- 3753 Business Research**  
Applied business statistics and research techniques relevant to business decision making. Pre: MATH 1313, MATH 1513 and ENGL 1213.
- 3923 Advanced Business Law/Ethics**  
An in-depth examination of specific topics of law and ethics that affect business in America. Pre: GBUS 2903. (Cross-listed as ACCT 3923).
- 3953 Business, Society and Government**  
A study of the interactions of business, government and society with a focus on government regulation, business ethics and the social responsibilities of business firms. Pre: Junior standing.
- 4313 Advanced Entrepreneurship**  
This course builds on the framework established in Principles of Entrepreneurship to study the elements necessary to be a successful entrepreneur. Pre: GBUS 3613.
- 4323 Small Business Consulting**  
An introduction to consulting. Students, either in teams or individually, will have practical experience working with small business or non-profit organization in a consulting role.
- 4703 Business Internship**  
An Internship course in which the student will have an opportunity to integrate concepts learned and philosophies developed in business courses with real world experiences. Emphasis will be on allowing students practical application of their field.
- 4933 Business Ethics**  
An issues- and problems-oriented course in applied business ethics. Focus is on the crises of conscience and the everyday conflicts of role and obligation that characterize professional lives and the role of corporate responsibility in today's society.
- 4953 Employment Law**  
Analyzes the legal relationship between employers and employees or potential employees.

#### **ECONOMICS COURSES (ECON)**

- +2103 Survey of Economics**  
An introductory level course in economics designed for non-business majors. Emphasis is placed on understanding how economic principles apply to domestic and global issues in today's world. NOTE: This class will not count in meeting the degree requirements for Accounting or Business Administration majors. May not be taken for credit if student has completed ECON 2113 or ECON 2123.

- +2113 Principles of Macroeconomics**  
This course provides an overview of the entire U.S. economy and government's involvement in economic issues.
- +2123 Principles of Microeconomics**  
This course focuses on economic theory and issues as related to the operation of individual organizations.
- +3133 Public Finance**  
Applications of economic analysis to public expenditures, allocation of resources, and public revenue. Considerations of the problems of efficiency, equity and incidence of taxes. Pre: ECON 2103 or (ECON 2113 AND ECON 2123).
- +3213 International Economics**  
Principles of international trade and finance; commercial policies in relation to the flow of international trade. Emphasis will be placed on the increasing importance of international trade and policies as they affect the U.S. economy. Pre: ECON 2123.
- +4363 Income and Employment**  
Theories of national income determination, consumption, investment, money, interest rates and economic growth. Emphasis will be on Classical, Keynesian and Post-Keynesian aggregate economic analysis. Pre: ECON 2113 and ECON 2123.

#### **FINANCE COURSES (FIN)**

- +1113 Personal Finance**  
A study of financial matters for the individual or the family and techniques available to manage these needs. This course will study various consumer financial accounts and instruments.
- 3013 Survey of Finance**  
Concepts and techniques of financial management. Also included are the time value of money, basic instruments of financing, financial planning, capitalization, and marketing of securities. Pre: Either ACCT 2003 or ACCT 2133, and ECON 2103. (Students with both ECON 2113 and ECON 2123 also meet the prerequisite.) NOTE: This class will not count in meeting the degree requirements for Accounting or Business Administration majors. May not be taken for credit if student has completed FIN 3163.
- 3163 Business Finance**  
Business finance with emphasis on corporate methods and instruments of financing, time value of money, risk and return, valuation, capital budgeting, and cost of capital. Pre: ACCT 2133, ECON 2113 and 2123, MATH 1313 and 1513.
- 4213 Real Estate**  
Real estate as an academic and practical discipline; designed to introduce students to theory, principles, practices, problem-solving, and decision-making; techniques applicable to purchase transfer, lease, financing, appraisal and brokerage in land and buildings.
- 4323 Investments**  
This course involves the evaluation of investment vehicles, fundamental and technical analysis, and

alternative investment strategies while providing the beginning investor with an understanding of the functioning of an efficient market.

- 4433 Business Risk Management and Insurance**  
Identification, measurement, and control of non-speculative risks of business; study of various types of insurance available to business, including self insurance, methods of loss prevention; insurance as a planning tool; insurance procurement.

#### MANAGEMENT COURSES (MGMT)

- 3063 Principles of Management**  
An introduction to basic areas of management functions.
- 3433 Organizational Behavior**  
Concepts in the behavioral sciences used to evaluate and improve inter-personal relations and organizational practices in the work place. Pre: MGMT 3063 or instructor permission.
- 4213 Small Business Management**  
An examination of the environment and management of the small enterprise. Pre: MGMT 3063 or permission of instructor.
- 4303 International Studies Abroad in Management**  
This course presents concepts of management in a global market with specific attention to business management in the European market. Course will consist of faculty lecture and field experience in the European market. Executives from leading international firms will meet with students to discuss their strategies for success in world markets. On-site visits and plant tours enhance the learning experience. Pre: MGMT 3063.
- 4333 Human Resources Management**  
A study of modern methods and legal aspects of selection, testing and solving various human resource problems. Pre: MGMT 3063 or permission of instructor.
- 4343 Cross-Cultural Management**  
This course addresses the complexities and challenges associated with international management by emphasizing both organizational behavior and human resources management in terms of cross-cultural implications and applications. Pre: MGMT 3063 or permission of instructor.
- 4353 Production/Operations Management**  
A study of the principles and practices related to production and operations in both manufacturing and service firms. Pre: MATH 1313, MATH 1513 and MGMT 3063.
- 4433 Business Policy**  
A capstone course in which the student will have an opportunity to integrate concepts learned and philosophies developed in other business courses. Pre: Completion, with grade of "C" or higher, of all other courses in Business Core. To be taken in the final semester.
- 4703 Management Internship**  
An Internship course in which the student will have an opportunity to integrate concepts learned and philosophies developed in Management and other

business courses with real world experiences. Emphasis will be on allowing students practical application of their field.

#### MARKETING COURSES (MRKT)

- 3043 Principles of Marketing**  
A survey of the nature, scope and economic importance of marketing. (Cross-listed MCOM 3043).
- 3413 Consumer Behavior**  
Course in the characteristics of consumers, their buying patterns, and the demographic, social and psychological influences on the consumer buying process. Pre: MRKT 3043 (Cross Listed-PSYC 3313).
- 4013 E-Marketing**  
This course presents in-depth concepts of marketing with specific attention to the electronic commerce setting. Pre: MRKT 3043.
- 4043 Salesmanship**  
A course dealing with the principles of selling merchandise. Pre: MRKT 3043.
- 4103 Marketing Management**  
An advanced marketing course that offers in-depth study of marketing problems and the facets of making Marketing decisions. Pre: MRKT 3043.
- 4113 International Marketing**  
Issues and concepts related to development and implementation of global marketing strategies. Pre: MRKT 3043.
- 4253 Integrated Marketing Communications**  
Planning, organizing, directing, and controlling the promotion mix. Pre: MRKT 3043.
- 4313 International Studies Abroad in Marketing**  
This course presents concepts of international marketing principles in the European business environment. Course will consist of faculty lecture and field experience in the European market. Executives from leading international firms will meet with students to discuss their strategies for success in world markets. On-site visits and plant tours enhance the learning experience. Pre: MRKT 3043.
- 4703 Marketing Internship**  
An Internship course in which the student will have an opportunity to integrate concepts learned and philosophies developed in Marketing and other business courses with real world experiences. Emphasis will be on allowing students practical application of their field.

#### MANAGEMENT INFORMATION SYSTEMS COURSES (MIS)

- 3413 Management Information Systems**  
A study of information support systems available to managers. Strong emphasis is placed on the computer as a tool for MIS. Pre: CMSC 1103, MGMT 3063.
- +4423 Information Systems Management**  
An integration of previous coursework into the ability to see the data and information needs of an organization from the viewpoint of all levels of management. Pre: MIS 3413.

**CHEMISTRY  
PROGRAM SPECIFIC GENERAL EDUCATION  
REQUIREMENTS**

CMSC 1103 Microcomputer Applications

**CHEMISTRY**

<b>B.S. Degree</b>		<b>Major</b>	<b>Minor</b>
CHEM 1115	General Chemistry I.....	5	5
CHEM 1215	General Chemistry II.....	5	5
CHEM 3115	Organic Chemistry I.....	5	5
CHEM 4115	Organic Chemistry II.....	5	5
	Advanced Chem Electives.....	20	5
	<b>Total.....</b>	<b>40</b>	<b>25</b>

Electives hours can be selected from: 3011, 3012, 3015, 3025, 4144, 4355, 4365, 4470, 4480.

Note: The following course does not count in the Chemistry major or minor: CHEM 1105 Chemistry for Non-Majors.

Note: No more than two credit hours each of CHEM 3011 (Science Fair Judging) and Chemistry Seminar (CHEM 4480) are permitted to count for the Chemistry major or minor. Up to 4 credit hours of Independent Study (CHEM 4470) may be taken and counted towards the Chemistry major or minor. Only a total of 6 hours of CHEM 3011, CHEM 4470 and CHEM 4480 may count toward the Chemistry major or minor. (Additional hours of CHEM 4470 or 4480 may be taken but will not count towards the major or minor).

**CHEMISTRY COURSES (CHEM)**

**+1105 Chemistry for Non-Majors**

The study of the basic principles of chemistry with an emphasis upon application to agriculture, nursing, and other non-science majors. Lecture and laboratory. Pre: High School Algebra or MATH 1513 recommended.

**+ 1115 General Chemistry I**

The more important principles upon which chemistry is based. Also includes a study of many of the elements, the periodic classification of the elements, acid base chemistry, the meaning of equations, and equilibria. Lecture and laboratory. Pre: MATH 1513 (or concurrent enrollment).

**+ 1215 General Chemistry II**

This is a continuation of General Chemistry I (CHEM 1115). Topics include: properties of the three phases of matter, gases, liquids and solids, solutions, chemical kinetics, chemical equilibrium, and electrochemistry. Lecture and laboratory. Pre: CHEM 1115 and MATH 1513.

**3011 Science Fair Judging**

**SL** This course is designed as a service-learning experience to allow students to apply their scientific knowledge in helping guide and judge science fair projects created by elementary, middle and high school students at local and regional science fairs. May be taken for maximum credit of three hours. Pre: three courses in chemistry, biology, and/or physics.

**+3015 Classical Chemical Analysis**

The principles of chemical stoichiometry and equilibrium are supplied to gravimetric and

volumetric quantitative analysis. An introduction to simple instrumental methods is included. Lecture and laboratory. Pre: CHEM 1215

**+3025 Instrumental Chemical Analysis**

The principles of optical and electrochemical methods are applied to qualitative and quantitative analysis. Separation techniques are studied and some nuclear and thermal analytical methods are included. Lecture and laboratory. Pre: CHEM 1215.

**+3115 Organic Chemistry I**

The study of chemistry of organic compounds with an emphasis on functional groups, nomenclature, reactions, reaction mechanisms, stereochemistry and spectroscopy. Lecture and laboratory. Pre: CHEM 1215

**+4115 Organic Chemistry II**

A continuation of Organic Chemistry I with inclusion of compounds of biochemical interest. A significant portion of the laboratory program is devoted to identification of organic compounds by classical and modern methods. Pre: CHEM 3115.

**+4125 Advanced Organic Chemistry**

An in-depth study of selected topics of organic chemistry with an emphasis on mechanistic theory, organic syntheses, organic spectroscopy, and/or physical organic chemistry. Pre: CHEM 4115.

**+4144 Biochemistry**

Develop a basic understanding of chemical reactions that occur in plant and animal systems. The study of the structure and metabolism of proteins, carbohydrates, lipids, and nucleic acids. Cellular respiration, photosynthesis, enzyme mechanism, and intracellular signaling pathways are also covered. Lecture and laboratory. Pre: CHEM 3115, 4115 or concurrently. (Cross-Listed-BIOL 4144)

**+4355 Physical Chemistry I**

A fundamental course in physical chemistry including atomic and molecular structure, thermodynamics, kinetics, states of matter, and equilibria. Lecture and laboratory. Pre: CHEM 1215, PHYS 1114 or 2114 and MATH 2215 (MATH 2315 highly recommended).

**+4365 Physical Chemistry II**

This is a continuation of CHEM 4355. Topics include: Basic aspects of modern physics, introduction to quantum chemistry, particle in a box (one and two dimension), particle in a ring, the hydrogen atom, multi-electron atoms, diatomic molecules and molecular orbital theory, rotational and vibrational spectroscopy, and electronic spectroscopy. Lecture and laboratory. Pre: CHEM 4355.

**COMPUTER SCIENCE**

<b>B.S. Degree</b>		<b>Major- Minor Major Minor</b>		
CMSC 2003	Programming Concepts.....	3	3	3
CMSC 2103	Computer Programming I..	3	3	3
CMSC 3003	Data Mngmnt Systems .....	3	3	3
CMSC 3033	Java Programming.....	3	3	3
CMSC 3043	COBOL Programming .....	3	3	3

CMSC	3053	Visual Basic Prgmmg ....	3	3	
CMSC	3113	Networking Essentials .....	3	3	
CMSC	3203	Computer Prgmmg II.....	3	3	3
CMSC	3313	GUI Programming .....	3	3	
CMSC	3403	Computer Organization ....	3	3	
CMSC	4603	Operating Systems.....	3	3	
CMSC	4703	Data Structures .....	3	3	
MATH	1313	Statistics .....	3	3	
MATH	2215	Calculus I.....	5		
MATH	3053	Discrete Math .....	3		
		Elective Computer Sci.....	18	6	12
		<b>Total Hours .....</b>	<b>65</b>	<b>45</b>	<b>24</b>

- Upper Division hours required for major - 21
- Upper Division hours required for minor - 12
- CMSC 1103 will NOT count for major or minor.

### INFORMATION SYSTEMS OPTION

<b>B.S. Degree</b>			<b>Major</b>	
CMSC	2003	Programming Concepts .....	3	
CMSC	2103	Computer Programming I.....	3	
CMSC	3003	Data Management Systems.....	3	
CMSC	3043	Intro to COBOL .....	3	
CMSC	3053	Visual Basic Programming .....	3	
CMSC	3203	Computer Programming II.....	3	
CMSC	3313	GUI Programming .....	3	
CMSC	4013	Systems Analysis & Design.....	3	
ACCT	2123	Financial Accounting .....	3	
ACCT	2133	Managerial Accounting .....	3	
ACCT	3103	Intermediate Accounting I.....	3	
MIS	3413	Management Information Systems .....	3	
		Advanced Electives		
		Computer Sci., Accounting, or		
		E-Commerce.....	9	
		<b>Total Hours .....</b>	<b>45</b>	

### COMPUTER SCIENCE COURSES (CMSC)

#### +1103 Microcomputer Applications

Introduction to the use of computers as a data processing and problem solving tool for business. Applications include word processors, spreadsheets, data base management, and presentation software. Lecture and laboratory. Will not count as elective for computer science major or minor. Pre: High School Algebra.

#### +2003 Programming Concepts

A course with no prerequisites that is intended for CS majors, CS minors, BIS majors, and computer literate non-majors. This course introduces the student to problem solving, logic structures, pseudo-code, flow charts, statement sequencing, conditional statements, loop structures, and input/output processes. It is language independent although C++ examples will be presented.

#### +2103 Computer Programming I

An introduction to problem solving methods and algorithm development. Students will learn to design, code, debug, and document programs using techniques of good programming style in a high level language. Pre: CMSC 2003 or permission of department.

#### +3003 Data Management Systems

An application oriented course on the management of data in a variety of situations using both data manager and spreadsheet software. System analysis, file specification and maintenance, data entry and manipulation, report generation. Pre: CMSC 2003, 1103, GBUS 3083, or permission of the department.

#### +3033 Java Programming

The course provides students with a knowledge of general programming skills as well as basic Java Programming. Java is a programming language that is becoming the standard for Internet applications. The power and versatility of the Java language provides interactive processing, increased use of graphics, and animation on the Internet. Pre: CMSC 2103.

#### +3043 Introduction to COBOL

Computer programming using the COBOL language emphasizing the syntax and features of the language. Pre: CMSC 2003 or equivalent high school background.

#### +3053 Visual Basic Programming

Problem solving and computer programming using Visual Basic with emphasis on business applications and including elements of file processing. Pre: High School Algebra and CMSC 2003.

#### +3113 Networking Essentials

The course covers the following topics: Introduction to Networks and Networking Concepts, Network Design Essentials, Networking Media, Network Interface Cards, Making Networks Work, Network Communications and Protocols, Network Architectures, Simple Network Operations, Complex Networks, Network Administration and support, Enterprise and Distributed Networks, Wide Area and Large-Scale Networks, solving Network Problems, and Internet Resources. Pre: CMSC 2103 or permission of the Computer Science Department.

#### +3123 Transmission Control Protocol/Internet Protocol (TCP/IP)

Students will be provided with the knowledge and skills required to setup, configure, use, and support TCP/IP on a modern multi-user operating system. Pre: CMSC 3113.

#### +3203 Computer Programming II

A continuation of Computer Programming I with emphasis on larger programs. Introduction to algorithm analysis, string processing, recursion, internal search/sort methods and simple data structures. Pre: CMSC 2103.

#### +3213 Network Server I

This course provides the core foundation for supporting a network operating system. Students will obtain the knowledge and skills to install, configure, optimize, network, integrate and troubleshoot the operating system. Post-installation and day-to-day administration tasks in a single-domain or multiple-domain network will also be covered. Pre: CMSC 3113 or permission of the department.

#### +3313 GUI Programming

This course includes graphical user interface design, event driven programming, tool libraries, basic

control structures, and dynamic arrays. Pre: CMSC 2103 and 3203.

**+3323 PHP Programming**

This course covers the programming of an open-source, HTML-embedded, server-side scripting language named PHP. It can be used to create dynamic web applications very quickly. The syntax of PHP is a combination of C, Java, and Perl. It can be embedded into HTML and generally runs on a web server, which needs to be configured to process PHP code, and create web page content from it. It can be deployed on most web servers and on almost every operating system and platform free of charge. PHP only parses code within its delimiters. Anything outside its delimiters is sent directly to the output and is not processed by PHP; however, non-PHP text is still subject to control structures described within PHP code. Pre: CMSC 2103.

**+3403 Introduction to Computer Organization**

A study of the organization and structuring of the major hardware components of computers including mechanics of information transfer and control within a digital computer system. Pre: CMSC 2103 or permission of the department.

**+3913 Numerical Analysis**

Computer algorithms and the complete preparation and solution of selected mathematics and science problems. Digital computer solution of equations, functional approximations, least squares curve-fitting, numerical differentiation and integration. Pre: CMSC 2103 and MATH 2215.

**+4003 Database Management Systems Design**

Integration of data structures and operating system architecture into a data base management system design. Advanced programming of algorithms into management system programs. Pre: CMSC 2103 and 3003.

**+4013 Systems Analysis and Design**

Fundamental concepts of the design and implementation of integrated business systems. Application research, problem definition, fact-gathering techniques, report requirements, and source data requirements. General systems flow charting, decision tables, data controls, and system controls. System implementation, evaluation and maintenance. Pre: CMSC 2103 or 3003.

**+4023 Advanced Programming**

This course emphasizes the syntax and features of the language. Topics include control flow, functions and program structure, pointers and arrays data structures, and input/output. Pre: CMSC 2103 and 3203.

**+4203 Network Server II**

Skills to design, implement and support a server network operating system in a multidomain enterprise environment will be presented in this course. Pre: CMSC 3213.

**+4513 Open Source**

This course is an introduction to the open source environment. This will include hands-on installation and use of the open source operation system and applications. Other topics include program

modifications of both the operating system and applications installed. Pre: minimum of 21 hours of CMSC classes.

**+4523 Game Programming**

This course introduces issues inherent in the process of game design. This course will be a hands-on introduction to game programming. Topics include the skills and tools needed for story and character development, game design, pre-production, prototyping, testing, end-user testing, human interface, content development and communication documents. Pre: minimum of 21 hours of CMSC classes.

**+4603 Operating Systems and Computer Architecture**

A study of major operating system principles including storage and device management, PM scheduling, concurrency, distributed processing and interrelationships between operating systems and computer system architecture. Pre: CMSC 2103 and 3113.

**+4703 Data Structures and Algorithm Analysis**

More rigorous study of data structures and software development. Investigation of problem solving process using abstract data types and data structuring. Comparative study of algorithms using time complexity functions and growth rate functions. Emphasis on the analysis and design of efficient algorithms for larger software systems. Pre: CMSC 2103 and 3203 or permission of the department.

**CRIMINAL JUSTICE – Law Enforcement Option**

**B.S. DEGREE**

<i>Core Subjects:</i>			<b>Major</b>	<b>Minor</b>
CJUS	1113	Intro to Criminal Justice.....	3	3
CJUS	1223	Criminal Law .....	3	3
CJUS	3333	Org of Crim Justice Systems....	3	3
CJUS	4603	Crim Justice Admin & Mgmt...3		3
SOC	4723	Social Research & Evaluation..3		
<i>Required Courses:</i>				
CJUS	2213	Criminal Evidence .....	3	
CJUS	3103	Criminal Investigation .....	3	
CJUS	4143	Search and Seizure.....	3	3
CJUS	4223	Court Procedures .....	3	3
CJUS	4703	Criminal Justice Internship .....	3	
SOC	4233	Criminology.....	3	3
POLS	3103	Constitutional Law.....	3	
POLS	4253	Fed, State, & Local Relations ..3		
Advanced Electives in				
Criminal Justice or Sociology .....			6	
<b>Total Hours.....</b>			<b>45</b>	<b>21</b>

Note 1: Sociology 1113 and 2123 should be taken by all Criminal Justice majors as a part of General Education requirements.

Note 2: Students majoring in the Law Enforcement Option may not minor in Corrections.

Note 3: Law Enforcement Officers who have completed CLEET Training may receive six (6) hours credit toward the following courses in Criminal Justice: Police Traffic and Patrol 3223 and Criminal Evidence 2213. A Certificate of CLEET Completion signed and dated by the CLEET

Academy must be submitted as documentation for the credit.

**CRIMINAL JUSTICE – Corrections Option**

**B.S. DEGREE**

<i>Core Subjects:</i>			<b>Major</b>	<b>Minor</b>
CJUS	1113	Intro to Criminal Justice .....	3	3
CJUS	1223	Criminal Law.....	3	3
CJUS	3333	Org of Crim Justice Systems ...	3	3
CJUS	4603	Crim Justice Admin & Mgmt ..	3	3
SOC	4723	Social Research & Evaluation ..	3	
<i>Required Courses:</i>				
CJUS	2113	Intro to Corrections .....	3	3
CJUS	4403	Prob, Par, & Comm Treatment	3	3
SOC	3523	Social Diversity .....	3	
SOC	4233	Criminology.....	3	
SOC	4523	Juvenile Delinquency .....	3	
SOC	4603	Substance Abuse & Addiction	3	
SOCW	3293	Soc Work Practice w/ Indiv.....	3	
POLS	4253	Fed, State & Local Relations... Advanced electives in Criminal Justice or Sociology.....	6	
<b>Total Hours .....</b>			<b>45</b>	<b>18</b>

Note 1: Sociology 1113 and 2123 should be taken by all Criminal Justice majors as a part of General Education requirements.

Note 2: Students majoring in the Corrections Option may not minor in Law Enforcement.

Note 3: Corrections Personnel who have been employed with the Oklahoma Department of Corrections for at least two (2) years may receive three (3) hours of credit toward the following course in Criminal Justice: Introduction to Corrections 2113. A Certificate of Completion signed and dated by DOC Facility Administration must be submitted for the credit.

**CRIMINAL JUSTICE COURSES (CJUS)**

**1113 Introduction to Criminal Justice**

An introduction to the Criminal Justice System which includes a survey of the history and development of contemporary issues affecting law enforcement and other agencies in the criminal justice system. A description of the historical role of law enforcement in the development of the criminal justice system in a democratic society.

**1223 Criminal Law**

A description and analysis of both common law and statutory violations of criminal law including the more common and lesser offenses encountered by law enforcement agencies. The discussion and evaluation of the substance of the law as applied by law enforcement agencies.

**2113 Introduction to Corrections**

A description and analysis of the history of corrections thought and practice. The course also provides content relative to related agencies and personnel, rights and restrictions which apply to criminal offenders and similar concerns.

**2213 Criminal Evidence**

A study of the rules of evidence as they apply to Admissibility, Judicial Notice, Presumptions, Inferences, and Burden of Proof. Included is the

Hearsay Rule, Confessions and Admissions, Declarations, Records, Documentary Evidence, Corpus Delicti, Opinion Evidence and Circumstantial Evidence as used in criminal proceedings. Pre: CJUS 1113.

**3103 Criminal Investigation**

A study of the general methods of criminal investigation, the steps of a crime scene search, methods of obtaining information, and specific steps to be taken in various criminal violations.

**+3113 Crime and Popular Culture**

An analysis of film and television's influence of the public's perception of the criminal justice system.

**3223 Police Traffic and Patrol**

A review of traffic law, its enforcement, tactics as applied to traffic enforcement, accident investigation and an analysis of police department patrol operations and policies.

**3333 Organization of Criminal Justice Systems**

A multi-disciplinary overview and analysis of the major agencies, personnel, and decision-making points which comprise the criminal justice system and processes. Included will be a survey of problems and issues confronting legislatures, police, courts, corrections, and the community as they respond to crime in a democratic society.

**4143 Search and Seizure**

A course designed to inform the student of the laws of arrest, search, and seizure as based upon the U.S. Constitution and the State Statutes. The course includes some readings from court cases, application of state laws and recent decisions from the Criminal Court of Appeals.

**4153 Corrections Administration**

This course focuses on the principles of organization, leadership, and management applied to corrections agencies and personnel at all levels of government. The role of agency executives and major issues affecting personnel administration are discussed.

**4223 Court Procedures**

A comprehensive study of legal admissibility of the results of searches and seizures, interrogations and confessions, legality of arrests, arraignment and trial. Included is a study of the rights of the defendant, defenses available to the defendant, conviction and post conviction procedures. Pre: nine hours law enforcement. Recommended prerequisites are CJUS 1123, 2212, and 3103.

**4233 Supreme Court Decisions**

This course offers an analysis of historic and current decisions of the U.S. Supreme Court that affect the roles and responsibilities of law enforcement and corrections personnel.

**4243 Narcotics Investigation**

An analysis of the methods and techniques used to successfully conduct narcotics related investigations, and discussion of undercover operations, surveillance techniques, search warrants, and narcotics related court cases. Pre: CJUS 1113 and 3103.

- 4253 Cyber Crime**  
An analysis of the legal framework, methods, and techniques used to successfully conduct investigations involving internet crime. Pre: CJUS 1113 and 3103.
- 4263 Homeland Security**  
An analysis of the changing nature of terrorism, homeland security issues and a discussion of the methods and techniques involved in planning homeland security policies and programs. Attention is given to the relationship between federal, state, and local law enforcement agencies regarding homeland security. Pre: CJUS 1113.
- 4303 Conservation Law**  
The organization, function and jurisdiction of state and federal conservation agencies.
- 4403 Probation, Parole and Community Treatment**  
An examination of standard practices and new methods for supervising offenders in the community. The structure, management, and personnel of probation, parole, and other correctional services are discussed as well as innovative approaches to working with offenders such as house arrests, electronic monitoring, and intensive supervision. Pre: CJUS 1113
- 4503 Community Policing**  
Community policing and critical issues in policing is divided into two parts although both are very important to the modern day law enforcement officer. Community Policing is a description and analysis of the community policing, which is a police-community partnership in which the police and the community work hand-in-hand to resolve the community problems. Critical issues in policing is a description and analysis of the critical issues in policing that the modern day officers will be involved with one way or another.
- 4603 Criminal Justice Administration and Management**  
A description of the principles of organization, leadership, and management applied to law enforcement agencies and personnel at all levels. The role of agency executives and major issues affecting personnel administration are discussed.
- 4703 Criminal Justice Internship**  
The Internship course is designed to allow junior and senior students the opportunity to apply their skills and knowledge of the discipline in an occupational setting. Internships are completed in community based or governmental organizations and students are required to observe and participate in a job-related capacity under supervision. Students must complete the classroom component of the Internship credit prior to entering the work-place. Admission to the Internship requires instructor approval and the completion of 12 hours of criminal justice credit.
- 4713 Public Service Leadership Institute**  
This course provides an overview of the characteristics and styles of leadership as they are applied to the public sector. Principles of strategic planning, programmatic development and implementation within the public realm are reviewed

as they relate to consensus building and collaborative leadership in federal, state, and local agencies. (Cross Listed-POLS 4713 and SOC 4713).

## **E-COMMERCE COURSES (ECOM)**

- +2013 Web Programming I**  
This course is designed to provide an introduction to XHTML and programming concepts. Topics: introduction, syntax and coding of XHTML, CSS and basic programming skills. (Cross Listed-MCOM 2013). Offered Fall 2010 only.
- +3213 Internet Programming I**  
This course is designed to introduce server-side programming. Students will build a server-side E-Commerce website using high level programming tools. Pre: ECOM 3113. Offered Fall 2010 only.
- 4003 E-Commerce Capstone**  
A capstone course in which the student will have an opportunity to integrate concepts learned and philosophies developed in other business and e-business courses with real world experiences. Emphasis will be on Small Business Practicum, Business Internship/Intraship, or Entrepreneurship to allow students practical application of their field. The required service learning component is that each student completes a 60 hour free program for a business or organization and reflects on their project through oral presentation, formal report and portfolio. Pre: To be taken in final year before graduation. Offered Fall 2010 only.
- +4343 PHP Programming**  
This course covers the programming of PHP. PHP is an open-source, HTML-embedded, server-side scripting language that is used to create dynamic Web pages quickly. Because PHP is embedded with tags, the author can jump between HTML and PHP instead of having to rely on heavy amounts of code to output HTML. The syntax of PHP is a combination of C, Java and Perl concepts, making it an easy language to use and learn. PHP can be used for creating database-driven Web sites for e-commerce, community portals, and other Web-based applications. It is the #1 add-on module for Apache servers. Pre: ECOM 2013, 3113. Offered Fall 2010 only.

## **EDUCATION**

An Associates degree does not waive the general education requirements for an education major (Elementary Education, Early Childhood, or Special Education). Candidates are required to meet the four 12 hour areas and General Psychology, because it is a prerequisite course for Child & Adolescent Psychology. See page 50 for general education requirements.

An Associates degree from an Oklahoma school will waive H ED 2211 Injuries and First Aid, H ED 2303 Wellness Concepts, FIN 1113 Personal Finance, Leadership requirement, Human Heritage and Culture electives, Values and Beliefs, and additional electives. The policy does not apply to specific course requirements in teacher education program nor does it affect the specific requirements in degree majors or minors, or



particular courses, which may be prerequisites for required work in a student's degree program.

Students must meet Foreign Language requirement.

**ELEMENTARY EDUCATION  
PROGRAM SPECIFIC GENERAL EDUCATION  
REQUIREMENTS**

- ENGL 4173 English Usage
- MATH 2233 Structural Concepts of Arithmetic
- MATH 3203 Structural Concepts of Math
- MATH 3223 Geometry for Elementary Teachers
- PHSC 3114 Earth & Space Science
- H ED 2211 Injuries & First Aid
- H ED 2303 Wellness Concepts
- PSYC 1113 General Psychology

**ELEMENTARY EDUCATION**

<b>B.S. Ed. Degree</b>	<b>Major</b>
EDUC 3413 Emergent Literacy (K-3).....	3
*EDUC 4413 Diagnosis of Reading Prob.....	3
EDUC 3043 Found of Math Mths (K-3).....	3
EDUC 3313 Children's Literature (K-8).....	3
*EDUC 4203 Creative Activities.....	3
*EDUC 4313 Interm Math Methods (4-8).....	3
*EDUC 4323 Science Methods (1-8).....	3
*EDUC 4333 Social Studies Methods (1-8).....	3
*EDUC 4343 Interm Lang Arts Mths (4-8).....	3
*EDUC 4353 Integrated Literacy.....	3
<b>Total Hours.....</b>	<b>30</b>

In addition to the major requirements, the student must complete the required Professional Education courses (15 hours) and the Block Semester (14 hours) see Section VII, pgs. 43-45.

\*Admission to Teacher Education program required prior to enrollment.

**EARLY CHILDHOOD EDUCATION  
PROGRAM SPECIFIC GENERAL EDUCATION  
REQUIREMENTS**

- ENGL 4173 English Usage
- MATH 2233 Structural Concepts of Arithmetic
- MATH 3203 Structural Concepts of Math
- MATH 3223 Geometry for Elementary Teachers
- PHSC 3114 Earth & Space Science
- H ED 2211 Injuries & First Aid
- H ED 2303 Wellness Concepts
- PSYC 1113 General Psychology

**EARLY CHILDHOOD EDUCATION**

<b>B.S. Ed. Degree</b>	<b>Major</b>
EDUC 3313 Children's Literature (K-8).....	3
EDUC 3413 Emergent Literacy (K-3).....	3
*EDUC 4203 Creative Activities.....	3
*EDUC 4413 Diag. & Correcting Read Prob.....	3
EDUC 3043 Found of Math Methods (K-3).....	3
*EDUC 4514 E/C Development & Learning.....	4
*EDUC 4504 Curr Develop & Implement.....	4
*EDUC 3012 Family & Comm Relations.....	2
*EDUC 4532 E/C Assessment.....	2
*EDUC 4544 E/C Sci & Soc Stud Methods.....	4
<b>Total Hours.....</b>	<b>31</b>

In addition to the major requirements, the student must complete the required Professional Education courses (15

hours) and the Block Semester (14 hours) see Section VII, pgs. 43-45.

\*Admission to Teacher Education program required prior to enrollment.

**SPECIAL EDUCATION  
PROGRAM SPECIFIC GENERAL EDUCATION  
REQUIREMENTS**

- ENGL 4173 English Usage
- MATH 2233 Structural Concepts of Arithmetic
- MATH 3203 Structural Concepts of Math
- MATH 3223 Geometry for Elementary Teachers
- PHSC 3114 Earth & Space Science
- H ED 2211 Injuries & First Aid
- H ED 2303 Wellness Concepts
- PSYC 1113 General Psychology

**SPECIAL EDUCATION**

<b>B.S. Ed. Degree</b>	<b>Major</b>
EDUC 2402 Intro to Exceptionalities.....	2
EDUC 2413 Socio Found of Special Educ.....	3
*EDUC 3633 Assessment in Special Educ.....	3
*EDUC 4453 Curr/Proc Teach Stud Mild/Mod Disab..	3
*EDUC 3932 Proc Tchg Severe/Prf Disab.....	2
*EDUC 4403 Prof & Ethics in Special Educ.....	3
*EDUC 4480 **Pract in Special Educ.....	3
EDUC 3043 Found of Math Mths (K-3).....	3
EDUC 3413 Emergent Literacy (K-3).....	3
*EDUC 4343 Interm Lang Arts Mths (4-8).....	3
*EDUC 4203 Creative Activities.....	3
*EDUC 4313 Interm Math Mths (4-8).....	3
<b>Total Hours.....</b>	<b>34</b>

In addition to the major requirements, the student must complete the required Professional Education courses (11 hours) and the Block Semester (14 hours) see Section VII, pgs. 43-45.

\*Admission to Teacher Education program required prior to enrollment.

\*\*Students may enroll in 1-3 credit hours; a total of 3 credit hours are required.

**EDUCATION COURSES (EDUC)**

**2103 Introduction to Education**

A study of the organization, development and philosophy of American public schools; the role of education as a profession in a democratic society; the broad problems which challenge schools and teachers; traits, qualities and interaction of school and cultural forces in the United States; and analyzing one's potential for being a teacher. Required before taking any 3000 or 4000 level courses. Includes classroom field experience of thirty (30) hours. Pre: EDUC 2801.

**2402 Introduction to the Exceptionalities**

*This course is a prerequisite to all other special education courses.* It surveys the characteristics of gifted students and the categories of disabilities covered by Individuals with Disabilities Education Act and other legislation related to special education. There will be an emphasis on educational and legal implications, parent's rights, and the assessment and identification of individuals with disabilities. Includes 10 (ten) field experience hours.

**2413 Sociological Foundations of Special Education**

This course is designed to provide students an opportunity to explore the basic concepts of individual diversity as well as the historical development of special education. One focus of study will include the theoretical and philosophical basis which provide the underpinnings for current practices in special education. The social systems perspective will include a review of the variations in beliefs, traditions, and values across cultures and emphasize the subtle factors effecting the relationship involving child, family, school, and community. Current trends and hot topics regarding student and parent rights, due process and legal issues, issues in definition and identification procedures will also be investigated. Includes 15 (fifteen) field experience hours.

**2801 Educational Seminar**

A one-hour seminar which orients and prepares the student for the teaching profession and the Teacher Education Program at Northwestern. A thirty (30) hour community based field experience is integrated into the class. This course is a prerequisite to all education courses. Suggested to take concurrently with EDUC 3123.

**3012 Early Childhood Family and Community Relations**

This course prepares early childhood professionals to establish and maintain positive, collaborative relationships with families, demonstrate sensitivity to differences in family structures and social and cultural backgrounds, apply family systems theory, link families with a range of family-oriented services and communicate effectively with other professionals concerned with children and with agencies in the larger community to support children's development, learning, and well being. This course includes ten (10) hours of observation of young children.

**3032 Measurement and Evaluation**

Principles and methods of measurement and evaluation in the schools, including recent developments; various types of standardized tests, teacher-made tests, elementary statistical procedures, grading records, reporting, and conferences. Required as part of the professional semester.

**3043 Foundations of Math Methods (PK-3)**

This course is designed to develop the pedagogical content knowledge and skills to teach math concepts to PK-3 students using best practices according to NCTM Standards. Emphasis will be placed on practical strategies for PK-3 students to construct their own knowledge using concrete manipulatives, instructional planning, creating a positive learning environment, assessing student progress in learning and developing reflective practices.

**3112 Educational Psychology**

Coordination of the principles of education and psychology; application of the methods and results of the several branches of psychology to the problems of guiding the child's behavior. Pre: EDUC 3123 and PSYC 1113.

**+3123 Child and Adolescent Psychology**

A systematic survey of the growth sequences and behavior patterns normal in our culture at each age level; includes study of the physical, intellectual, emotional, social, and moral aspects of development. The influence of maturation as related to one's biological inheritance and social inheritance are observed in order to derive a basis for determining what constitutes a normal, wholesome development. Pre: PSYC 1113. Suggested to take concurrently with EDUC 2801.

**+3313 Children's Literature (K-8)**

This course focuses on the importance of quality PK-grade 8 children's literature in the curriculum through an extensive reading of literary genres and the characteristics of each one. Students will become familiar with notable authors, illustrators, awards, literacy elements, and criteria for selecting children's and young adult literature. There will also be an emphasis on practical teaching strategies and activities using literature to develop literacy throughout the curriculum.

**3413 Emergent Literacy (K-3)**

This course is designed to provide the theoretical background and instructional strategies of PK-grade 3 literacy development: reading, writing, speaking, listening, viewing, and visually representing. Students will examine phonemic awareness, phonics, vocabulary and text, comprehension, fluency, as well as develop concepts and procedures that support the individual diverse needs of students, assess student learning, design parent communication and reflect upon instruction.

**3422 Teaching Reading Skills in the Content Area**

Designed primarily for content-area teachers in the junior and senior high schools. Identification of reading and study skills needed to achieve a higher level in specific subject areas. Consideration of typical classroom problems, such as: how to help individuals and groups read more successfully in specific content areas; how to cope with a wide range of reading abilities; what to do with the student who cannot "read from the textbook." Includes 10 (ten) tutoring hours.

**3633 Assessment in Special Education**

This course is designed to provide the student with an understanding of the assessment process and the concrete, practical skills necessary to assess persons at all levels (PK-12) with mild/moderate disabilities including mild learning disabilities, mild emotional and behavioral disabilities, and mild mental retardation. Ethical concerns relating to assessment and the legal provisions and regulations of the assessment process will be studied. Students will investigate the strengths, weaknesses, and procedures required to implement both informal assessment instruments. The criteria for the selection of assessment tools including the influence of diversity and appropriateness will be studied. Students will learn to interpret data and understand the relationship between assessment, placement, and instructional

decisions regarding the individual needs of special learners.

**3913 Principles and Methods of Teaching**

The role of the teacher as a learning facilitator; development of skills in planning and in the use of various styles or methods of educational activity. Also consideration of the problems of communication and the application of communication technology to these problems. Includes classroom field experience of thirty (30) hours.

**3932 Procedures for Teaching Students with Severe/Profound Disabilities**

This course will examine age appropriate and functional skills instruction based on the adaptive skills of students with mental retardation/developmental disabilities. Students will utilize research-supported instructional strategies and practices, including the functional embedded skills approach, community-based instruction, task analysis, multisensory, and concrete/manipulative techniques. The course will emphasize culturally responsive functional life skills relevant to independence in the community, personal living, relevant to independence in the community and employment, including assessing public transportation, cooking, shopping, laundry, functional reading and sexuality. Includes 10 (ten) field experience hours.

**4112 Special Students in the Regular Classroom**

Individualizing curriculum and instruction to meet the needs of all students in the classroom regardless of exceptionality. Pre: EDUC 2402

**4122 Behavior Intervention**

An analysis of behavior management through exploration of the concerns for school discipline, by examining human behavior, needs, motives, and controls. The study of several models of classroom control will demonstrate techniques to create a positive, respectful environment.

**4131 Aggressive and Disruptive Behavior**

This course will present methods for working with students who have severe behavioral problems in the classroom.

**4142 Early Intervention Strategies**

Strategies for working with the young or severely handicapped. Includes assessment, scales, writing instructional programs, task analysis and the measurement and evaluation of operant behavior.

**4203 Elementary Creative Activities**

**SL** Music, art, and physical education activities to help elementary teachers better serve the development of a well-rounded child which include the planning and production of materials that enhance creativity.

**4313 Intermediate Math Methods (4-8)**

This course is designed to develop an understanding of grade 4-8 mathematical concepts and process skills and the pedagogical skills to facilitate an active, student-centered approach to mathematical understanding. Focuses on problem solving, reasoning, communication, making real-world

connections, concrete manipulative use, reflection, student impact and professional growth. Pre: EDUC 3043.

**4323 Science Methods (1-8)**

Provides the curricular content, process skills, standards and inquiry-based methodology to develop facilitate and assess science concepts for grades 1-8 according to NSES standards. Fundamental concepts will include physical science, life and health science, and earth and space science.

**4333 Social Studies Methods (1-8)**

Designed to develop the basic pedagogical knowledge, skills and modes of inquiry required for designing and implementing social studies instruction and assessment in grades 1-8. Examines how social sciences are used to facilitate an understanding of differing attitudes, traditions, values and beliefs in our changing, diverse world.

**4343 Intermediate Language Arts Methods (4-8)**

This course is designed to present a balanced approach to reading/language arts instruction in grades 4-8. Effective and practical methods of instruction for comprehension, vocabulary development, and fluency will be emphasized. The course will also include instructional approaches to literature groups, writing venues, diverse learners, and assessment. Pre: EDUC 3413.

**4353 Integrated Literacy**

This course is designed to immerse teacher candidates in an in-depth understanding of an integrated literacy curriculum in regards to: development, implementation, modifications, student assessment, data analysis, teaching implications, and reflection. This course provides teacher candidates with an opportunity to work with students under the direction of a mentor teacher in a classroom setting for 64 hours of clinical experience. This course is taken the semester **prior** to student teaching.

**4403 Professionalism and Ethics in Special Education**

This course is designed to assist the student in developing and acquiring knowledge and skills in the roles and responsibilities of the learning specialist. Students will explore the relationship of professionals in special education to the persons at all levels (PK-12) with mild/moderate disabilities and their families. The course will emphasize professionalism and ethical considerations regarding responsibilities in the areas of relationships, record keeping, confidentiality, teaming, and advocacy. Areas of study will also include the CEC Code of Ethics and Standards for Professional practice. Includes 20 (twenty) field experience hours.

**4413 Diagnosing and Correcting Reading Problems PK-3**

In-depth study of various reading problems and procedures for diagnosing specific reading disabilities, including: use of informal and formal measures; analysis of results; determination of strengths and weaknesses, determination of functional reading levels. Overview of planning developmentally appropriate instruction based upon

data gathered in diagnosis and specific techniques and strategies to address strengths and weaknesses. Includes 20 (twenty) field experience hours. Pre: EDUC 3413.

**4453 Curriculum/Procedures for Teaching Students with Mild/Moderate Disabilities**

This course is designed to present students with opportunities to develop knowledge and skills in instructional and remedial methods, techniques, curriculum materials and the best practice regarding person with mild/moderate disabilities including mild learning disabilities, mild emotional and behavioral disabilities, and mild mental retardation/intellectual disabilities. Students will study the remediation of perceptual, cognitive, language, and processing skills necessary for the acquisition and retention of information. This course emphasizes the development of motor, cognitive, academic, social, language, affective, career, and functional life skills. Students will explore an array of instructional materials and uses for learners at all levels and skills instruction relevant to independent, community, personal living, and employment. The course creates opportunities for students to explore the relationship between assessment data, IEP objectives, and instructional planning which subsequently formulate an effective individualized program of study for persons with mild/moderate disabilities. Includes 20 (twenty) field experience hours.

**4480 Practicum in Special Education**

The practicum in special education will provide a supervised experience in designing and implementing individualized instructional sessions for a small group of learners with mild/moderate disabilities in the areas of learning disabilities, emotional and behavioral disabilities, and mental retardation/intellectual disabilities. Students will use and develop acquired knowledge and skills as they experience opportunities in the remediation of learning problems, teaming and conferencing with parents and professionals, and the preparation of summary reports and confidential folders. Students may enroll in 1 to 3 credit hours; a total of 3 credit hours required. Each credit hour includes 30 clock hours of classroom observation. Practicum students will observe and experience a variety of settings at different levels (PK-12).

**4504 Early Childhood Curriculum Development and Implementation**

This course prepares early childhood professional to plan and implement developmentally appropriate curriculum and instructional practices based on knowledge of individual children, the community, and curriculum goals and contexts. The course includes individual and group guidance and problem solving techniques, knowledge and strategies from multiple disciplines for students with special needs, and specific strategies to establish and maintain physically and psychologically safe and healthy learning environments. This course also includes ten (10) hours of observation and programming with young children.

**4514 Early Childhood Development and Learning**

This course prepares early childhood professionals to use knowledge of how children develop and learn to provide opportunities that support the physical, social, emotional, language, cognitive, and aesthetic development of all young children, from birth through age eight. The course also provides knowledge of how students differ in their development and prepares future teachers to apply knowledge of cultural, linguistic, and disabilities to political, social, and family contexts. This course also includes ten (10) hours of observation of young children.

**4532 Early Childhood Assessment**

This course will cover developmentally appropriate methods of assessment of the young child. It will also offer the future ECE teacher different methods of conducting naturalistic assessment and research. This course also includes ten (10) hours of observation and programming with young children.

**4544 EC Science & Social Studies Methods**

Provides the curricular content, process skills, standards and inquiry-based methodology to develop, facilitate and assess science concepts for grades PreK-3. Fundamental concepts will include physical, life, earth and space, technology, science in personal and social perspectives. Designed to develop the basic pedagogical knowledge, skills and modes of inquiry required for designing and implementing social studies instruction and assessment in grades PreK-2. Examines how social sciences are used to facilitate an understanding of differing attitudes, traditions, values and beliefs in our changing, diverse world. This course also includes ten (10) hours of observation and programming with young children.

**4821 Multicultural Education**

Consideration is given to the principles of multicultural education; strategies for program involvement in the public schools are studied. Included as a part of the professional semester.

**4960 Student Teaching**

**SL** Observation, participation, and supervised teaching in public schools. There are 135 contact hours required. Student teachers will volunteer ten (10) hours of school/community service during this semester. Pre: Admission to professional semester.

**ENGLISH PROGRAM SPECIFIC GENERAL EDUCATION REQUIREMENTS**

HUM 2413 Introduction to Literature

**ENGLISH**

<b>B.A. Degree</b>		<b>Major</b>	<b>Minor</b>
ENGL	1113	Composition I .....	3 (3)
ENGL	1213	Composition II .....	3 (3)
ENGL	2543	English Lit to 1800 .....	3
ENGL	2653	English Lit Since 1800.....	3
ENGL	2773	Amer Lit to Whitman .....	3
ENGL	2883	Amer Lit Since Whitman .....	3
		Elective American Lit.....	2

ENGL	3103	Shakespeare <b>OR</b>	
ENGL	3113	Shakespeare.....	3
ENGL	3433	American Novel .....	3
		Elective English (with approval of dept.)	10
		Advanced English Electives	14
		<b>Minimum Total.....</b>	<b>40</b>
			<b>20</b>

Note: Parentheses around a number indicate that, although the course is required, it may not be counted in the minimum total for a major or minor.

**ENGLISH**

<b>B.A.Ed. Degree</b>		<b>Major</b>	
ENGL	1113	Composition I.....	3
ENGL	1213	Composition II.....	3
ENGL	3523	Advanced Composition .....	3
ENGL	4113	Creative Writing .....	3
ENGL	4173	English Usage.....	3
ENGL	2773	Amer Lit to Whitman .....	3
ENGL	2883	Amer Lit Since Whitman.....	3
ENGL	3433	19th Century Amer Novel .....	3
ENGL	2543	English Lit to 1800.....	3
ENGL	2653	English Lit Since 1800 .....	3
ENGL	3103	Shakespeare	
		<b>OR</b>	
ENGL	3113	Shakespeare.....	3
ENGL	3403	World Literature	
		<b>OR</b>	
ENGL	3413	World Literature .....	3
ENGL	4103	English Novel.....	3
ENGL	4333	Tchgng English in Sec. Sch.....	3
Electives selected from these areas: (upper division preferred):			
		English	
		Library Science	
		Mass Communication	
		Speech & Theatre.....	10
		<b>Total Hours .....</b>	<b>52</b>

In addition to the major requirements, the student must complete the required Professional Education courses (20 hours) and the Block Semester (14 hours) see Section VII, pgs. 43-45.

**WRITING**

		<b>Minor</b>	
Pre-requisites: ENGL 1113 and ENGL 1213			
ENGL	3513	Technical Writing.....	3
ENGL	3523	Advanced Composition .....	3
ENGL	4113	Creative Writing .....	3
ENGL	4173	English Usage.....	3
		*Electives .....	8
		<b>Total Hours .....</b>	<b>20</b>

\*Elective hours may come from the following course choices. Please speak to instructors before enrolling.

HIST	4433	Historical Methods
MCOM	2113	News Reporting
MCOM	2341	Print Media Practicum
MCOM	3103	New Editing
MCOM	3222	Feature Writing
MCOM	3302	Sports Reporting
MCOM	3803	Broadcast Writing/Accnouncing

MCOM	4432	Introduction to Media Research
SOC	4723	Social Research and Evaluation
SOCW	4003	Comm Techniques for SW Methods

**ENGLISH COURSES (ENGL)**

**Note:** Rotation schedules for upper division courses are available in the office of English Department faculty.

**0123 Fundamentals of English**

A computer-assisted course designed to meet the curriculum deficiency for beginning freshman or transfer students. The course includes basic training in essay writing fundamentals. Does not count as degree requirement.

**0133 Developmental Reading**

A computer-assisted course designed for college students who need remedial instruction in reading, with primary emphasis in vocabulary development, comprehension, and adjustment of reading rate. Does not count as degree requirement.

**+1113 Composition I**

Limited review of grammar and basic mechanics; focus on effective college-level personal and expository essay writing. Standard first course for beginning freshman.

**+1213 Composition II**

This course is a continuation of ENGL 1113 Composition I. Emphasis is placed on research and rhetoric in writing more advanced expository essays. Pre: ENGL 1113.

**+2112 Intermediate Composition**

Review of the principles of composition with emphasis on writing. Recommended for students who have failed to attain a C in both ENGL 1113 and 1213. A grade of C or higher in this course will fulfill the English Proficiency. Requirement Pre: ENGL 1113 and 1213.

**+2543 English Literature to 1800**

A survey of British literature and British literary movements between 449 and 1800, with emphasis on the Middle English and the Elizabethan periods. Pre: ENGL 1113 and 1213.

**+2653 English Literature Since 1800**

A survey of British literature and British literary movements from 1800 to the present, with evenly distributed emphasis. Pre: ENGL 1113 and 1213.

**+2773 American Literature to Whitman**

Historical survey from colonial time to Walt Whitman; extensive reading. Pre: ENGL 1113 and 1213.

**+2883 American Literature since Whitman**

A continuation of American Literature 2773, from Whitman to the present. Second semester. Pre: ENGL 1113 and 1213.

**+3103 Shakespeare I**

A directed investigation of William Shakespeare's history plays and tragedies, including techniques of staging and production. Pre: ENGL 1113 and 1213.

- +3113 Shakespeare II**  
A directed investigation of William Shakespeare's comedies and romances, including techniques of staging and production. Pre: ENGL 1113 and 1213.
- +3123 English Drama**  
A survey of English drama, exclusive of Shakespeare, from its earliest forms to the Restoration. Pre: ENGL 1113 and 1213.
- +3173 Romantic Movement**  
History of the romantic movement; prose and poetry of the period, with particular attention to the works of Wordsworth, Coleridge, Scott, Byron, Shelley, and Keats. Pre: ENGL 1113 and 1213.
- +3283 The Victorians**  
Emphasis upon Tennyson, the Brownings, Arnold, Clough, The Rossettis, Morris, and Swinburne. Pre: ENGL 1113 and 1213.
- +3303 Popular Literature**  
A survey of major contributions to one genre of popular literature--science fiction or mystery or historical fiction--or film. May be repeated for credit when course content changes. Pre: ENGL 1113 and 1213.
- +3403 World Literature I**  
Readings of literature from cultures around the world, including China, India, Greece, Rome, Spain, Germany, France, Italy, and England (551 B.C. to 1650) as well as Native Americans, Japan, and Africa. Pre: ENGL 1113 and 1213.
- +3413 World Literature II**  
Readings of modern literature from cultures around the world, including Europe, Latin America, Asia, and Africa. Pre: ENGL 1113 and 1213.
- +3433 Nineteenth Century American Novel**  
Traces the history of the development of the novel as genre in the United States. Recommended for prospective English teachers. Pre: ENGL 1113 and 1213.
- +3463 American Literature**  
Intensive study of works of two selected authors, such as Faulkner and Hemingway, Steinbeck and Wolfe, Poe and Hawthorne, etc. On sufficient demand. Pre: ENGL 1113 and 1213.
- +3473 Masterpieces of World Novel**  
Study of content and style of novels written by major world novelists, such as Tolstoy, Flaubert, Cervantes, Balzac, Zola, Hugo, Stendahl, Turgenev, Dostoyevsky, and others. Pre: ENGL 1113 and 1213.
- +3503 Mythology**  
A comparative study of world mythology with historical and thematic overview with emphasis given to creation, theistic, and heroic myths from various cultures. Pre: ENGL 1113 and 1213.
- +3513 Technical Writing**  
**SL** A survey of the writing, research, and documentation techniques commonly used in technical and scientific fields with emphasis on the research report.
- +3523 Advanced Composition**  
Advanced composition for writers. Particularly recommended for prospective English teachers. Pre: ENGL 1113 and 1213.
- +4093 Young Adult Literature**  
A study of the types of literature used by and for adolescents, junior high and high school age. Pre: ENGL 1113 and 1213.
- +4103 English Novel**  
A study of the development of the novel in England in the 18<sup>th</sup> and 19<sup>th</sup> centuries and English novelists from Defoe to Hardy. Pre: ENGL 1113 and 1213.
- +4113 Creative Writing**  
The course offers instruction in the various types of creative writing (including but not limited to the short story, poetry, and drama) and provides opportunity for student writing in these areas. Pre: ENGL 1113 and 1213.
- +4162 Literary Criticism**  
The standards of evaluating literature. Pre: ENGL 1113 and 1213.
- +4173 English Usage**  
An advanced study of grammar to explore the systematic nature of English language, useful for teachers and writers. Pre: ENGL 1113 and 1213.
- +4183 History of the English Language**  
Development of Modern English from Old English showing its change from a highly inflected language to a language of few inflections. Pre: ENGL 1113 and 1213.
- +4203 Contemporary Poetry (Chiefly American)**  
Poetry of the present day. Pre: ENGL 1113 and 1213.
- +4213 Contemporary Prose**  
A survey of present day prose production with emphasis on non-fiction works treating current ethnic or socio-political issues. Pre: ENGL 1113 and 1213.
- +4222 Contemporary Drama (Chiefly American)**  
The drama from 1915 to the present time; the readings of several plays. Pre: ENGL 1113 and 1213.
- +4263 Modern British Novel**  
A study of the Modern British Novel from Conrad to Waugh in the years 1901 to 1945. Pre: ENGL 1113 and 1213.
- +4273 Recent American Novel**  
The development of the modern novel in America from 1900 to the present, with emphasis on the major novelists of the period. Pre: ENGL 1113 and 1213.
- 4323 Elementary Teachers' Course in English**  
Subject matter, methods, and materials for teaching oral and written communication, spelling and writing in the elementary school. Pre: ENGL 1113 and 1213.
- 4333 Teaching English in the Secondary School**  
Problems and methods of teaching English in the high school. Pre: ENGL 1113 and 1213.
- 4403 Renaissance Literature**  
Reading and interpreting English poetry and prose of the sixteenth and seventeenth centuries. Selected works include such authors as Spenser, Wyatt, Surrey, Raleigh, Bacon, Bunyan, etc. Pre: ENGL 1113 and 1213.

**4413 Restoration and Eighteenth-Century English Literature**

Selected works of major poetry and prose writers of the period such as Dryden, Pope, Swift, Johnson, etc. Pre: ENGL 1113 and 1213.

**4433 Introduction to Structural Linguistics**

A study of the structure of language through syntax, morphology, phonetics, and phonology with application to structural and transformational grammars. Pre: ENGL 1113 and 1213.

**FOREIGN LANGUAGE**

**SPANISH**

**B.A. Degree**

			<b>Major</b>	<b>Minor</b>
SPAN	1114	Elementary Spanish .....	4	4
SPAN	1224	Elementary Spanish II .....	4	4
SPAN	2151	Spanish Pronunciation .....	1	1
SPAN	2183	Conversation/Reading I .....	3	
SPAN	2193	Span Comp/Grammar I .....	3	
SPAN	3103	Intro to Hispanic Literature .....	3	
SPAN	3113	Peninsular/Span Am Culture .....	3	
SPAN	3183	Conversation II .....	3	
SPAN	3193	Composition/Grammar II .....	3	
SPAN	4103	Survey of Peninsular Lit .....	3	
SPAN	4183	Conversation III .....	3	
SPAN	4193	Composition/Grammar III .....	3	
SPAN	4223	Survey Spanish American Lit .....	3	
SPAN	4501	Capstone .....	1	
		Advanced Spanish Electives .....		<u>11</u>
		<b>Total Hours .....</b>	<b>40</b>	<b>20</b>

**FOREIGN LANGUAGE COURSES**

**SPANISH (SPAN)**

**+1114 Elementary Spanish I**

This introductory course, which is not intended for students with prior background in the language, offers basic skills in listening comprehension, conversation, pronunciation, reading and writing, along with culture, geography and grammar.

**+1224 Elementary Spanish II**

Spanish 1224 is a continuation and amplification of Spanish 1114 skills. Pre: SPAN 1114 or equivalent.

**+2151 Spanish Pronunciation**

This course covers rules and provides opportunities to practice the following skills: correct pronunciation of vowels, diphthongs and consonants; stress, pitch, rhythm and linking patterns. Dialectal differences are noted and studied. **Required of all Spanish majors and minors.** Pre: SPAN 1114 or equivalent.

**+2183 Conversation/Reading I**

Authentic legends from the Spanish-speaking world, along with topics from daily living, provide the bases for both reading and conversation. Pre: eight hours Spanish.

**+2193 Composition/Grammar I**

Students are taught to plan, organize, write, edit, and rewrite compositions on various topics. Targeted skills will include narrating, identifying, restating, describing, and expressing main ideas and using function words properly. Pre: eight hours Spanish.

**+3103 Introduction to Hispanic Literature**

This course provides an introduction to Hispanic literature through short readings. Students are expected to discuss and analyze the works in Spanish. Pre: 12 hours Spanish.

**+3113 Peninsular/Spanish American Culture**

This class offers a survey of the geography, historical development, accomplishments of famous people, important festivals, foods, kind of government and social organization for each Spanish-speaking country. Mutual similarities, differences, and influences are highlighted. Pre: 12 hours Spanish.

**+3183 Conversation II**

This course is designed to expand and deepen the student's proficiency of narration, description, discussion and reaction to given topics in all time frames. Frequently-used idiomatic expressions and grammatical structures are reviewed and practiced. Pre: 12 hours of Spanish.

**+3193 Composition/Grammar II**

Problematic areas of grammar and structure in both the indicative and subjective moods (all tenses) are addressed. Pre: 12 hours Spanish.

**+4103 Survey of Peninsular Literature**

This course encompasses a survey of representative works in Spanish literature from El Cid to current authors. All reading and analysis is done in Spanish. Pre: 22 hours Spanish.

**+4183 Conversation III**

This class teaches the student to support opinions, hypothesize, and communicate spontaneously. Pre: 22 hours Spanish.

**+4193 Composition/Grammar III**

This class seeks to refine and expand skills already studied such as researching, reporting, expressing opinions, evaluating, imagining, and debating. Pre: 22 hours Spanish.

**+4223 Survey of Spanish American Literature**

This survey of representative works in Spanish American literature begins with indigenous writings and proceeds to current authors. All reading and analysis is done in Spanish. Pre: 22 hours Spanish.

**+4501 Capstone**

Required for all Spanish majors. This course, team-taught by members of the Spanish Department, is designed to review and refine listening, speaking, reading, writing skills along with knowledge of grammar and culture. Strong emphasis will be placed on assessing the student's preparation to enter the work place. **Required of all Spanish majors.** Pre: 36-39 hours Spanish.

**GEOGRAPHY COURSES (GEOG)**

**+1113 Fundamentals of Geography**

A study leading to the understanding of the world as the home of man; relationship of such factors as the earth as a globe, climate, land forms, water bodies, minerals and cultural patterns of the world.

- +2113 World Regional Geography**  
A regional study of each of the continents, their physical divisions, people, cultures, and political divisions.
- +3013 Regional Geography of Anglo-America**  
A study of the topography, climates, economic activities, and culture of the various regions of Anglo-America.
- +3163 Political Geography**  
Fundamentals of political geography. Survey of geo-politics. Study of the world's critical areas.

**GENERAL STUDIES**

**B.A. Degree**

Students will complete a minimum of 12 hours in four of five concentration areas listed below (48 hours). In addition, students must complete a major concentration by earning 22 additional hours in one of the four selected concentration areas, for a total of 34 hours in one concentration.

Note: At least 40 hours of the 70 hours must be of upper division (3000-4000) level.

*Concentration Areas:*

- I. Arts & Humanities**
    - English
    - History
    - Humanities
    - Music (no performance courses)
    - Spanish
    - Speech & Theatre
  - II. Natural Sciences**
    - Biology
    - Chemistry
    - Computer Science
    - Mathematics
    - Physical Science
  - III. Business**
    - Accounting
    - Agriculture
    - Business Administration
    - Economics
  - IV. Behavioral Sciences**
    - Political Science
    - Psychology
    - Sociology
  - V. Applied Behavioral Science**
    - Criminal Justice
    - Education
    - Health and Sports Science Education
    - Mass Communication
    - Social Work
- Total Hours .....70**

Note: See each discipline for course descriptions.

**HEALTH AND SPORTS SCIENCE EDUCATION PROGRAM SPECIFIC GENERAL EDUCATION REQUIREMENTS**

PSYC	1113	General Psychology	
<b>B.S.Ed. Degree</b>			<b>Major</b>
H ED	1252	Intro to Health & P.E.....	2

PE&R	1462	Concepts of Aerobics.....	2
H ED	1820	Nutrition.....	2
H ED	2102	School and Comm. Health .....	2
H ED	2211	Injuries and First Aid .....	1
H ED	2221	Advanced First Aid .....	1
H ED	2303	Wellness Concepts.....	3
H ED	3103	Athletic Injuries .....	3
H ED	3112	Adapted Phys Ed.....	2
BIOL	3184	Human Anatomy.....	4
PE&R	3632	Sports Officiating.....	2
PE&R	3650	Elementary School Program .....	3
PE&R	3693	Physiology of Exercise.....	3
PE&R	4603	Kinesiology/Motor Learning.....	3
H ED	4112	Org. and Adm. of H & P.E.....	2
H ED	4223	Teachers' Course .....	3
H ED	2601	Tech Tchg Team Sports .....	1
H ED	2611	Tch Tchg Ind/Dual Sports.....	1
H ED	2621	Tch Tchg Rhythms & Aqua .....	1
		Electives H&PE Theory.....	2
		<b>Total Hours.....</b>	<b>43</b>

In addition to the major requirements, the student must complete the required Professional Education courses (20 hours) and the Block Semester (14 hours) see Section VII, pgs. 41-43.

**HEALTH AND SPORTS SCIENCE EDUCATION**

**B.S. Degree**

		<b>Option I</b>	<b>Major</b>	<b>Minor</b>
PE&R	1462	Concepts of Aerobics.....	2	2
H ED	1820	Nutrition.....	2	2
H ED	2102	School and Comm Health.....	2	
H ED	2211	Injuries & First Aid .....	1	1
H ED	2221	Advanced First Aid .....	1	1
H ED	2303	Wellness Concepts.....	3	3
H ED	3103	Athletic Injuries .....	3	3
H ED	3112	Adapted Phys Educ .....	2	2
PE&R	3662	Recreational Leadership.....	2	2
H ED	4112	Org & Adm of HPE .....	2	
PE&R	4502	Legal Lib in Sports & Rec. ....	2	2
PE&R	4603	Kinesiology/Motor Learning....	3	
PE&R	4622	Org & Mgt Intra Sports.....	2	2
		Electives H&PE Theory (may include Tech of Tchg courses) .....	13	2
		<b>Total Hours.....</b>	<b>40</b>	<b>22</b>

**Elective Health and Sports Science Education Theory Classes**

H ED	3202	Therapeutic Recreation
H ED	3221	Teaching Community Activities I
H ED	3231	Teaching Community Activities II
H ED	3212	Fitness Assessment & Exercise Prescription
H ED	4470	Independent Study in Health Education
H ED	4480	Seminar in Health Education
PE&R	3632	Sports Officiating
PE&R	3650	Elementary School Program (3 hrs)
PE&R	3662	Recreational Leadership
PE&R	4502	Legal Liability in Sports and Recreation
PE&R	4622	Org and Mgt of Intramural Sports & Games
PE&R	4632	Theory of Coaching Football
PE&R	4642	Theory of Coaching Basketball
PE&R	4652	Theory of Coaching Baseball
PE&R	4662	Theory of Coaching Track



- PE&R 4672 Theory of Coaching
- PE&R 4470 Independent Study in Phys Educ or Recreation
- PE&R 4480 Seminar in Phys Educ or Recreation
- PE&R 4490 Readings in Physical Education

**HEALTH AND SPORTS SCIENCE**

**Option II -- Health and Fitness Management**

**PROGRAM SPECIFIC GENERAL EDUCATION REQUIREMENTS**

- H ED 2211 Injuries & First Aid
- H ED 2303 Wellness Concepts
- CHEM 1105 Chemistry for Non-Majors **OR**
- CHEM 1115 General Chemistry I

**HEALTH AND SPORTS SCIENCE EDUCATION**

**B.S. Degree**

**Option II**

**Health and Fitness Management Major/Minor**

H ED	1252	Intro to Health & P.E.....	2
H ED	1820	Nutrition .....	2
H ED	2221	Advanced First Aid .....	1
H ED	3103	Care & Prevent of Athl Inj .....	3
H ED	3112	Adapted Physical Education.....	2
H ED	3202	Therapeutic Recreation.....	2
H ED	3221	Tching Community Activities I.....	1
H ED	3231	Tching Community Activities II.....	1
H ED	3212	Fitness Assess & Exer Prescr .....	2
H ED	4233	Internship I .....	3
H ED	4243	Internship II.....	3
PE&R	1462	Concepts of Aerobics .....	2
PE&R	3693	Exercise Physiology .....	3
PE&R	4603	Kinesiology/Motor Learning .....	3
ACCT	2003	Survey of Accounting.....	3
BIOL	3184	Human Anat (or Applied Anat).....	4
MRKT	3043	Principles of Marketing .....	3
MGMT	3063	Principles of Management.....	3
MCOM	3463	Intro to Public Relations .....	3
PSYC	2113	Psych of Adjustment .....	3
		*Electives.....	<u>11</u>
		<b>Total Hours.....</b>	<b>60</b>

\*ELECTIVE COURSES: (select eleven (11) hours from the courses listed below or courses approved by Department)

- H ED 2102 School and Community Health
- H ED 2601 Techniques of Teaching Team Sports
- H ED 2611 Tech. of Teaching Individual/Dual Sports
- H ED 4112 Organization & Admin. of H&PE
- H ED 4470 Indep. Study in Health Education (1-3)
- MCOM 3521 Public Relations Practicum
- PE&R 3662 Recreational Leadership
- PE&R 3703 Exercise Psychology
- PE&R 4490 Readings in Physical Education
- PE&R 4502 Legal Liability in Sports
- PE&R 4622 Organization & Management of Intramurals
- PSYC 3123 Human Life Span
- PSYC 4213 Statistics

**HEALTH EDUCATION COURSES (H ED)**

- 1252 Introduction to Health & Physical Education**  
Introductory course pertaining to Health and Physical Education. The course is a prerequisite to all 3000 and 4000 courses.

**+1820 Nutrition**

Fundamental principles and nutritional trends. Planning diets for optimal health. Analyzing individual nutritional problems as well as planning meals and menus according to the Federal Food Program requirements including breakfast, AM/PM snacks, lunch and supper/dinner. Two (2) hours credit for H&PE majors; three (3) hours credit for Nursing majors.

**+2102 School & Community Health**

A course designed for the prospective teacher concerning the health needs of the individual school child in relation to his school and community.

**2211 Injuries & First Aid**

Emergency treatment for accident and injuries.

**2221 Advanced First Aid**

Continuation of H.E. 2211.

**+2303 Wellness Concepts**

A survey of habits and practices which affect personal wellness. The course includes laboratory application through fitness assessment, along with lifetime sports and/or activities which encourage healthy lifestyles.

**2601 Techniques of Teaching Team Sports**

A study of basic techniques and practices utilizing various team sports. Emphasis on application and analysis of principles essential for successful participation. Designed primarily for Health and Physical Education majors who will be responsible for presenting the sports to beginning students in an instructional setting. Pre: Forty-five (45) hours of college credit.

**2611 Techniques of Teaching Individual/Dual Sports**

A study of basic techniques and practices utilizing various individual and dual sports. Emphasis on application and analysis of principles essential for successful participation. Designed primarily for Health and Physical Education majors who will be responsible for presenting the sports to beginning students in an instructional setting. Pre: Forty-five (45) hours of college credit.

**2621 Techniques of Teaching Rhythms and Aquatics**

A study of the basic techniques and practices of teaching basic rhythms and aquatic activities to beginning students in an instructional setting. Designed primarily for Health and Physical Education majors. Emphasis will be placed on methodology. Pre: Forty-five (45) hours of college credit.

**3103 Athletic Injuries**

The recognition, prevention, and management of athletic injuries that typically occur in an athletic population. It is a course for those who intend to pursue a career in coaching, fitness, physical education, or with fields related to exercise and sports science.

**3112 Adapted Physical Education**

Principles and practices of physical education for the physically limited.

- 3202 Therapeutic Recreation**  
History and principles of therapeutic recreation in the United States. The organization and management of programs serving the various age groups and exceptionalities.
- 3212 Fitness Assessment and Exercise Prescription**  
The study of techniques to assess various components of fitness and the prescription of remedial exercises.
- 3221 Teaching Community Activities I**  
Outreach of fitness activities to community participants to enhance their wellness dimensions.
- 3231 Teaching Community Activities II**  
Extending Community Activities I to include personal fitness management and the application of the "FITT" Concept (Frequency, Intensity, Time, and Type).
- 4112 Organization & Administration of Health & Physical Education**  
A study of the organization of Health and Physical Education programs for the public schools.
- 4223 Teachers' Course**  
Problems and methods in the teaching of health and physical education. Preparation of teaching lesson plans, units, performance based assessments, behavioral management plans, and skills testing.
- 4233 Internship I**  
Pre: Completion of 50 hours in "Health and Fitness Management," 2.5 GPA, and permission of instructor. 96 hours of supervised practical experience in wellness center setting. This course includes a service learning component.
- 4243 Internship II**  
A continuation of Internship I with an additional 96 hours of supervised practical experience in wellness center setting. This course includes a service learning component.
- PHYSICAL EDUCATION & RECREATION COURSES (PE&R)**
- 1462 Concepts of Aerobics**  
The study of and participation in a variety of aerobic exercises to maintain an acceptable level of physical fitness.
- 3632 Sports Officiating**  
A course designed to meet the needs of those who expect to qualify as competitive game officials for football and basketball.
- 3650 Elementary School Program**  
Guidance in the selection and effective teaching of activities for elementary school age children. Three hours credit for H&PE majors.
- 3662 Recreational Leadership**  
**SL** Organization and leadership of recreational activities for youth groups. This course includes a service learning component.
- 3693 Physiology of Exercise**  
The physiological changes and associated phenomena which occur within the body as a result of exercise.
- 3703 Exercise Psychology**  
Examine the psychological factors related to exercise and well-being. Understand relationships among

exercise, self-concept, self-esteem, and personality; understand stress and its relationship to exercise. Explain the role of exercise for special populations.

- 4502 Legal Liability in Sports and Recreation**  
Designed for the potential physical educator to become knowledgeable in legal terminology and the basic principles that govern the legal ramifications of his/her responsibilities.
- +4603 Kinesiology/Motor Learning**  
A scientific study of the mechanical and anatomical fundamentals of human motion. Pre: BIOL 3184.
- 4622 Organization and Management of Intramurals**  
Organization and management of intramural sports and games.
- 4632 Theory of Coaching Football**  
A study of the technique of coaching football.
- 4642 Theory of Coaching Basketball**  
A study of the technique of coaching basketball.
- 4652 Theory of Coaching Baseball**  
A study of techniques of coaching baseball.
- 4662 Theory of Coaching Track**  
A study of the techniques of coaching track and field events.
- 4672 Theory of Coaching**  
A study of philosophy, principles and instructional methods for coaching athletics.

**HISTORY PROGRAM SPECIFIC GENERAL EDUCATION REQUIREMENTS**

HIST 1483 U.S. History to 1877

**HISTORY**

<b>B.A. Degree</b>		<b>Major</b>	<b>Minor</b>
HIST	1213	Early World Civilization <b>OR</b>	
HIST	1223	Modern World Civilization.....	3
HIST	1483	U.S. History to 1877 .....	(3)
HIST	1493	U.S. History since 1877 .....	3
HIST	1233	Non-Western Civilizations.....	3
HIST	4433	Historical Methods.....	3
		Advanced Electives	
		in History .....	24
		Advanced Electives in	
		History, Political Science,	
		or Sociology .....	9
		<b>Minimum Total Hours.....</b>	<b>45</b>
			<b>21</b>

Note: Parentheses around a number indicate that the course must be taken as part of the general education requirements. It may not be counted in the minimum total for a minor.

Suggested minors for this major are Economics, Political Science, or Sociology.

**HISTORY**

**Global Studies Option**

<b>B.A. Degree</b>		<b>Major</b>
HIST	1233	Non-Western Civilizations.....
GEOG	2113	World Regional Geography .....
HIST	3583	History of Middle and Far East Asia .....
HIST	3293	Europe, 1815-1945 .....
HIST	3603	U.S. Economic History .....
HIST	3703	Modern Latin America.....
HIST	3723	African American History.....
HIST	4013	World History Since 1945 .....

POLS	4223	International Relations .....	3
HIST	4433	Historical Methods .....	3
SOC	3323	Cultural Anthropology .....	3
		Advanced electives in History .....	6
		Advanced Electives in History, Political Science, or Sociology .....	6
		<b>Minimum Total Hours .....</b>	<b>45</b>

**HISTORY**

<b>Global Studies Option</b>			<b>Minor</b>
HIST	1233	Non-Western Civilizations .....	3
HIST	3583	History of Middle and Far East Asia .....	3
HIST	3703	Modern Latin America .....	3
HIST	4013	World History Since 1945 .....	3
POLS	4223	International Relations .....	3
		Select from the following .....	6
POLS	4113	Comparative Government	
POLS	4123	Comparative Government	
POLS	4313	U.S. Foreign Policy	
SOC	3323	Cultural Anthropology	
		<b>Minimum Total Hours .....</b>	<b>21</b>

**HISTORY COURSES (HIST)**

- +1213 Early World Civilization**  
This course examines the evolution of political, cultural, social, and economic institutions as they were developing in global communities and states from the earliest civilization until the year 1500.
- +1223 Modern World Civilization**  
This course examines the evolution of political, cultural, social, and economic institutions in global states as they were being transformed from the year 1500 up to and including the modern era.
- +1233 Non-Western Civilizations**  
This course is an introductory survey of the histories of the major civilizations of Asia, Africa, and Latin America. The emphasis focuses on the political, social, and economic development of Non-Western regions of the world and those Non-Western traditions which have influenced contemporary international policies and relationships.
- +1483 U.S. History to 1877**  
An American history survey of the period from the European voyages of discovery in the late 15th century through the Reconstruction era, focusing on the major events, ideas and individuals involved.
- +1493 U.S. History Since 1877**  
An American history survey of the period from the end of Reconstruction to the present, focusing on the major events, ideas and individuals involved.
- +3023 The Middle Ages, 500-1500**  
A study of Europe from the fall of Rome to the High Renaissance and the dawn of the Early Modern Era, emphasizing the formation of western society during the Dark Ages and the great achievements of the High Middle Ages.
- +3123 Oklahoma History and Government**  
A survey of the State's history and government from pre-history to the present with emphasis upon

- developments affecting Native Americans and the evolution of modern Oklahoma.
- +3133 Ancient Greece**  
Detailed study of the social, political and intellectual life of the Greeks; influences of Greek philosophy and culture upon modern civilization. Pre: HIST 1213.
- +3143 Rome**  
Origin and expansion of Rome, its political and cultural life, including rise of Christianity, technical achievements, government and law, and the enduring influence of Rome on the civilization of western Europe. Pre: HIST 1213.
- +3293 Europe, 1815-1945**  
The course provides a comparative analysis of the political, cultural, social, and economic transformations as they developed in Europe starting with an assessment of Napoleon's historical legacy and ending at the conclusion of World War Two.
- +3323 England to 1688**  
Political, economic, constitutional, and cultural development of the British Isles from the earliest times to the Glorious Revolution. Pre: HIST 1213.
- +3333 England Since 1688**  
Political, economic, constitutional, and cultural development of the British Isles from the Glorious Revolution to the present. Pre: HIST 1223.
- +3413 Renaissance and Reformation**  
A survey of economic, political, social, religious and cultural developments in Western Europe from 1270 to 1650.
- +3523 Russian History to 1917**  
An examination of the gradual and often tragic development of the Russian state ending with the 1917 revolution that overthrew the tsarist regime. Pre: HIST 1223.
- +3553 History of Mexico**  
This upper division course is an examination of the Mexican people from the early indigenous civilizations to the present. The course emphasizes the interaction between the Native American and European cultures and institutions, which as led to the creation of the modern Mexican Nation.
- +3563 History of Modern Germany Since 1871**  
This upper division course examines the creation of the modern German state in 1871 and its various historical transformations in the heart of Europe. It also assesses critical problems in modern German history with an emphasis on unification and the age of Bismarck, the First World War, cultural and intellectual ferment, Hitler and the Nazi period, and postwar East and West Germany.
- +3583 History of Middle and Far East Asia**  
This upper division course examines the history of Asia, including the Middle East, India, and Far East, from the early Middle Ages to the modern era. It seeks to comprehend the complex array of political, social, economic, and religious problems of a vast region growing in global significance.

- +3603 U.S. Economic History**  
Historical perspectives on the growth of economic sectors of agriculture, industry, commerce, and finance. Analysis of the interaction of the economic and government sectors in America. May be counted as either history or economics. Pre: HIST 1483 or 1493.
- +3693 Colonial Latin America**  
A study of Central and South America and the Caribbean under European domination from 1492 to 1825. Emphasizes political, economic and social aspects of colonial life and the various movements that led to independence. Pre: HIST 1223.
- +3703 Modern Latin America**  
An examination of the emergence of Mexico and the nations of Central and South America from European domination. Emphasizes their political, economic and social relations with the U.S. and their place in the modern world. Pre: HIST 1223.
- +3713 Native American History**  
An examination of the various American Indian tribes emphasizing their cultural characteristics, resistance to domination, contributions to American society and their place in the contemporary U.S. Pre: HIST 1483 and 1493.
- +3723 African American History**  
An examination of the Black experience in the U.S. since 1619 emphasizing slavery, emancipation, patterns of segregation and discrimination, the civil rights movement, black contributions to American society and current conditions. Pre: HIST 1493.
- +4013 World History Since 1945**  
An examination of world developments from the end of World War II to the present. The course focuses on the establishment and decline of a bi-polar world and the corresponding adaptations of various nations and regions. Pre: HIST 1223 and 1493.
- +4113 U.S. Diplomatic History**  
An examination of the U.S. emergence as a world power emphasizing its empire development, involvement in two world wars, leadership in the cold war and current relations with major countries. Pre: HIST 1493 and 1223.
- +4123 U.S. Military History**  
An examination of the role played by U.S. military forces in the development and growth of the nation from the time of the colonial wars to the present. Pre: HIST 1483 or 1493.
- +4203 The American West**  
An examination of the westward movement in the U.S., the significance of the frontier in the nation's history and the role of the region in building the nation. Pre: HIST 1483 and 1493.
- +4213 American Colonial Period**  
Study of American History from discovery to 1783 with an emphasis on the political, cultural and economic experiences that produced the United States. Pre: HIST 1483.
- +4223 The United States, 1783-1840**  
An historical analysis of the founding of the U.S. and the subsequent development of constitutional government, the contributions of major leaders and the emergence of new political and sectional tensions. Pre: HIST 1483.
- +4233 The U.S. 1841-1877**  
An examination of U.S. History from the end of the Jacksonian era through Reconstruction. The course focuses on reform movements and westward expansion in the 1840s and 1850s, the Civil War and Reconstruction policies. Pre: HIST 1483.
- +4303 The U.S. 1877-1932**  
An examination of U.S. History from the Gilded Age through the Great Depression. Emphasis is on the scope and consequences of economic and population growth, Progressive Era reforms, increasing involvement in world affairs, social upheaval of the 1920s and the economic collapse that ended that decade. Pre: HIST 1493.
- +4313 The U.S. 1933 to Present**  
An examination of U.S. History from the New Deal to the present. The course focuses on the expanding role of government in the economy, domestic life and world affairs, the civil rights movement, Watergate scandal and broad changes in American society. Pre: HIST 1493.
- +4363 History of Modern Russia**  
The course examines the creation of the Soviet state. It also assesses the impact of the various dictators who ruled the nation from 1917 until 1991. Post-communist Russia is also studied by looking at the strategies of the Russian government as it endeavors to establish and maintain political and economic stability.
- +4402 Historic Preservation**  
This course surveys the field of Historic Preservation and analyzes the importance of understanding architecture and cultural heritage from the historic perspective in the protection of historically significant structures and landscapes in local communities and regions.
- +4412 Museum Studies**  
This course surveys the field of Museum and Gallery archival techniques, presentation and preservation methods, labeling and educational programming in the museum or gallery setting.
- +4422 Public History**  
This course surveys the field of Public History and discusses career preparation for historic preservation, museums and galleries management, cultural heritage research and program development and policies governing the protection of historically significant public resources.
- +4433 Historical Methods**  
An examination of research methods and historical writing. An emphasis on proposal development and understanding of appropriate methods used in historical research and writing is the focus. This is the capstone course for history and global studies students and should be taken during the senior year of the undergraduate program.

- +4441 Global Transformations in History**  
This course surveys the technological, social, and cultural changes which have occurred over time globally and across cultures. The course spans the world's geo-political-historical transformations resulting from the Agricultural Revolution, the Industrial Revolution, and the Information Revolution. This course is the required introduction course for social science education teaching methods and is required to be taken concurrently with Intro to Education. Restricted to Social Science Education majors. Pre: HIST 1483, HIST 1493 and HIST 1233.
- 4442 Teachers' Course in Social Studies**  
Review of the concepts and methodology used in teaching secondary school social studies. The course concentrates on the development of materials, teaching competencies, and the use of resources for secondary instruction in the social studies. Pre: HIST 4441.

**HUMANITIES COURSES**

- +2013 World Music**  
A survey of non-western musical cultures through their folk, popular and art musics. (Cross Listed-MUSI 2013).
- +2113 General Humanities I**  
This course analyzes the cultures of both ancient and medieval societies as it examines how the various humanities disciplines defined or criticized the dominant value systems of those cultures.
- +2213 Great Books**  
Readings in classic texts – poetry, drama, fiction, essay, philosophy, history -- from both Western and non-Western traditions. The readings and discussions will help students to appreciate the intellectual foundations of Western culture and non-Western cultures. The course is based on a text-centered, student-centered and writing-intensive approach which will enhance students' reading, writing and critical thinking skills and facilitates success in advanced college courses, business, and the professions. Pre: ENGL 1113 and 1213.
- +2223 General Humanities II**  
This course analyzes the evolution of cultures as they developed and were expressed in the various humanities disciplines starting with the Renaissance period until concluding with an assessment of the post-modernist aesthetics of today.
- +2403 Theatre Appreciation**  
An introductory study of theatre as an art form. Introduction to play analysis, character analysis, interpretation, the artists and their contributions to the creation of theatre. (Lab hours required.) (Cross Listed – TCOM 2413).
- +2413 Introduction to Literature**  
Study in the appreciation and understanding of significant selections from the field of the story, drama, novel, and poetry. Pre: ENGL 1113 and 1213.
- +2423 Introduction to Film**  
An introductory course in the fundamentals of film language, film history, and film genre as well as an

introduction to film as an aesthetic, cultural and historical art form. Pre: ENGL 1113 and 1213.

- +2432 Art in Life**  
An area course identical in objectives respecting art with General Humanities 2113 and 2223. Both semesters.
- +2523 Great Films**  
Viewing and analysis of significant films – both narrative and non-narrative films -- from the United States and from other cultures over the past 100 years of film history. The readings and discussions will help students to appreciate the intellectual and aesthetic foundations of national and international film culture. The course is based on a text-centered, student-centered and writing-intensive approach which will enhance students' reading, writing and critical thinking skills and facilitates success in advanced college courses, business, and the professions. Pre: ENGL 1113 and 1213.
- +2533 Music in Life**  
An area course identical in objectives respecting music with General Humanities 2113 and 2223. Both semesters and summers.
- +2633 Philosophy in Life**  
An introductory survey of the major philosophy problems and systems of Western thought from Thales to the present.
- +2643 Ethics in Life**  
An introductory survey of major ethical problems, themes, and systems.
- +4303 Studies Abroad: Chinese Culture**  
This course involves a trip to mainland China with tours of major cities and historic sites. Lessons in Chinese language, culture, and history are included.

**JAPANESE COURSES**

- 1114 Elementary Japanese**  
This introductory course offers basic skills in listening comprehension, conversation, pronunciation, reading and writing, along with culture, geography and grammar.

**LEADERSHIP**

**Minor**

		<b>Core Area</b>	
LEAD	2003	Introduction to Leadership	
		<b>OR, if eligible,</b>	
UNIV	1033	Leadership, Training & Ed (PLC).....	3
SCOM	3613	Small Group Communication .....	3
MCOM	4213	Mass Communication/Law Ethics <b>OR</b>	
HUM	2643	Ethics in Life <b>OR</b>	
GBUS	4933	Business Ethics .....	3
UNIV	1041	Leadership Northwestern (must be junior or senior).....	1
		<b>Electives</b>	
		Select one course from each of the following areas:	
		<i>Communication Systems</i> .....	3
ENGL	3513	Technical Writing	
MCOM	2123	Mass Communication	
MCOM	3463	Introduction to Public Relations	

SCOM	2313	Argumentation and Advocacy	
SCOM	3113	Advanced Speech Communication	
		<i>Management Systems</i> .....	3
MGMT	3063	Principles of Management	
MGMT	3433	Organizational Behavior	
MIS	3413	Management Information Systems	
		<i>Political Systems</i> .....	3
POLS	3013	Political Theory	
POLS	3543	The American Presidency	
POLS	4253	Federal, State, and Local Relations	
NURS	4216	Nursing Synthesis (Nursing students can use course to fulfill both Political and Social Systems electives for this minor)	
		<i>Social Systems</i> .....	3
PSYC	3143	Social Psychology	
PSYC	3163	Motivation	
PSYC	3213	Industrial Psychology	
PSYC	3313	Consumer Behavior	
PSYC	4153	Psychology of Learning	
PSYC	4163	Personality	
SOC	2123	Sociological Problems and Issues	
SOC	3203	Social Theory	
SOC	3423	Rural Sociology	
SOC	3523	Social Diversity	
SOC	4303	Social Psychology	
SOC	4713	Public Service Leadership Institute	
		<b>Total Hours</b> .....	<b>22</b>

**LEADERSHIP COURSES (LEAD)**

**+2003 Introduction to Leadership**

Introduction to Leadership is a description and analysis of a leadership framework bringing together existing concepts by establishing leadership dimensions and showing how they relate to each other, while increasing the student's awareness in responsibilities of citizenship.

**2014 OKARNG Membership I**

Develops knowledge, understanding, and skills in the role of the United States Army, the Army Reserve, and the National Guard. Knowledge of the organization, management and ethics of the U.S. Army Officer Corps, the functions and relationships of a commander and his staff and the preparation of administrative correspondence. Analysis of selected leadership and management problems involved in staff organizations. Develops a knowledge of applying leadership principles, stressing responsibilities of the leader, and affording experience through practical exercises. Obligations and responsibilities of an Army officer; chain of command; and officer-enlisted relationships. **Students are required to participate in Physical Fitness training and Laboratory time.**

**+2023 Psychology of Leadership**

This course addresses principles and concepts of leadership styles and approaches, leadership theory, group dynamics, team building, and gender differences in leadership. The psychological aspects associated with leadership including the principles of human behavior, ethical behavior, and the roles human values play in leaderships in cultural, and

ethnic diversity at the domestic level will also be addressed.

**3014 OKARNG Membership II**

Application of basic principles including marginal information; map symbols; military grid reference systems, map orientation; resection and intersection; use of compass; aerial photograph familiarization mission, organization and composition of basic military teams, principles of offensive and defensive combat stressing firepower, movement and communication, introduction to troop leading procedures. Analysis of the leader's role in directing and coordinating the efforts of individuals and small units in the execution of offensive and defensive tactical missions, to include communication systems, internal defense/development and the military tea; intelligence gathering, and the role of the various branches of the Army. **Students are required to participate in Physical Fitness training and Laboratory time.** Pre: LEAD 2014

**LIBRARY AND INFORMATION SCIENCE COURSES (LSCI)**

**1011 Information Literacy**

A course designed to develop skills in the identification, location, evaluation, and use of information sources; furthermore, the course will develop the ability to utilize the various information retrieval systems of the NWOSU Libraries in an effective and efficient manner. The abilities and skills developed during this course will fulfill immediate needs for classroom assignments as well as lifelong needs for knowledge and information. Open to all students who wish to improve their information-seeking behavior.

**MASS COMMUNICATION**

<b>B.S. Degree</b>		<b>Major/Minor</b>	
MCOM	2113	News Reporting.....3	
MCOM	2123	Mass Communication .....	3
MCOM	2222	Publication & Design .....	2
MCOM	2341	Print Media Practicum.....	1
MCOM	2023	Media History.....	3
MCOM	3043	Prin of Marketing .....	3
MCOM	3033	Prin of Advertising.....	3
MCOM	3103	News Editing.....	3
MCOM	3213	Oral Comm for Bus Prof.....	3
MCOM	3222	Feature Writing .....	2
MCOM	3113	Intro to Audio & Video Production ...	3
MCOM	3463	Intro to Public Relations .....	3
MCOM	3102	Media Photography .....	2
MCOM	3531	Online Media Practicum .....	1
MCOM	3803	Broadcast Writing & Announcing.....	3
MCOM	3901	Television Practicum.....	1
MCOM	4102	Desktop Publishing .....	2
MCOM	4213	Mass Comm Law & Ethics .....	3
MCOM	4302	Media Promotions & Sales.....	2
MCOM	3322	Media Convergence .....	2
MCOM	4332	Advanced Media Convergence .....	2

MCOM	4442	Mass Media Internship .....	2
MCOM	4462	Mass Comm Senior Seminar .....	2
		Prescribed Electives.....	<u>19</u>
		<b>Minimum Total Hours .....</b>	<b>73</b>

Prescribed Electives:

MCOM 2341 (may be taken four times), 3302, 3312, 3303, 3521 (may be taken two times), 3531 (may be taken four times), 3812, 3833, 3901 (may be taken four times), 4123, 4422, 4432; SCOM 2763, 3113, 3123, 3613; MRKT 3413, 4043.

## MASS COMMUNICATION

<b>B.S. Degree</b>		<b>Major</b>	
MCOM	2113	News Reporting .....	3
MCOM	2123	Mass Communication .....	3
MCOM	2222	Publication & Design.....	2
MCOM	2341	Print Media Practicum.....	1
MCOM	2023	Media History .....	3
MCOM	3043	Prin of Marketing.....	3
MCOM	3033	Prin of Advertising .....	3
MCOM	3103	News Editing .....	3
MCOM	3213	Oral Comm for Bus Prof .....	3
MCOM	3222	Feature Writing.....	2
MCOM	3113	Intro to Audio & Video Production .....	3
MCOM	3463	Intro to Public Relations .....	3
MCOM	3102	Media Photography.....	2
MCOM	3531	Online Media Practicum .....	1
MCOM	3803	Broadcast Writing & Announcing .....	3
MCOM	3901	Television Practicum .....	1
MCOM	4102	Desktop Publishing.....	2
MCOM	4213	Mass Comm Law & Ethics.....	3
MCOM	4302	Media Promotion & Sales.....	2
MCOM	3322	Media Convergence .....	2
MCOM	4332	Advanced Media Convergence.....	2
MCOM	4442	Mass Media Internship .....	2
MCOM	4462	Mass Comm Senior Seminar .....	2
		<b>Minimum Total Hours .....</b>	<b>54</b>

## MASS COMMUNICATION

		<b>Minor</b>	
MCOM	2113	News Reporting.....	3
MCOM	2123	Mass Communication.....	3
MCOM	2341	Print Media Practicum.....	1
MCOM	2653	Intro to Broadcasting .....	3
MCOM	3801	Radio Practicum .....	1
MCOM	3901	Television Practicum.....	1
		Prescribed Electives.....	<u>8</u>
		<b>Minimum Total Hours .....</b>	<b>20</b>

Prescribed Electives:

MCOM 3033, 3103, 3213, 3222, 3302, 3303, 3312, 3403, 3463, 3803, 4102, 3102, 4213, 4302, 3322, 4422, 4432, 4442; MRKT 3413, 4043

## MASS COMMUNICATION COURSES (MCOM)

### +2013 Web Programming I

This course is designed to provide an introduction to HTML and programming concepts. Topics: introduction, syntax and coding of HTML, CSS and basic programming skills.

### 2023 Media History

An in-depth historical perspective of the development of American media from Gutenberg's press to the Internet. A look at the advent of media in the 20<sup>th</sup> century including print, broadcast, film, Internet, and strategic communication.

### +2113 News Reporting

Principles and practices in evaluating and writing news for print media, including interviewing techniques. Practical application in writing articles through reporting assignments and/or laboratory experience for print media. Pre: MCOM 2123 and six hours of English.

### +2123 Mass Communication

Survey and history of mass communication theories and practices, including economic, social and political evolution of interrelationships of media with society.

### +2222 Publication Design and Production

Organizing, planning, designing, and laying out publications for mass media and public relations. Pre: MCOM 2123.

### +2341 Print Media Practicum

Participating in the production of a journalistic publication. Individual work fitted to needs and interest of the student. *Course may be repeated for maximum of four credit hours.* Pre: MCOM 2113 or permission of the instructor.

### +2653 Introduction to Broadcasting

Survey of the field of broadcasting. Content will focus on broadcasting's history, technology, regulations, business and creative practice and career opportunities. Pre: MCOM 2123. (Cross Listed-SCOM 2653).

### 3033 Principles of Advertising

Study of advertising principles and practices as a marketing tool. Pre: MCOM 3043.

### 3043 Principles of Marketing

A survey of the nature, scope, and economic importance of marketing. Analysis of marketing functions, institutions, pricing, demand creation, and marketing legislation. (Cross Listed- MRKT 3043).

### +3102 Media Photography

An introduction to digital photographic techniques and digital camera equipment (both hardware and software); addresses the role of photography in the newspaper, magazine and online media and the ethical issues involved.

### 3103 News Editing

Theory and practice of editing copy, writing headlines and making up the pages of the newspaper. Pre: MCOM 2113, 2123, and six hours of English.

- 3113 Introduction to Audio & Video Production**  
Techniques used in audio and video production will be examined. Operation of all studio and field equipment will be emphasized. Pre: MCOM 2123.
- +3213 Oral Communication for Business Professionals**  
A study of specific communication principles and methods for application in business and professional settings. Emphasis will be placed on management styles, communication techniques and organizational communication. Pre: SCOM 1113. (Cross Listed-SCOM 3213).
- +3222 Feature Writing**  
Planning, researching, and writing articles in feature story formats. Pre: MCOM 2113, 2123, and six hours of English.
- 3302 Sports Reporting**  
Examines and applies journalistic and performance techniques to reporting sports in print and broadcast outlets. Pre: MCOM 2113, 2123, and six hours of English.
- 3303 Introduction to Media Theories**  
Introductory study of theoretical understandings in mass communication with attention to historical roots of the field. The course is designed to stimulate critical thinking about the role of the media in society. Pre: MCOM 2123.
- 3312 Broadcast News**  
A study of electronic news gathering. Emphasis is placed on news gathering, reporting, on-air presentation, producing and directing. Pre: MCOM 2023, 2123, and 3803.
- 3322 Media Convergence**  
The historical and modern perspective of media convergence will be studied. An emphasis on currently implemented techniques and future media convergence strategies will be addressed. Pre: MCOM 2023, 2113, 2123 and 3113.
- +3463 Introduction to Public Relations**  
A study of the roles of public relations practitioners; principles of public relations; approaches and devices used by public relations personnel; relations with mass media. Pre: MCOM 2123.
- 3521 Public Relations Practicum**  
Involvement in public relations projects with actual organizations, businesses, institutions or agencies. (Pre: MCOM 3463. *Student may enroll twice in this course.*)
- 3531 Online Media Practicum**  
Participation in operating the university's media Web site. *Course may be repeated for maximum of four credit hours.* Pre: MCOM 2123 or permission of instructor.
- 3803 Broadcast Writing & Announcing**  
Writing and announcing for electronic media including new, interviews, commercial copy, and other types of scripts. Pre: MCOM 2113, 2123 and 3113.
- 3812 Photojournalism**  
Study of the photography techniques used by journalists to create pictures that tell stories for use in the mass media. Pre: MCOM 3102.
- 3833 Strategic Communication Writing**  
Study and practice of writing public relations and advertising copy for various media and organizations. Pre: MCOM 2023, 2113, 2123, and 3463.
- 3901 Television Practicum**  
Participation in operating the university's television station. *Course may be repeated for maximum of four credit hours.* Pre: MCOM 3113 or permission of instructor.
- +4102 Desktop Publishing**  
Practical study of computer software used in the production of print and online publications. Emphasis is also placed on the legal and ethical considerations of desktop publication. Pre: MCOM 2123 and 2222.
- 4123 Advanced Public Relations**  
A continuation of the study of specific public relations problems and opportunities; creation of instruments for public relations purposes; and research for public relations. Pre: MCOM 3463.
- 4213 Mass Communication Law & Ethics**  
A study of legal and ethical issues likely to confront media professionals. Pre: MCOM 2023, 2113, and 2123.
- 4302 Media Promotions & Sales**  
Survey of sales and promotion functions within media industries. Promotion and sales management, techniques, planning, and ethical standards will be emphasized. Pre: MCOM 2023 and 2123.
- 4332 Advanced Media Convergence**  
An advanced study of the emerging forms of information delivery by computer and related convergence of print and broadcast media. Students gain practical experience in the production of a multi-platform media product. Pre: MCOM 2023, 2113, 2123, and 3322.
- 4422 Advanced Television Production**  
Advanced techniques of television production will be examined. Pre: MCOM 2123 and 3113.
- 4432 Introduction to Media Research**  
An introductory examination of a variety of qualitative and quantitative research techniques and their appropriateness for addressing particular issues in mass communications. Pre: MCOM 2123 and 3303.
- 4442 Mass Media Internship**  
Participate in work activities at a newspaper, television station, radio station, ad agency, public relations firm or organization approved by instructor. MCOM 2023, 2113, and 2123.
- 4462 Mass Communication Senior Seminar**  
Seminar to be completed by mass communication majors during the final year. Emphasis will be placed on creation of media portfolio, resume-writing, interviewing, and job-seeking. Program exit activities will be completed.

**MATHEMATICS**

<b>B.S. Degree</b>		<b>Major</b>	<b>Minor</b>
MATH	1513	College Algebra.....	3 (3)
MATH	1613	College Trigonometry.....	3 (3)



MATH 2215	Analy Geometry & Calc I.....	5	5
MATH 2315	Analy Geometry & Calc II.....	5	5
MATH 3323	Multivariable Calculus .....	3	
MATH 3053	Discrete Math .....	3	
MATH 3013	Linear Algebra.....	3	
MATH 3033	Probability & Statistics I.....	3	
MATH 3041	Math Technology.....	1	1
	<u>Two</u> of the following.....	6	
MATH 4033	Probability & Statistics II		
MATH 4203	Differential Equations		
MATH 4533	Math Models & Applications		
	*Elective Advanced Math .....	6	9
	<b>Minimum Total Hours .....</b>	<b>41</b>	<b>20</b>

Majors must have at least six hours of Computer Science. Majors must have CMSC 1103 or departmental approval for substitution, **AND** additionally one of the following: CMSC 2003, CMSC 2103, CMSC 3053, or CMSC 3003.

Math majors are encouraged to take calculus-based physics (PHYS 2114) to meet the general education requirement in physical science.

\*Elective advanced math includes 3000 and 4000 level courses excluding MATH 3203, MATH 3223, and MATH 4442.

Advanced standing tests are available in Mathematics 1513 and MATH 1613.

Math minors are required to have 10 upper division hours.

Note: Parentheses around a number indicate that, although the course is required, it may not be counted in the minimum total for a minor.

#### MATHEMATICS

##### B.S.Ed. Degree

##### Major

MATH 1513	College Algebra.....	3	
MATH 1613	College Trigonometry.....	3	
MATH 2215	Analy Geometry & Calc I.....	5	
MATH 2315	Analy Geometry & Calc II.....	5	
MATH 3013	Linear Algebra.....	3	
MATH 3033	Probability and Statistics I.....	3	
MATH 3041	Mathematics Technology .....	1	
MATH 3053	Discrete Math .....	3	
MATH 3353	Intro to Modern Algebra.....	3	
MATH 3513	College Geometry.....	3	
MATH 4333	History of Mathematics .....	3	
MATH 4442	Tchnng of Sec Mathematics .....	2	
	*Elective Advanced Math .....	6	
	<b>Minimum Total Hours .....</b>	<b>43</b>	

In addition to the major requirements, the student must complete the required Professional Education courses (20 hours) and the Block Semester (14 hours) see Section VII, pgs. 41-43.

Majors must have a total of six hours of Computer Science. Majors must have CMSC 1103 or departmental approval for substitution, **AND** additionally one of the following: CMSC 2003, CMSC 2103, CMSC 3053, or CMSC 3003.

Advanced standing tests are available in MATH 1513 and MATH 1613.

\*Majors must take two of the following classes with at least one of them 4000 level (6 hours total):

- MATH 3323 Multivariable Calculus
- MATH 3023 Theory of Numbers
- MATH 4033 Probability & Statistics II
- MATH 4113 Advanced Calculus

- MATH 4203 Differential Equations
- MATH 4533 Math Models

#### MATHEMATICS COURSES (MATH)

##### 0013 Pre-Intermediate Algebra

A course to teach the basic ideas in theory and application of several areas of mathematics. The student will be prepared to complete Intermediate Algebra. Course covers real numbers, simple algebraic expressions, linear equations in one variable and consumer multiplication. *This course does not fulfill degree requirements.*

##### 0123 Intermediate Algebra

A course designed to meet the curriculum deficiency for beginning freshman or transfer students. The course includes elementary algebra to give the student an adequate mathematical background. *Does not count as degree requirement.*

##### +1313 Statistics

Introductory course in statistics designed to introduce the non-mathematics student to techniques of experimental statistics and develop general knowledge of statistics. Topics covered include: data analysis and collection, statistical summary measures, correlation, introductory probability concepts, sampling distributions and sampling variability, point and interval estimation, and hypothesis testing. Pre: High School Algebra.

##### +1403 Contemporary Mathematics

Algebra topics such as linear and quadratic functions will be covered as well as some mathematical modeling of real world applications. This course will fulfill the general education requirement but will not count as a prerequisite for: MATH 2533, MATH 1613, or MATH 2215.

##### +1513 College Algebra

Designed to provide techniques and concepts necessary to study mathematical applications in various fields. Topics include: factoring, solving and graphing equations and inequalities, and an introduction to linear, quadratic, polynomial, exponential, logarithmic and rational functions and their associated applications. Course fulfills general education requirement. Pre: Curricular requirement from high school.

##### +1613 College Trigonometry

Trigonometric functions, identities, equations, radian measure and applications, solution of triangles. Pre: MATH 1513.

##### +2215 Analytic Geometry and Calculus I

Introduction to theory and applications of elementary analytical geometry and calculus. Topics include: limits and continuity, differentiation and integration techniques and applications. Pre: MATH 1613 or permission of the department.

##### +2315 Analytic Geometry and Calculus II

A continuation of Calculus I including coverage of advanced integration techniques, improper integrals, infinite series, power series, Taylor polynomials, conics, parametric equations, and polar coordinates. Pre: MATH 2215.

- +2533 Calculus for Business**  
A basic approach to calculus with a strong emphasis on business applications. Topics in differentiation and integration of polynomial functions. Introduction to exponential and logarithmic functions. Pre: MATH 1513.
- +3013 Linear Algebra**  
Fundamental concepts of the algebra of matrices, including the study of matrices, determinants, linear transformations, and vector spaces. Pre: MATH 2215 and 3053 or permission of the department.
- +3023 Theory of Numbers**  
Study of integers including divisibility, primes, congruences, and number-theoretic functions. Pre: MATH 2215 and 3053 or permission of the department.
- +3033 Theory of Probability and Statistics I**  
Introduction to the theory and applications of Probability and Statistics. Course covers descriptive statistics, probability, random variables, probability distributions, expected value, and statistical inference using confidence intervals and hypothesis testing. Pre: MATH 2215 Calculus I and MATH 2315 Calculus II or permission of the mathematics department.
- +3041 Mathematics Technology**  
This course will introduce students to several types of mathematics technology. In particular, students will be introduced to the TI-92™ Graphing calculator and computer software such as Mathematica, Derive, and Equation Editor. The course is designed to help students learn and understand mathematics with the aid of technology. The technology will be used to help illustrate various applications of mathematics, including solving equations, graphing equations, trigonometry, elementary statistics, and calculus. Pre: MATH 2215 or permission of the department.
- +3053 Discrete Mathematics**  
Theory and applications of discrete mathematical models fundamental to analysis of problems in computer science. Set theory, formal logic and proof techniques, relations and functions, combinatorics and probability, Boolean algebra, systems of equations and linear programming. Pre: MATH 2215 and CMSC 2003 or CMSC 2103.
- +3323 Multivariable Calculus**  
A continuation and extension of Calculus I and II to Euclidean 3-space. Pre: MATH 2315 or permission of the department.
- +3353 Introduction to Modern Algebra**  
Fundamental concepts of the structure of mathematical systems. Group, ring, and field theory. Pre: MATH 2215 and 3053 or permission of the department.
- +3513 College Geometry**  
Advanced plane geometry with an introduction to non-Euclidean geometrical concepts. Pre: MATH 2215 and MATH 3053 or permission of the department.

- +4033 Theory of Probability and Statistics II**  
A continuation of Probability and Statistics I including coverage of Joint Probability Distributions, Analysis of Variance, Multifactor ANOVA, Regression and Correlation, and an introduction to Categorical Data Analysis. Pre: MATH 3033 Probability and Statistics I.
- +4113 Advanced Calculus**  
The theory of functions of a real variable. Infinite sequences, series, limits, derivatives, and, Riemann integrals. Pre: MATH 2315 and 3053.
- +4203 Differential Equations**  
Introduction to the theory and applications of ordinary differential equations. Pre: MATH 2315 or permission of department.
- +4333 History of Mathematics**  
Historical development of mathematics and the study of ancient methods in solving problems. Pre: MATH 2215 or permission of the department
- 4442 Teaching Secondary Mathematics**  
Problems and methods of teaching mathematics. Pre: MATH 2315 or permission of the department required.
- +4533 Mathematics Models and Applications**  
A study of the foundations of model building. Applications of advanced mathematics. Computer algorithms and practical evaluation of models. Pre: MATH 2315 or permission of the department.

**MATHEMATICS AREA OF CONCENTRATION FOR ELEMENTARY TEACHERS**

- 2233 Structural Concepts in Arithmetic**  
A modern introduction to the real number system and its subsystems. *Will not count as Math elective for Math major.* Will not satisfy math general education requirement.
- 3203 Structural Concepts in Mathematics**  
A modern introduction to probability, statistics, geometry and other related topics. Pre: MATH 2233 or permission of department. *Will not count as Math elective for Math major.* Will not satisfy math general education requirement.
- 3223 Geometry for Elementary Teachers**  
Introduction to geometric concepts to provide a superior mathematical background for elementary teachers. A generalization and extension of intuitive geometry studied in 2233 and 3203. Pre: MATH 3203 or permission of the department. *Will not count as Math elective for Math major.* Will not satisfy math general education requirement.

**MUSIC**

<b>B.A. Degree</b>		<b>Major</b>
MUSI	1110 Recital Attendance** .....	0
MUSI	1123 Music Theory I.....	3
MUSI	1131 Aural Skills I.....	1
MUSI	1143 Music Theory II .....	3
MUSI	1151 Aural Skills II.....	1
MUSI	2213 Music Theory III .....	3
MUSI	2221 Aural Skills III .....	1
MUSI	3153 Music History I.....	3

MUSI	3163	Music History II .....	3
MUSI	4013	Music Form and Analysis.....	3
MUSI	4302	Music Composition I.....	2
		Major Instrument or Voice, 1000 level ...	2
		Major Instrument or Voice, 2000 level ...	2
		Major Instrument or Voice, 3000 level ...	2
		Major Instrument or Voice, 4000 level ...	2
MUSI	2121	University Band**	
		<b>OR</b>	
MUSI	3121	University Chorale** .....	8
		Piano*** .....	0-4
		Electives in Music .....	11
		<b>Total Hours .....</b>	<b>50</b>

\*\*Continuous enrollment required.

\*\*\*Keyboard competency is demonstrated by passing the piano proficiency exam, which is administered upon completion of Piano IV, or at the discretion of the student in consultation with the faculty at any point.

**Bachelor of Music (B.M.) Degree Major-Minor  
Required Courses:**

MUSI	1110	Recital Attendance .....	0**
MUSI	1123	Music Theory I .....	3
MUSI	1131	Aural Skills I .....	1
MUSI	1143	Music Theory II .....	3
MUSI	1151	Aural Skills II .....	1
MUSI	2013	World Music .....	3
MUSI	2213	Music Theory III .....	3
MUSI	2221	Aural Skills III .....	1
MUSI	3102	Prin. of Conducting .....	2
MUSI	3153	Music History I .....	3
MUSI	3163	Music History II .....	3
MUSI	4013	Music Form and Analysis .....	3
MUSI	4302	Music Composition I .....	2
		Piano**** .....	0-4***
MUSI	3110	Junior Recital .....	0
MUSI	4110	Senior Recital .....	0

**Select either Option I or Option II:**

**Vocal track – Option I**

MUSI	3121	University Chorale.....	8**
MUSI	2202	Language Diction .....	2
MUSI	3203	Choral Conducting .....	3
MUSI	4252	Vocal Music Literature .....	2
MUSI	4403	Vocal Pedagogy.....	3
		Voice .....	16
		MUSI 1600.....	4
		MUSI 2600.....	4
		MUSI 3600.....	4
		MUSI 4600.....	4

**Instrumental track – Option II**

MUSI	2121	University Band.....	8**
MUSI	3112	Instrumental Conducting .....	2
MUSI	4112	Instrumentation.....	2
MUSI	4262	Instrumental Music Lit .....	2
		Applied Instrumental Instruction --	
		Primary Instrument .....	16
		1000 level .....	4
		2000 level .....	4
		3000 level .....	4
		4000 level .....	4

Approved Electives in Music .....	4
<b>Total Hours.....</b>	<b>62</b>

\*\*Continuous enrollment required.

\*\*\*Keyboard competency is demonstrated by passing the piano proficiency exam, which is administered upon completion of Piano IV, or at the discretion of the student in consultation with the faculty at any point.

\*\*\*\*Voice required for keyboard majors.

**Bachelor of Music Education (B.M.E.) Degree**

		<b>INSTRUMENTAL</b>	<b>Major</b>
MUSI	1022	Introduction to Music Education .....	2
MUSI	1123	Music Theory I.....	3
MUSI	1131	Aural Skills I.....	1
MUSI	1143	Music Theory II .....	3
MUSI	1151	Aural Skills II.....	1
MUSI	2013	World Music .....	3
MUSI	2213	Music Theory III .....	3
MUSI	2221	Aural Skills III .....	1
MUSI	3102	Principles of Conducting .....	2
MUSI	3112	Instrumental Conducting.....	2
MUSI	3153	Music History I .....	3
MUSI	3163	Music History II.....	3
MUSI	4013	Music Form and Analysis .....	3
MUSI	4112	Instrumentation .....	2
MUSI	4422	Marching Band Technique.....	2
MUSI	4262	Instrumental Music Literature.....	2
MUSI	4443	Music Meth. & Materials-Elem Sch .....	3
MUSI	4453	Instrumentl Meth. & Materials-Sec Sch..	3
MUSI	2121	University Band** .....	7
		Applied Instructional Instruction* .....	8
		1000 level .....	2
		2000 level .....	2
		3000 level .....	2
		4000 level .....	2
		Secondary Instruments .....	6
		Piano*** .....	0-4
		<b>Total Hours.....</b>	<b>63</b>

\*Continuous enrollment in recital attendance plus successful completion of a senior recital required.

\*\*Continuous enrollment required except during professional education semester.

\*\*\*Keyboard competency is demonstrated by passing the piano proficiency exam, which is administered upon completion of Piano IV, or at the discretion of the student in consultation with the faculty at any point.

In addition to the major requirements, the student must complete the required Professional Education courses (20 hours) and the Block Semester (14 hours) see Section VII, pgs. 41-43.

**Bachelor of Music Education (B.M.E.) Degree**

		<b>VOCAL</b>	<b>Major</b>
MUSI	1022	Introduction to Music Education .....	2
MUSI	1123	Music Theory I.....	3
MUSI	1131	Aural Skills I.....	1
MUSI	1143	Music Theory II .....	3
MUSI	1151	Aural Skills II.....	1
MUSI	2013	World Music .....	3
MUSI	2202	Language Diction.....	2
MUSI	2213	Music Theory III .....	3

MUSI 2221	Aural Skills III.....	1
MUSI 3102	Principles of Conducting.....	2
MUSI 3153	Music History I.....	3
MUSI 3163	Music History II.....	3
MUSI 3203	Choral Conducting.....	3
MUSI 4013	Music Form and Analysis.....	3
MUSI 4252	Vocal Music Literature.....	2
MUSI 4023	Choral Literature.....	3
MUSI 4031	Choral Arranging.....	1
MUSI 4403	Vocal Pedagogy.....	3
MUSI 4443	Music Meth. & Materials-Elem Sch.....	3
MUSI 4463	Choral Meth. & Materials-Sec Sch.....	3
MUSI 3121	University Chorale**.....	7
	Applied Voice*.....	8
	MUSI 1600.....	2
	MUSI 2600.....	2
	MUSI 3600.....	2
	MUSI 4600.....	2
	Piano***.....	0-4
	<b>Total Hours.....</b>	<b>63</b>

\*Continuous enrollment in recital attendance plus successful completion of a senior recital required.

\*\*Continuous enrollment required except during professional education semester.

\*\*\*Keyboard competency is demonstrated by passing the piano proficiency exam, which is administered upon completion of Piano IV or at the discretion of the student in consultation with the faculty at any point.

In addition to the major requirements, the student must complete the required Professional Education courses (20 hours) and the Block Semester (14 hours) see Section VII, pgs. 43-45.

**MUSIC** **MINOR**

**Required Courses:**

MUSI 1110	Recital Attendance.....	0**
MUSI 1123	Music Theory I.....	3
MUSI 1131	Aural Skills I.....	1
MUSI 1143	Music Theory II.....	3
MUSI 1151	Aural Skills II.....	1
MUSI 2213	Music Theory III.....	3
MUSI 2221	Aural Skills III.....	1
MUSI 3102	Prin. of Conducting.....	2
	Piano***.....	0-2

**Select either Option I or Option II:**

**Vocal track – Option I**

MUSI 3121	University Chorale.....	4**
MUSI 2202	Language Diction.....	2
MUSI 3203	Choral Conducting.....	3
MUSI 4252	Vocal Music Literature.....	2
	Voice.....	4
	MUSI 1600.....	2
	MUSI 2600.....	2

**Instrumental track – Option II**

MUSI 2121	University Band.....	4**
MUSI 3112	Instrumental Conducting.....	2
MUSI 4112	Instrumentation.....	2
MUSI 4262	Instrumental Music Lit.....	2
	Applied Instrumental Instruction --	
	Primary Instrument.....	4

	1000 level.....	2
	2000 level.....	2
	Approved Electives in Music.....	1
	<b>Total Hours.....</b>	<b>29</b>

\*\*Continuous enrollment required.

\*\*\*Keyboard competency is demonstrated by passing the piano proficiency exam for minors, which is administered upon completion of Piano II, or at the discretion of the student in consultation with the faculty at any point.

**Departmental Guidelines**

1. Secondary instruments must include one each from the four choirs: string, woodwind, brass, percussion.
2. Participation in appropriate large music ensembles is required each term after the major or minor is selected. Music education majors must complete a minimum of seven ensemble hours. Minors must complete a minimum of four ensemble hours. Music performance majors must complete a minimum of eight ensemble hours. In addition, those students who seek certification in both instrumental and vocal music are encouraged to participate in both instrumental and choral ensembles for the minimum number of hours.
3. Music minors should complete voice and piano requirements in consecutive semesters..
4. Completing the requirements of MUSI 1110 (Recital Attendance) by attending approved recitals is required for *all* music majors and minors.
5. See jury requirements at the end of the music section.

**MUSIC COURSES (MUSI)**

**+1002 Fundamentals of Music**

An introduction to the elements of music including study of the staff, clefs, key and meter signatures, scales, intervals, triads and notation. This course also includes an introduction to beginning rhythmic, melodic, and harmonic dictation. This course is designed for students with little or no music background.

**+1012 Introduction to Music Literature**

This course is designed for the beginning music major or minor. It is a study of the parameters of music as they relate to the literature, performance, and form in the music of the various periods of music history. Emphasis is placed on active listening. This course may be substituted for Humanities 2533 in General Education requirements.

**1022 Introduction to Music Education**

A survey of the music education profession including philosophy, curriculum, resources, and technology for music educators.

**1110 Recital Attendance**

This course is required of all music majors and minors each semester until completion of degree requirements. No credit.

**+1123 Music Theory I**

A study of the fundamentals of music including major and minor scales, key signatures, simple intervals, and diatonic triads. Restricted to music majors and minors. Concurrent enrollment in MUSI 1131 (Aural Skills I) is required.

- +1131 Aural Skills I**  
A study of basic musicianship skills with an emphasis in ear training and sight reading. Restricted to music majors and minors. Concurrent enrollment in MUSI 1123 (Music Theory I) is required.
- +1143 Music Theory II**  
A study of diatonic harmony including compound intervals, triads and seventh chords, chord progressions, and principles of voice leading. Concurrent enrollment in MUSI 1151 (Aural Skills II) is required. Pre: MUSI 1123 and 1131.
- +1151 Aural Skills II**  
A continuation of MUSI 1131 with an emphasis on diatonic harmonic principles. Concurrent enrollment in MUSI 1143 (Music Theory II) is required. Pre: MUSI 1123 and 1131.
- 1211 Beginning Guitar**  
Class instruction in fundamental chords, simple melodic playing and functional accompanying.
- 1313 Computer Applications in Music**  
A study of essential computer literacy skill for successful integration and application in the music classroom. This course includes basic word processing, database, and spreadsheet skills, as well as music notation, inventory, marching band, ear training and aural skills, and other software dedicated to music.
- 1431 Class Voice**  
Class instruction in vocal techniques specifically designed for those students with little previous singing experience.
- 1501 Class Piano I**  
Class instruction in piano specifically designed for those students with little previous background. Enrollment is limited with preference given to music majors completing piano requirements.
- 1531 Class Instruction in Brass Instruments**  
Class instruction in one or more brass instruments combined with a survey of entire brass choir.
- 1541 Class Instruction in Percussion Instruments**  
Class instruction in snare drum with a survey of entire field of percussion instruments.
- 1551 Class Instruction in String Instruments**  
Class instruction in one or more string instruments with a survey of entire string choir.
- 1561 Class Instruction in Woodwind Instruments**  
Class instruction in one or more woodwind instruments with a survey of entire woodwind choir.
- 1601 Class Piano II**  
Class instruction in piano specifically designed for those students with little previous background. Enrollment is limited with preference given to music majors completing piano requirements. Pre: successful completion of Class Piano I with a grade of C or better or assignment by the Music Faculty to the course based on the results of the Piano Proficiency Placement Exam.
- 2010 University Band**  
Band participation. **NO CREDIT.**
- +2013 World Music**  
A survey of non-western musical cultures through their folk, popular and art musics. (Cross Listed-HUM 2013).
- 2020 Jazz Ensemble**  
Jazz ensemble participation. **NO CREDIT.**
- 2100 Concert Choir**  
Choir participation. **NO CREDIT.**
- 2101 Concert Choir**  
Membership is open to all students with approval of the instructor. The Choir rehearses two hours per week and performs a diverse repertoire of choral music for the large ensemble. Maximum credit is eight hours applied as electives.
- 2121 University Band**  
Membership is open to all students with approval of instructor. Participation is required each semester for instrumental music majors and minors. The Band rehearses five hours per week and serves the university as marching, pep, and concert instrumental ensembles. Maximum credit, eight hours, applied as electives.
- 2141 Class Instruction in Small Ensembles**  
Class instruction in small vocal and instrumental ensembles taught by the music faculty. Permission to enroll must be secured from the faculty member who directs the ensemble. The class meets a minimum of two hours per week. Co-requisite: membership in the appropriate large ensemble (Choir/Chorale/Band).
- 2151 Jazz Ensemble**  
The performance and study of the various types and styles of jazz music. Membership is with approval of the instructor. The ensemble meets for three hours per week and participates in concerts and other practical experience performances. Co-requisite: participation in the University Band.
- 2171 Opera Workshop**  
The study and presentation of operatic literature from traditional, contemporary, and diverse cultural sources. Includes on-campus and off-campus performances. Audition required. Co-requisite for singing roles is vocal applied music. Non-singing participation is also possible with permission of instructor.
- 2180 Musical Theatre Production**  
Rehearsal and performance of Musical Theatre repertoire. May be repeated. Pre: entrance by audition. **NO CREDIT.**
- 2181 Musical Theatre Production**  
Rehearsal and performance of Musical Theatre repertoire. May be repeated. Pre: entrance by audition.
- 2202 Language Diction**  
A study of English, Latin, Italian, German, French and Spanish diction as applied to singing through the use of the IPA (International Phonetic Alphabet). Restricted to students enrolled in applied vocal instruction.
- +2213 Music Theory III**  
A study of chromatic harmony including 9<sup>th</sup>, 11<sup>th</sup>, and 13<sup>th</sup> chords, altered chords, and principles of

- modulation, with an introduction to contemporary composition techniques. Concurrent enrollment in MUSI 2221 (Aural Skills III) is required. Pre: MUSI 1143 and 1151.
- +2221 Aural Skills III**  
A continuation of MUSI 1151 with an emphasis on chromatic harmonic principles. Concurrent enrollment in MUSI 2213 (Music Theory III) is required. Pre: MUSI 1143 and 1151.
- 2441 Class Voice**  
A continuation of MUSI 1431
- 2501 Class Piano III**  
Class instruction in piano specifically designed for those students with little previous background. Enrollment is limited with preference given to music majors completing piano requirements. Pre: successful completion of Class Piano 2 with a grade of C or better or assignment by the Music Faculty to the course based on the results of the Piano Proficiency Placement Exam.
- 2601 Class Piano IV**  
Class instruction in piano specifically designed for those students with little previous background. Enrollment is limited with preference given to music majors completing piano requirements. Pre: successful completion of Class Piano 3 with a grade of C or better or assignment by the Music Faculty to the course based on the results of the Piano Proficiency Placement Exam.
- +3011 Music Technology**  
A study of essential skills for use of technology in the music classroom. Content includes operation of sound systems, digital recording, music notation software, and standard computer applications as applied to music and music education.
- 3102 Principles of Conducting**  
Instruction includes baton technique and basic beat patterns, coordination of baton and left hand, conducting of small and large ensembles, gestures and mannerisms, and choral and instrumental forms. Pre: MUSI 1123 and 1131.
- 3110 Junior Recital**  
Satisfactory completion of a public recital in major performing discipline. Required of all music performance majors (B.M.). Pre: Junior standing, successful pre-recital hearing, and permission of applied instructor.
- 3112 Instrumental Conducting**  
A continuation of course MUSI 3102 for instrumental music majors.
- 3121 University Chorale**  
University Chorale is the primary choral ensemble of the university. Membership is open to all students by audition. Participation is required each semester for vocal majors and minors. The Chorale rehearses four hours per week and performs concerts both on and off campus. Maximum credit is eight hours applied as electives.
- +3153 Music History I**  
A survey of music from ancient times to the nineteenth century including the historical background, influence, composers, and artists in music and related fields. Active listening and discussion. Listening assignments are required.
- +3163 Music History II**  
A survey of music from the nineteenth century to the present including musical styles and literature. Listening assignments are required.
- 3203 Choral Conducting**  
A continuation of course MUSI 3102 for vocal music majors.
- +3322 Counterpoint I**  
A study of the contrapuntal technique of the 18th and 19th century based on the harmonic, rhythmic, and instrumental style of Bach. Pre: MUSI 2213 and 2221.
- +3332 Counterpoint II**  
A continuation of MUSI 3322 including the study of three-part counterpoint, invertible counterpoint, and other types of imitation.
- 3451 Class Voice**  
A continuation of MUSI 2441.
- 3531 Advanced Class Instruction in Brass Instruments**  
A continuation of MUSI 1531.
- 3541 Advanced Class Instruction in Percussion Instruments**  
A continuation of MUSI 1541.
- 3551 Advanced Class Instruction in String Instruments**  
A continuation of MUSI 1551.
- 3561 Advanced Class Instruction in Woodwind Instruments**  
A continuation of MUSI 1561.
- +4013 Music Form and Analysis**  
A study of formal designs in music with detailed analysis of selected works by a variety of composers. Pre: MUSI 2213 and 2221.
- +4023 Choral Literature**  
Music Literature for all choral groups with emphasis on the performance styles and interpretive problems of the choral conductor.
- +4031 Choral Arranging**  
Techniques of arranging music for use by the high school choral ensemble.
- 4110 Senior Recital**  
Satisfactory completion of a public recital in major performing discipline. Required of all music majors. Pre: Senior standing, successful pre-recital hearing, and permission of applied instructor.
- 4112 Instrumentation**  
A survey of the four choirs of instruments and beginning orchestration. Arrangements will be made for various combinations of instruments. Pre: MUSI 2213 and 2221.
- 4122 Advanced Instrumentation**  
A continuation of MUSI 4112.
- 4161 University Singers**  
A select group of vocalists who rehearse and perform literature for the small choral ensemble. Membership is by audition. Co-requisite: participation in the University Chorale.

- +4252 Vocal Music Literature**  
A survey of vocal music literature written for solo voice.
- +4262 Instrumental Music Literature**  
A survey of instrumental music literature including band, orchestral, small ensemble, and solo literature.
- +4302 Music Composition I**  
The fundamentals of music composition including solo, duet, trio, quartet, and small ensemble composition. Pre: MUSI 2213 and 2221.
- +4312 Music Composition II**  
A continuation of MUSI 4302. One major composition, vocal or instrumental is required.
- 4403 Vocal Pedagogy**  
Methods and materials for teaching voice in the class and the private studio.
- 4412 Keyboard Pedagogy**  
Methods and materials for teaching piano and organ in the class and the private studio.
- 4422 Marching Band Technique**  
A study of various styles of marching and the techniques of parades and football shows. The course includes an examination and comparison of the various methods of charting.
- 4432 Keyboard Repertoire**  
A survey of piano literature from the Baroque to today.
- 4443 Music Methods and Material for Elementary School**  
A study of the methods and materials for teaching music in grades K-6. Restricted to music education majors. A laboratory class with students from the Alva public schools may be required. Pre: MUSI 1022.
- 4453 Instrumental Methods and Materials for Secondary School**  
A study of the methods and materials for teaching instrumental music in the middle school as well as junior and senior high school. Restricted to music education majors. Pre: MUSI 1022.
- 4463 Choral Methods and Material for the Secondary School**  
A study of the methods and materials for teaching vocal/choral music in the middle school as well as the junior and senior high school. Restricted to music education majors.
- 4611 Accompanying**  
The development of piano skills in accompanying solos and ensembles. Emphasis is placed on sight-reading, technical skills, and the ability to follow a conductor or soloist. A laboratory session will include accompanying vocal and/or instrumental solos and ensembles within the department. Permission of the instructor required. The course may be repeated for elective credit.

**Private Instruction:**

**Individual instruction at the college level. Thirty minute lessons for one hour credit. Enrollment with permission of the instructor.**

<b>Voice/Keyboard</b>				
Applied Voice	1600	2600	3600	4600
Applied Piano	1610	2610	3610	4610
Applied Organ	1620	2620	3620	4620
<b>Woodwinds</b>				
Applied Oboe	1630	2630	3630	4630
Applied Flute	1830	2830	3830	4830
Applied Clarinet	1720	2720	3720	4720
Applied Saxophone	1710	2710	3710	4710
Applied Bassoon	1730	2730	3730	4730
<b>Brass and Percussion</b>				
Applied Trumpet	1650	2650	3650	4650
Applied French Horn	1860	2860	3860	4860
Applied Trombone	1840	2840	3840	4840
Applied Baritone	1810	2810	3810	4810
Applied Tuba	1890	2890	3890	4890
Applied Percussion	1740	2740	3740	4740
<b>Strings</b>				
Applied Violin	1850	2850	3850	4850
Applied Viola	1750	2750	3750	4750
Applied Cello	1640	2640	3640	4640
Applied Bass Violin	1760	2760	3760	4760

Credit in voice, keyboard, band and orchestral instruments is granted according to the following requirements:

- One thirty-minute private lesson per week and corresponding required practice time earns one credit hour.
- Two thirty-minute or one fifty-minute lesson per week and corresponding required practice time earns two credit hours.
- Three thirty-minute or one eighty-minute lesson per week and corresponding required practice time earns three credit hours.

A semester examination (jury) for each student enrolled for applied music credit beyond the first semester of study will be required. The student will be expected to show reasonable improvement and accomplishment as a player or singer to gain the credit as set forth above. The required practice times are designed to accomplish that goal. These juries will be given during the week of final examinations.

Any student wishing to enroll in private lessons for college credit must receive permission from the instructor. All undergraduate students majoring in music will be required to give a public recital on their primary instrument or in voice.

**Music Theory Placement Examination and Piano Placement Examination**

Upon matriculation, each student who is either majoring or minoring in music will take both a Music Theory Placement Examination and a Piano Placement Examination. The results of the Music Theory Placement Examination will determine whether a student must take MUSI 1002 Fundamentals of Music or may proceed to MUSI 1123 Music Theory I. The

results of the Piano Placement Examination will determine in which Piano Class a student should enroll.

### Piano Proficiency

In order to successfully complete a degree program in music (both majors and minors), students must demonstrate keyboard competency. Students will be assigned a starting course in the Class Piano sequence based on the results of their Piano Placement Exam, which is taken upon matriculation. Ultimately, however, keyboard competency is demonstrated by passing the piano proficiency exam. The piano proficiency exam for majors is administered upon completion of piano IV, or at the discretion of the student in consultation with the faculty at any point. The piano proficiency exam for minors is administered upon the completion of piano II, or at the discretion of the student in consultation with the faculty at any point. The piano proficiency exam will consist of the following elements:

1. Majors
  - a. Scales
    - i. Up to Five Sharps and Five Flats
    - ii. Major and Minor
    - iii. Two Octaves
    - iv. Hands together with Correct Fingering
    - v. Quarter-note=60 bpm
  - b. Chord Progression
    - i. I-IV-I64-V65-I and I-vi-IV-ii6-I64-V65-I
      1. All major and minor keys
  - c. Transposition of a melody
  - d. Sight-Reading
  - e. Open-score reading
  - f. Perform an easy piece from memory
2. Minors
  - a. Sight-read an easy melody (both treble and bass clef)
  - b. 5-finger pattern
    - i. both minor and major
  - c. Perform an easy piece from memory

### NATURAL SCIENCE EDUCATION

B.S.Ed. Degree		Major
BIOL	1124	General Botany.....4
BIOL	1224	General Zoology.....4
CHEM	1115	General Chemistry I.....5
CHEM	1215	General Chemistry II .....5
BIOL	3184	Human Anatomy .....4
BIOL	3194	Human Physiology .....4
PHYS	1114	General Physics I.....4
PHYS	1214	General Physics II.....4
BIOL	4162	Teachers' Course.....2
PHSC	3114	Earth & Space Science .....4
	3011	Science Fair Judging.....1
		Advanced Electives .....4
		<b>Minimum Total Hours .....45</b>

In addition to the major requirements, the student must complete the required Professional Education courses (20

hours) and the Block Semester (14 hours) see Section VII, pgs. 43-45.

- Note 1: A minimum of 15 hours upper division (3000 or 4000 level) courses in science is required for this Natural Science major.
- Note 2: Science Fair Judging can be taken for Biology, Chemistry, or Physics credit.

### NURSING

#### B.S.N. Degree

The goals of the B.S. Nursing Program are:

1. To provide an environment which facilitates the growth of the student as a person, a contributing member of society, and of the nursing profession.
2. To prepare professional nurses whose background in the liberal arts, the natural and behavioral sciences, and nursing science creates the capacity for initiative and self-direction suited to providing knowledgeable and skilled nursing care to individuals, families and communities.
3. To provide a foundation of study that can serve as a basis for pursuing advanced education in nursing.

The nursing curriculum consists of Prerequisite and Nursing courses. The courses are arranged in a planned semester by semester sequence. Adjustments are made for part-time students, transfer students, and others with prior Division of Nursing approval.

Classes will be held at NWOSU Alva Campus, Carter Hall and/or NWOSU Enid Campus. Some classes are available at NWOSU Woodward site. The NWOSU Division of Nursing assigns/arranges clinical rotations at a variety of clinical sites.

### NURSING

#### PROGRAM SPECIFIC GENERAL EDUCATION REQUIREMENTS

Science

CHEM	1105	Chemistry for Non-Majors <b>OR</b>
CHEM	1115	General Chemistry I
BIOL	3115	Introduction to Microbiology
BIOL	3184	Human Anatomy
BIOL	3194	Human Physiology
BIOL	4503	Pathophysiology

Other required courses:

H ED	1820	Nutrition (3 hours)
MATH	1313	Statistics <b>OR</b>
PSYC	4213	Statistics
PSYC	1113	General Psychology
PSYC	3123	Human Life-Span Development
SOC	1113	Introductory Sociology

Additional general education requirements listed on pages 54-55.

Nursing majors are not required to take BIOL 1114, 1124, or 1224, as part of the general education requirements.

### NURSING

#### B.S.N. Degree

**Major**

NURS	3023	*Role Transition (LPN & RN only).....	3
NURS	3013	Introduction to Nursing Care & Skills ...	3
NURS	3037	Nursing Care of the Adult I.....	7
NURS	3103	Pharmacology & Nursing Care .....	3



NURS	3003	Holistic Assessment.....	3
NURS	3337	Nursing Care of the Adult II.....	7
NURS	3147	Nursing Care of the Family .....	7
NURS	4316	Nursing Care of the Adult III.....	6
NURS	4003	Research Utilization .....	3
NURS	3226	Nursing Care in Mental Health.....	6
NURS	4206	Nursing Care in the Community.....	6
NURS	4216	Nursing Capstone .....	6
NURS	4333	Professional Issues in Nursing.....	3
		<b>Minimum Total.....</b>	<b>60</b>

Note 1: \*Licensed Practical Nurses (LPN) and Associate Degree Registered Nurses (ADN) receive 63 credit hours due to additional Role Transition course.

Note 2: All students accepted into the B.S. Nursing Program must have a Certified Nursing Assistant (CNA, which can be attained at a technology center), a Licensed Practical Nurse (LPN), or an Associate Degree in Nursing (ADN).

Note 3: Allied Health Articulation Program: Students applying to the B.S. Nursing Program who have received Allied Health credit beyond the Certified Nursing Assistant (CNA) from Northwest Technology Center, High Plains Technology Center, or Autry Technology Center receive 12 hours pre-requisite credit hours through an NWOSU/Technology Center Articulation Agreement.

Note 4: LPN Bridge Program: Students applying to the B.S. Nursing Program who are Licensed Practical Nurses (LPN) receive 12 hours of pre-requisite course credit and 3 credits for NURS 3013 Introduction to Nursing Care and Skills. Students may also apply for credit by exam for NURS 3037 Nursing Care of the Adult and NURS 3103 Pharmacology and Nursing Care for a total of 10 hours. NURS 3023 Role Transition is required and is offered online in the summer.

Note 5: ADN Program: Students applying to the B.S. Nursing Program who have an Associate’s Degree in Nursing (ADN) from an accredited program and are licensed as a Registered Nurse (RN) receive articulation credit for the junior year of nursing and NURS 3226 Nursing Care in Mental Health. In addition, experiences will be designed based on previous RN experiences. NURS 3023 Role Transition is required and is offered online in the summer. Additional nursing courses may be offered online with precept clinical experiences approved by the nursing faculty.

**NURSING COURSES (NURS)**

**3003 Holistic Assessment**

Concepts related to health assessment of clients are presented. Emphasis is on development of nursing skills to perform a comprehensive health assessment of the client across the lifespan including physiological, psychological, sociological and spiritual status including a health history and comprehensive physical examination. Levels of physical, cognitive and social functioning of clients are analyzed and interpreted. The nursing process is introduced and students will learn concepts of holistic assessment and documentation. Students demonstrate assessment skills in specific clinical experiences designed utilizing the clinical settings

with additional experiences in the simulation laboratory. Prerequisite: Admission in the Nursing Program. Credit: Associate Degree Registered Nurse (ADN) will receive advanced standing once competency is assessed.

**3013 Introduction to Nursing Care & Skills**

The process, principles, and techniques related to meeting basic health needs and providing appropriate nursing care to the adult client are presented. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. At the conclusion of this course students demonstrate competency in performing basic nursing skills for individuals with common health alterations. Students will receive certified nurse aide (CNA) designation upon successful completion of the course. Prerequisite: Admission into the Nursing Program. Credit: Applicant with current nurse aide licensure in the state of Oklahoma will receive 2 credits. Licensed Practical Nurses (LPN) and Associate Degree Registered Nurses (ADN) will receive advanced standing for this course.

**3023 Role Transition**

This course serves as a bridge from prior learning for Licensed Practical Nurses (LPN) and Associate Degree Registered Nurses (ADN) to expectations of Baccalaureate Degree Nurses (BSN). This course is designed to integrate the theoretical concepts basic to professional nursing. Prerequisite: Admission in the Nursing Program. Course not required for Generic students.

**3037 Nursing Care of the Adult I**

The process, principles and techniques related to meeting basic health needs and providing appropriate nursing care to the adult and/or geriatric Medical-Surgical client are presented. Emphasis is on providing safe, effective care to clients with both acute and chronic conditions in a variety of settings. The course focuses on the core competencies of critical thinking, communication, assessment, and technical skills to promote health, reduce risk, and manage disease. Clinical experiences are designed to enhance the student’s skill in assessment, fundamental therapeutic nursing interventions, and nursing procedures in selected health care settings with additional experience in the clinical simulation laboratory. Service learning component included. Prerequisite: Admission in the Nursing Program. Credit: Licensed Practical Nurses (LPN) and Associate Degree Registered Nurse (ADN) will receive advanced standing.

**3103 Pharmacology and Nursing Care**

This course is a study of medications and their actions on clients throughout the lifespan. It provides a theoretical foundation encompassing drug classifications, age related issues, drug/food interaction, drug administration, evaluation of side effects and documentation of medication

administration. The course emphasizes safe administration of drug therapy in a variety of clinical settings and situations. Prerequisite: Admission into the Nursing Program. Credit: Licensed Practical Nurses (LPN) and Associate Degree Registered Nurse (ADN) may test to receive advanced placement for the course.

**3147 Nursing Care of the Family**

**SL** Theories and concepts related to childbearing and childrearing families are presented within a framework of critical thinking and caring. Emphasis is on client and family assessment, communication skills, clinical judgment, and decision-making skills when implementing nursing interventions and evaluating client and family care outcomes. Students promote family health with a focus on major health alterations during pregnancy and in children from birth through adolescence. Clinical experiences are designed to promote family centered care in selected health care settings with additional experiences in the clinical simulation laboratory. Service learning component included. Prerequisite: Completion of all previous junior level courses. Credit: Associate Degree Registered Nurse (ADN) will receive advanced standing.

**3226 Nursing Care in Mental Health**

**SL** Students will learn concepts related to human behavior and the psychobiosocial nature of alterations in mental health in culturally diverse populations across the life span. Emphasis is on therapeutic communication in nurse/client and nurse/family interactions, therapeutic use of self, critical thinking, self-awareness and reflection in providing evidence based nursing care in a variety of mental health care settings. Clinical experiences are designed to assist the student in providing comprehensive nursing care to clients experiencing mental health illness in selected health care settings with additional experiences in the clinical simulation laboratory. Service learning component included. Prerequisite: Completion of all junior level nursing courses.

**3337 Nursing Care of the Adult II**

**SL** Theories and concepts related to common alterations in health in the adult are presented within the framework of critical thinking and caring. Students will expand on previously learned knowledge to provide safe, effective nursing care to the Medical-Surgical adult and/or geriatric client(s). Emphasis is on patient assessment, communication skills, clinical judgment and increasing decision-making skills. Additional emphasis is placed on critical thinking skills when implementing nursing interventions and evaluating client outcomes. Clinical experiences are designed to assist the student in providing comprehensive nursing care to adult clients experiencing acute or chronic illness in selected health care settings with additional experiences in the clinical simulation laboratory. Service learning component included. Prerequisite: Successful completion of all previous junior level courses.

Credit: Associate Degree Registered Nurse (ADN) will receive advanced standing.

**+4003 Research Utilization**

The focus of the course is on establishing a basic understanding and ability to utilize nursing research in practice. Concepts of evidence based practice to establish and maintain a foundation of nursing practice will be explored as well as reflective practice. Students will critically appraise evidence and learn how to incorporate it into their clinical practice as well as examine ethical issues in research. Prerequisite: Successful completion of all junior levels nursing courses including Statistics.

**4206 Nursing Care in the Community**

**SL** The focus of this course is on health promotion, risk reduction, and disease prevention and maintenance across the life span within the community. The student will utilize the nursing process in a variety of community settings to partner with the client (individual, family, and/or community), recognizing the impact of environment, cultural diversity and social issues upon the health of the client. Clinical experiences are designed to assist the student in providing comprehensive nursing care to clients in the community setting with additional experiences in the clinical simulation laboratory. Service learning component included. Prerequisite: Completion of all junior level nursing courses and completion of 1st semester of senior year.

**4216 Nursing Capstone**

**SL** This course involves the application of leadership and management in the delivery of nursing care. Emphasis is placed on concepts of leadership, change, managing resources, and collaboration with other healthcare providers, risk reduction, clinical reasoning and quality management. Clinical experiences are designed to assist the student in understanding management and leadership roles, team leading, and delegation in selected health care settings with additional experience in the clinical simulation laboratory. Service learning component included. Prerequisite: Completion of all junior level nursing courses and completion of 1st semester of senior year.

**4316 Nursing Care of the Adult III**

**SL** The focus of the course is on acute care experiences in complex or critical situations. Course content will encompass care of the client and family in complex and/or critical episodes to support restoration, maintenance, maximal functioning or end-of-life care. Clinical experiences are designed to assist the student in providing comprehensive nursing care to multiple adult clients experiencing acute or chronic illness in selected health care settings with additional experiences in the clinical simulation laboratory. Service learning component included. Prerequisite: Successful completion of all junior level nursing courses.

**4333 Professional Issues in Nursing**

This course involves a discussion of contemporary professional nursing issues and trends. Students will

examine legal, economic, political, cultural and ethical issues that act as stressors on the professional nurse, nursing practice and the delivery of nursing care within the current healthcare delivery system  
Prerequisite: Successful completion of all junior levels nursing courses.

**PHYSICAL SCIENCE COURSES (PHSC)**

- +1044 Physical Science by Inquiry**  
This is an inquiry-based course in which students perform experiments and study the physical laws governing those experiments. The emphasis is not on the broad spectrum of science, but on refining one’s ability to develop deep conceptual understanding of selected material and to interpret experimental results through the scientific process. This course is designed for elementary school education majors.
- +1114 General Physical Science**  
A lecture-demonstration course designed to help the student interpret his physical environment. A study of the major discoveries in astronomy, chemistry, physics, geology and meteorology with emphasis on understanding and interpreting the science and technology of the twentieth century. This course does not count toward a major or minor in chemistry.
- +1314 Elementary Astronomy**  
Methods of observation and analysis. Current interpretations of observational data and theories related to the solar system, galaxies, extragalactic objects, and the universe. Laboratory work included.
- +3114 Earth and Space Science**  
Basic concepts of geology. A study of the composition and structure of the earth; physical laws that describe the state of the atmosphere (meteorology) and the earth’s environment (astronomy).

**PHYSICS COURSES (PHYS)**

- +1114 General Physics I**  
A beginning algebra-based course that covers areas of mechanics, thermodynamics, and sound; with laboratory. Pre: MATH 1513 (MATH 1613 is strongly recommended).
- +1214 General Physics II**  
An algebra-based course that is a continuation of PHYS 1114. This course covers magnetism, electricity, light and a brief outline of modern physics; with laboratory. Pre: PHYS 1114, MATH 1513 (MATH 1613 is strongly recommended).
- +2114 Physics I**  
A calculus-based course for science majors and pre-engineering students. This course includes study of mechanics, heat, and thermodynamics; with laboratory. Pre/Co: MATH 2215.
- +2214 Physics II**  
A calculus-based course that includes the study of electricity, magnetism, geometrical and physical optics; with laboratory. Pre: MATH 2215 and PHYS 2114.

- 2413 Electronics for Scientists**  
Characteristics of solid state devices and integrated circuits applied to analog and digital circuits. Pre: PHYS 2114 and 2214.
- 3011 Science Fair Judging**  
**SL** This course is designed as a service-learning experience to allow students to apply their scientific knowledge in helping guide and judge science fair projects created by elementary, middle and high school students at local and regional science fairs. May be taken for maximum credit of three hours. Pre: three courses in biology, chemistry, and/or physics.
- +3014 Mechanics**  
Statics and dynamics of a particle and of rigid bodies; advanced mechanical measurement. Pre: PHYS 2114, 2214, and MATH 2315.
- 3022 Intermediate Physics Laboratory**  
Selected experiments from a cross section of the various branches of physics. Pre: PHYS 2114 and 2214.
- +3114 Heat**  
Theory of heat and thermodynamics; heat measurement. Pre: PHYS 2114, 2214, and MATH 2315.
- +3214 Light**  
Geometrical and physical optics; spectroscopy and photometry; light measurements. Pre: PHYS 2114, 2214, and MATH 2315.
- 3413 Advanced Electronics**  
Application of elementary electronic circuits to form complete electronic devices. Special emphasis is on the external circuits to interface data gathering and process control to microprocessors. Pre: PHYS 2413.
- 4114 Magnetism and Electricity**  
Potential theory, electro-statics, currents and electromagnetism; electric and magnetic measurements. Pre: PHYS 2114, 2214, MATH 4203 and permission of department.
- 4413 Modern Physics**  
Special relativity, atomic theory and quantum theory. Pre: PHYS 2114, 2214, and MATH 2315.
- 4423 Nuclear Physics**  
Nuclear theory and nuclear phenomena. Pre: PHYS 2114, 2214, and MATH 2315.

**POLITICAL SCIENCE**

<b>B.A. Degree</b>		<b>Major</b>
POLS	1113 American Fed, Govt & Politics .....	3
POLS	3013 Political Theory.....	3
POLS	3103 American Constitutional Law .....	3
POLS	3513 The American Congress.....	3
POLS	3543 The American Presidency .....	3
POLS	4113 Comparative Government (U.S. & Great Britain) <b>OR</b>	
POLS	4123 Comparative Government.....	3
	(Major European)	
POLS	4223 International Relations.....	3
POLS	4253 Federal, State, & Local Relations .....	3
SOC	4723 Social Research & Evaluation.....	3

Advanced electives from Political Science, History, or Sociology .....	15
<b>Total Hours .....</b>	<b>42</b>

**POLITICAL SCIENCE – Public Administration Option  
B.A. Degree Major**

POLS 1113	American Fed, Govt & Politics .....	3
POLS 3103	American Constitutional Law.....	3
POLS 3513	The American Congress .....	3
POLS 3613	Introduction to Public Administration...	3
POLS 4253	Federal, State, & Local Relations .....	3
POLS 4623	Public Policy Analysis.....	3
POLS 4703	Public Service Internship*.....	3
POLS 4713	Public Service Leadership Institute .....	3
SOC 3423	Rural Sociology.....	3
SOC 4723	Social Research & Evaluation.....	3
SCOM 3613	Small Group Communication.....	3
ECON 2113	Principles of Macroeconomics .....	3
ECON 2123	Principles of Microeconomics.....	3
ECON 3133	Public Finance .....	3
<b>Total Hours .....</b>	<b>42</b>	

\*Students must have completed at least 20 hours of Political Science/Public Administration courses before enrolling in the Public Service Internship course.

**POLITICAL SCIENCE/PUBLIC ADMINISTRATION  
Minor**

POLS 1113	American Fed, Govt & Politics .....	(3)
POLS 3013	Political Theory .....	3
POLS 3103	American Constitutional Law.....	3
POLS 3513	The American Congress .....	3
POLS 3613	Introduction to Public Administration...	3
POLS 4253	Federal, State, & Local Relations .....	3
POLS 4623	Public Policy Analysis.....	3
POLS 4703	Public Service Internship*.....	3
<b>Minimum Total Hours .....</b>	<b>21</b>	

Note: Parentheses around a number indicate that, although the course is required, it may not be counted in the minimum total for a minor.

\*Students must have completed at least 20 hours of Political Science/Public Administration courses before enrolling in the Public Service Internship course.

**POLITICAL SCIENCE COURSES (POLS)**

- +1113 American Federal Government and Politics**  
A study of the developing principles, structure, and functions of the United States federal government.
- +3013 Political Theory**  
An overview of political thought beginning with Plato up to the 20<sup>th</sup> century. Includes ideas about types of governments, the role of citizens in government, types of law, religion and government, the development of the modern state, and the right of citizens to revolution. Pre: POLS 1113.
- +3103 American Constitutional Law**  
A study of leading American constitutional principles. Emphasis placed upon important decisions of the United States Supreme Court.

- +3513 The American Congress**  
Especially recommended for pre-law students and those going to graduate school. Pre: POLS 1113.  
A general study of the legislative process in Congress with special attention to the role of interest groups, constituencies, and political parties in the formulation of public policy.
- +3543 The American Presidency**  
An analysis of the relationships of the three branches of the national government with special emphasis on the presidency.
- +3613 Introduction to Public Administration**  
A survey of public administration in contemporary American government. This course examines the role of administration in the public sector and explores the various trends in American public administration. The problems and techniques of public program management and administration are reviewed.
- +4113 Comparative Government**  
A study of the government of the United States as compared with that of Great Britain. Pre: POLS 1113.
- +4123 Comparative Government**  
Major European governments, Russia and France. Pre: POLS 1113.
- +4223 International Relations**  
International relations, political and economical nationalism, minorities, imperialism, international organization, settlement of international disputes, promotion and preservation of peace. Pre: five hours of Political Science.
- +4253 Federal, State, & Local Relations**  
The study of government in the states and its subdivisions; includes municipal governments and municipal problems, administration and problems of organization, control, personnel, and finance in these areas. Will be taught from the reference point of the Federal Government and its policies and control.
- +4263 American Indian Politics**  
An analysis of United States Indian treaty relations and the fulfillment of treaty obligations. This course analyzes American Indian involvement in political processes; contemporary American Indian protest movements from the perspective of the legitimacy of American political remedies to solve grievances and reduce conflict.
- +4313 U.S. Foreign Policy**  
Examines the perspective and practices of the US government in regards to actions taken, rationales for those actions, and consequences ensuing from the actions, when dealing with foreign governments.
- +4623 Public Policy Analysis**  
This course focuses on the roles of information and evaluation in public policy formation and process. The emphasis is upon how social, political, ethical, and organizational factors influence the way policy is developed as well as the negative and positive results of those policies with special attention directed to current issues and events.
- +4703 Public Service Internship**  
This course is designed to expose the student to the variety of public service employment opportunities and will allow the student an opportunity to

experience the professional environment of public administration while learning in a workplace setting. Government agencies and non-profit, community-based organizations will serve as partners in this course.

**4713 Public Service Leadership Institute**

This course provides an overview of the characteristics and styles of leadership as they are applied to the public sector. Principles of strategic planning, programmatic development and implementation within the public realm are reviewed as they relate to consensus building and collaborative leadership in federal, state, and local agencies. (Cross Listed-CJUS 4713 and SOC 4713).

**PSYCHOLOGY**

<b>B.S. Degree</b>		<b>Major</b>	<b>Minor</b>
PSYC	1113	General Psychology.....	3
PSYC	3103	History of Psychology.....	3
PSYC	3123	Human Life-Span Develop.....	3
PSYC	4213	Statistics.....	3
PSYC	4222	Research Methodology.....	2
PSYC	4232	Experimental Psychology.....	2
PSYC	4261	Field Experience.....	1
		*Electives (can include lower division hours).....	6
		*Advanced Psy Electives.....	17
		<b>Minimum Total.....</b>	<b>40</b>
			<b>20</b>

\*Chose electives from the following:

PSYC	1213	Marriage and the Family
PSYC	2113	Psychology of Adjustment
PSYC	3133	Principles of Exercise & Sport Psychology
PSYC	3143	Social Psychology
PSYC	3153	Theories of Psychological Testing
PSYC	3163	Motivation
PSYC	3213	Industrial Psychology
PSYC	3243	Biopsychology
PSYC	3313	Consumer Behavior
PSYC	3412	Child Guidance
PSYC	3512	Adolescent Guidance
PSYC	4023	Psychology of Sport Injury & Rehabilitation
PSYC	4033	Applied Exercise & Sport Psychology
PSYC	4113	Abnormal Psychology
PSYC	4123	Therapy
PSYC	4153	Psychology of Learning
PSYC	4163	Personality
PSYC	4253	Cognitive Psychology
PSYC	4300	Short Course
PSYC	4413	Advanced General Psychology
PSYC	4460	Psychology Laboratory
PSYC	4470	Independent Study
PSYC	4480	Seminar in Psychology
PSCY	4490	Readings
PSYC	4900	Special Topic

**EXERCISE AND SPORTS PSYCHOLOGY Minor**

PSYC	3133	Prin of Exercise & Sport Psychology.....	3
H ED	3212	Fitness Assess & Exercise Presc.....	2
PSYC	4023	Psychology of Sport Injury & Rehab.....	3
PSYC	4033	Applied Exercise & Sport Psychology....	3
PE&R	4603	Kinesiology/Motor Learning.....	3
		Directed Electives Below.....	6
		<b>Total Hours.....</b>	<b>20</b>

Choose electives from the following:

PSYC	3143	Social Psychology
PSYC	3163	Motivation
PSYC	4490	Readings in Exercise & Sport Psychology
PE&R	3693	Physiology of Exercise
PE&R	3703	Exercise Psychology

**SUBSTANCE ABUSE Minor**

**Required Courses:**

Select from the following.....		6
PSYC	1113	General Psychology
SOC	1113	Introductory Sociology
SOCW	2113	*Social Work: A Helping Profession *(See Note 2)

Select from the following.....

PSYC	4013	Substance Abuse Counseling
SOC	4603	Substance Abuse & Addiction
SOCW	4023	Soc Work Practice w/ Families & Groups

Select from the following.....

PSYC	3153	Theories of Psychological Testing
PSYC	4222	Research Methodology <b>AND</b> 1 add'l hr. of Independent Study in Research
SOC	4723	Social Research & Evaluation

**Electives:**

Select from the following.....

CJUS	4403	Prob, Parole & Comm Treatment	
H ED	3202	Therapeutic Recreation <b>AND</b> 1 add'l hr. in Rdgs. in Therapeutic Recreation--4490	
PSYC	4113	Abnormal Psychology	
PSYC	4123	Therapy	
SOC	4233	Criminology	
SOCW	4133	Social Work & Mental Health	
		<b>Total Hours.....</b>	<b>24</b>

Note 1: The substance abuse minor is available to psychology, sociology, social work, and criminal justice majors.

Note 2: Students enrolled in SOCW 2113 must enroll concurrently in SOCW 2121.

**PSYCHOLOGY COURSES (PSYC)**

**+1113 General Psychology**

An introduction to the science of psychology. A survey of the underlying theories, concepts, and principles which explain human behavior is offered in order to enhance an understanding of one's own self as well as others. Because this course also serves as an orientation to the field of psychology, it or PSYC 2113 is a prerequisite to all other psychology courses.

- +1213 Marriage and the Family**  
A study of the contemporary American family and family interactions during the life cycle of the individual.
- +2113 Psychology of Adjustment**  
A non-theoretical approach to problems in living, especially those typically encountered by the college student. Emphasizes decision making, problem solving and values clarification.
- +3103 History of Psychology**  
General survey of psychological development from the Greeks onward. Topics emphasized: Change from Aristotle's biological psychology to Hellenistic subjectivism; Renaissance evolution of psychophysiology; and influence of experimental science of the development of laboratory investigations in psychology from Fechner to modern research. Pre: PSYC 1113 or 2113.
- +3123 Human Life-Span Development**  
An examination of human development from pre-natal to old age, especially the application of various theories of human development to the developmental process. An integration of life development. Pre: PSYC 1113 or 2113.
- 3133 Principles of Exercise and Sport Psychology**  
This course is an examination of the psychological factors which influence human performance in adults, children, and the elderly. In addition, the course involves investigation into the role of psychology in health and exercise. Topics covered include personality, motivation, arousal, perception, anxiety control, and other topics.
- +3143 Social Psychology**  
A study of the interaction between individual and society. Pre: nine hours of Psychology.
- 3153 Theories of Psychological Testing**  
An analysis of the purposes, uses, and abuses of psychological testing. Emphasis will be placed on test construction, standardization, reliability and validation procedures and criteria and limited test interpretation. Pre: nine hours of Psychology.
- +3163 Motivation**  
Principles of motivation, the underlying causes of behavior are investigated through theory and research in human and animal motivation.
- 3213 Industrial Psychology**  
Interaction of employees and their organizations. Individuals and their motivation to work; groups; communication in industrial organizations; human factors research; psychological principles applied to personnel problems; psychology of work.
- +3243 Biopsychology**  
The relationship between the behavior of organisms and physiological processes mediating the behavior. Basic neurophysiology and the physio-psychological bases of sensation, arousal motivation, memory, and learning. Pre: 12 hours of Psychology.
- 3313 Consumer Behavior**  
Course in the characteristics of consumers, their buying patterns, and the demographic, social and psychological influences on the consumer buying process. Issues of ethics and global marketing are considered. Cross Listed-MRKT 3413.
- 3412 Child Guidance**  
The goal of this course is to enhance the communication skills and change strategies to help children with their unique problems. A theoretical understanding of children's behavior is included. The influence of parents and the art of parenting is examined.
- 3512 Adolescent Guidance**  
The goal of this course is to enhance the communication skills and change strategies to help the adolescents with their unique problems. A theoretical understanding of adolescents' behavior is included. The influence of parents and the art of parenting is examined.
- 4013 Substance Abuse Counseling**  
Identification, evaluation, and description of the theories of counseling as they relate to substance abuse counseling. The 12-step method is also introduced as a self-help treatment modality. Methods and procedures of the counseling process, an introduction to the dynamics of the counselor-counselee relationship, techniques related to substance abuse counseling, and the use of assessment tools in substance abuse counseling are also presented.
- 4023 Psychology of Sport Injury and Rehabilitation**  
This course is designed to introduce students to various topics related to the psychological aspects of sport injury. The course focuses on the precursors, experience, and treatment of athletic injuries from a biopsychosocial perspective. Also addressed is the role that psychological factors and psychological interventions play in the rehabilitation and recovery process.
- 4033 Applied Exercise and Sport Psychology**  
This course will provide a practical and comprehensive introduction to the somatic, cognitive, and behavioral interventions used in sport and exercise to improve performance. Strategies and techniques designed to cultivate peak performance and personal growth through recent advance in sport and exercise psychology are also discussed. Theoretical bases of psychological stress and performance are explored and appropriate interventions identified. Also addressed will be leadership, social interactions, mental training, program implementation, and issues that go beyond performance enhancement.
- 4103 Psychology of Exceptionalities**  
Major handicapping conditions are discussed, also the psychological and sociological implications of physical disability and illness; dynamics involved in adjusting to disabling conditions.
- 4113 Abnormal Psychology**  
A study of mental disorders and deviations from the normal; psychoses, neuroses, and mental deficiency; the major types of malfunction; extent, causes, symptoms, treatment, and prevention. Pre: six hours of Psychology.

- +4123 Therapy**  
The methods and techniques of the major forms of psycho-therapy are studied and demonstrated. Prerequisite or concurrent: Pre: 12 hours of Psychology.
- +4153 Psychology of Learning**  
Principles of learning are examined with primary emphasis on operant and classical conditioning.
- +4163 Personality**  
An intensive introduction to the study of current personality theories; analysis of the organized dynamic behavior of the individual. Pre: 12 hours of Psychology.
- 4213 Statistics**  
An introduction to hypothesis testing in preparation for experimental research. Parametric and non-parametric procedures are learned. Pre: six hours of Psychology or permission of instructor.
- +4222 Research Methodology**  
The study of the experimental approach, its problems, its consequences, and the ethics involved. Pre: PSYC 4213 or concurrent enrollment.
- 4232 Experimental Psychology**  
An applied study of the procedures and applications of the experimental method of research in psychology. Prerequisite or concurrent: 12 hours of Psychology and a course(s) of study consisting of descriptive statistics, parametric procedures, and non-parametric procedures. Prerequisite: PSYC 4213 and 4222.
- 4253 Cognitive Psychology**  
An examination concentrating on human learning and problem solving with an emphasis on memory and current models of information processing. Pre: six hours of Psychology.
- 4261 Field Experience**  
This course is designed to allow students to gain practical experiences within the field of psychology. This will be considered a service learning component to your psychology education. Students will be expected to conduct research about careers and fields in psychology and to experience the real world application of their education in the field. Students will work hand in hand with local agencies/organizations to help them understand the role of psychology in the work place. This class includes a significant proportion of time in direct observation of psychology in the world of work. Class discussions will revolve around the individual students unique experiences in the field. Students should be senior level psychology majors prepared to actively seek practical experience.
- 4413 Advanced General Psychology**  
A survey course reviewing all principles and elements of psychology. This course is one that is especially designed for students preparing to complete the Graduate Record Examination. Pre: 12 hours of Psychology.
- 4460 Psychology Laboratory**  
Directed applied studies on directed problems. Pre: permission of department. 1-4 hours credit.

## RELIGION COURSES (REL)

### Religion Courses May Be Taken For Elective Credit

- +2012 Introduction to Old Testament Literature**  
A survey of the Old Testament, with emphasis on the history and religion of Israel from its beginnings to the Exile, based on the books of Genesis through Esther. Attention is also given to developing interpretive skills.
- +2022 Poetic and Wisdom Literature of the Old Testament**  
A study of the nature and purpose of Hebrew poetry and wisdom literature, based on an examination and interpretation of Job, Psalms, Proverbs, Ecclesiastes, and Song of Solomon.
- +2032 Life and Letters of Paul**  
A study of the place of the apostle Paul in early Christian life; the book of Acts and his New Testament letters are examined.
- +2322 Jesus and New Testament**  
An historical and critical study of the life and teachings of Jesus, with an attempt to understand him in terms of his environment and to discover the relevance of his teachings for today. Based on the gospels in the New Testament.
- +2412 Comparative Religions (World)**  
A comparative study of the religions of the world, including Christianity, Judaism, Hinduism, Buddhism, Islam, Confucianism, and others.
- +2422 History of Religion in America**  
A survey of American religious groups and movements with an emphasis on the interplay between political, cultural, and religious development.
- +2441 History English Bible**  
A study of the development and preservation of the English Bible, with emphasis on its origins and history of transmission. Includes examination and comparison of contemporary translations and versions.
- +3102 Old Testament Prophecy**  
A study of the nature and role of prophecy in ancient Israel, with reference to specific prophetic books of the Old Testament. Includes a survey of the background and the life of the Old Testament prophets.
- +3212 Christian Ethics**  
A survey of moral norms and principles by which people make practical decisions with reference to contemporary social issues and problems.
- +3222 General Epistles and Revelations**  
An examination of the content and theology of the general writings of the New Testament. (Based on the books of James, 1-2 Peter, 1-3 John, Jude, and Revelation.)

**SOCIAL SCIENCE  
PROGRAM SPECIFIC GENERAL EDUCATION  
REQUIREMENTS**

HIST	1223	Modern World Civilization
HIST	1483	U.S. History to 1877
GEOG	1113	Fundamentals of Geography
POLS	1113	American Federal Government & Politics

**SOCIAL SCIENCE**

<b>B.A. Ed. Degree</b>		<b>Major</b>
HIST	1213	Early World Civilization .....3
HIST	1233	Non-Western Civilizations .....3
HIST	1493	U.S. History Since 1877 .....3
HIST	3123	OK History & Government .....3
HIST	4013	World History Since 1945 .....3
HIST	4441	Global Transformations in History.....1
HIST	4442	Tchr's Course in Soc. Stds.....2
		History Group I .....6
		History Group II .....12
ECON	2113	Prin of Macroeconomics .....3
ECON	2123	Prin of Microeconomics .....3
GEOG	2113	World Regional Geography.....3
POLS	3013	Political Theory OR
POLS	3103	Am. Constitutional Law .....3
SOC	1113	Introductory Sociology .....3
SOC	3203	Social Theory OR
SOC	3323	Cultural Anthropology .....3
		<b>Minimum Total.....54</b>

**History Group I Electives (6 hours)**

HIST	3693	Colonial Latin America
HIST	3713	Native American History
HIST	3723	African American History
HIST	3583	Middle and Far East Asia History

**History Group II (12 hours)**

HIST	3603	U.S. Economic History
HIST	3703	Modern Latin America
HIST	4113	U.S. Diplomatic History
HIST	4123	U.S. Military History
HIST	4203	The American West
HIST	4213	American Colonial Period
HIST	4223	The U.S., 1783-1840
HIST	4233	The U.S., 1841-1877
HIST	4303	The U.S., 1877-1932
HIST	4313	The U.S., 1933 to Present
HIST	3293	Europe, 1815-1945
HIST	3023	The Middle Ages, 500-1500

In addition to the major requirements, the student must complete the required Professional Education courses (20 hours) and the Block Semester (14 hours) see Section VII, pgs. 41-43.

**NOTE 1: HIST 4441 – Global Transformations in History**

Students majoring in Social Science Education are required to enroll in HIST 4441 Global Transformations in History during the sophomore year (30 to 60 hours of college credit). All transfer students who have completed an Associate’s Degree are required to enroll in HIST 4441 Global Transformations in History course during the first semester at NWOSU. Global Transformations in History should be taken concurrently with EDUC 2103 Introduction to Education.

**NOTE 2: Advisement Requirements and Transfer Credits**

All Social Science Education students, including Transfer Students, **are required** to obtain advisement from the Social Science Education Program Coordinator or the Social Sciences Department Chair. Coursework transferred from an in-state institution **MUST** be equivalent to required coursework for the degree program courses. Coursework transferred from an out-of-state institution will be analyzed on a case by case basis for equivalencies.

**NOTE 3: Undergraduate Program Plan of Study on File**

Social Science Education students are required to have an Undergraduate Program Plan of Study on file with the Program Coordinator before applying for admission to the Teacher Education Program. **No exceptions will be granted.**

**SOCIOLOGY**

<b>B.A. Degree</b>		<b>Major</b>	<b>Minor</b>
SOC	1113	Introductory Sociology.....3	3
SOC	2123	Sociological Problems .....3	3
SOC	3203	Social Theory.....3	3
SOC	4203	Advanced Social Theory	
<b>OR</b>			
SOC	4303	Social Psychology .....3	
SOC	4713	Public Ser Ldrshp Institute.....3	3
SOC	4723	Social Research & Evaluation..3	
		Statistics elective.....3	
		Advanced Sociology	
		Electives .....19	8
		<b>Minimum Total .....40</b>	<b>20</b>

\*Students minoring in Sociology must take Psychology 1113 to satisfy general education requirements.

\*\*Statistics may be fulfilled by selecting one of the following: Mathematics 1313, or Psychology 4213.

**SOCIOLOGY COURSES (SOC)**

- +1113 Introductory Sociology**  
A general survey of the field of sociology.
- +2123 Sociological Problems and Issues**  
The origin and development of social institutions, processes, and problems; consideration of agencies for solution. The sociological approach applied to various social issues, problems with a focus on social change.
- +3113 Seminar on Death and Dying**  
An overview of sociological theories and research related to death and dying process, especially as these relate to the comparative study of death and dying as well as social construction of the meaning of death and dying. Students will have an opportunity to speak with individuals and visit situations associated with death and dying in American society.
- +3203 Social Theory**  
Social theories of representative social thinkers and systems as they are related to the development of formalized social thought and sociology. Pre: SOC 1113, 2123.
- +3323 Anthropology: Cultural**  
Exploration of the concept of culture; development of culture; ethnographical and ethnological bases for cross-cultural comparisons; culture change. Pre: SOC 1113



- +3353 The Family**  
A history of the family as a social and educational institution; problems confronting the modern family. Pre: SOC 1113
- +3423 Rural Sociology**  
This course is a survey of the issues and problems confronting rural communities and populations in the United States and the disparities which exist between urban and rural areas and populations. Pre: SOC 1113
- +3503 Sociology of Education**  
An examination of the social factors in educational systems. The social organization of the school and community and school relations are emphasized.
- +3523 Social Diversity**  
An examination of the effects of race, gender, religion, disability, sexual orientation, and other factors of social relationships and opportunity. Presents theories about the relationship between diversity, social injustice and oppression. Examines ethical issues in relation to social conflict and cooperation. (Cross-Listed-SOCW 3523) Pre: SOC 1113
- +3603 Social Gerontology**  
An overview of the societal forces that shape the lives of older citizens of America. Included will be an examination of some of the more popular theories of aging, health, finances and retirement planning for older citizens. Pre: SOC 1113
- +3703 Deviant Behavior**  
A study of theoretical perspectives on deviance and deviant behavior emphasizing phenomena which are objective and amenable to scrutiny by methods of social science.
- +4203 Advanced Social Theory**  
Advanced critical study of the nature and types of sociological theory with an emphasis on issues and problems. Pre: SOC 3203 or permission of the instructor.
- +4233 Criminology**  
The causes, prevention, and treatment of crime. Pre: SOC 1113 and SOC 2123
- +4243 Sociology of Religion**  
The analysis of religion and religious phenomena in terms of their relevancy to the social situation. An attempt to understand the social causes and consequences of religion and the manner in which they relate to the institutional fabric of society.
- +4303 Social Psychology**  
Study of human behavior as social interaction and the relationship between the individual and society. Pre: SOC 3203 or permission of the instructor.
- +4523 Sociology of Juvenile Delinquency**  
Analysis of social processes which influence the juvenile; individual and group reactions of juveniles to those processes; treatment of delinquency. Pre: SOC 1113. Pre: SOC 1113 and SOC 2123
- +4603 Substance Abuse and Addiction**  
A study of addictive behavior through an analysis of behavioral patterns, causation and treatment of

alcoholism and other forms of substance abuse. Pre: SOC 1113 and SOC 2123

- 4703 Sociology Internship**  
The Internship course is designed to allow junior and senior students the opportunity to apply their skills and knowledge of the discipline in an occupational setting. Internships are completed in community based or governmental organizations and students are required to observe and participate in a job-related capacity under supervision. Students must complete the classroom component of the Internship credit prior to entering the work-place. Admission to the Internship requires instructor approval and the completion of 12 hours of sociology credit.
- 4713 Public Service Leadership Institute**  
This course provides an overview of the characteristics and styles of leadership as they are applied to the public sector. Principles of strategic planning, programmatic development and implementation within the public realm are reviewed as they relate to consensus building and collaborative leadership in federal, state, and local agencies. (Cross Listed-CJUS 4713 and POLS 4713). Pre: SOC 1113
- 4723 Social Research and Evaluation**  
The study and experience in current methods of social research and evaluation with an emphasis on proposal development. Appropriateness of research methods, sampling techniques, problem statement development and purposes of research are analyzed. This is the capstone course for criminal justice, political science and public administration, and sociology programs in the social sciences. Pre: 15 hours of undergraduate work in student's major program of Criminal Justice, Political Science-Public Administration or Sociology.

**SOCIAL WORK**

<b>B.S.W. Degree</b>		<b>Major</b>	<b>Minor</b>
SOCW	2113 Soc Work: A Helping Prof.....	3	3
SOCW	2121 Field Observation Soc Work....	1	1
SOCW	3143 Soc Welfare Policies/Services..	3	3
SOCW	3214 Human Bhvr/Soc Environ.....	4	4
SOCW	3293 Soc Work Practice w/ Indiv .....	3	
SOCW	3523 Social Diversity.....	3	
SOCW	4023 Soc Work Prac Groups/Fam.....	3	
SOCW	4113 Soc Work Prac Organizations/ Communities .....	3	
SOCW	4143 Social Research & Evaluation..	3	
SOCW	4205 Field Experience I.....	5	
SOCW	4215 Field Experience II.....	5	
	Advanced Social Work or Sociology Electives .....	9	9
	<b>Minimum total.....</b>	<b>45</b>	<b>20</b>

Note 1: Students who wish to major in Social Work must make application for admission to the program during the first 15 hours of coursework in Social Work. Students must contact Social Work faculty for advisement and are required to complete Social Work courses in sequence. No student will be allowed to progress in program beyond 15 hours without admission application and a plan of study on file in departmental offices.

Note 2: Students enrolled in SOCW 2113 must enroll concurrently in SOCW 2121.

**SOCIAL WORK COURSES (SOCW)**

- 2113 Social Work: A Helping Profession**  
An overview of the history of social services available to people in need. Explores the role of professional social work in the development of social services, and the theoretical, ethical and practical foundations of professional social work. This class is a prerequisite to admission into the Social Work program.
- 2121 Field Observation in Social Work**  
Supervised participant observation of agency practices and operations in a community social service agency.
- 3143 Social Welfare Policies and Services**  
Describes the role of social policy in the organization and delivery of social services. Presents a framework for the analysis of policy development and impacts. Presents methods of influencing policy development and implementation.
- 3214 Human Behavior and the Social Environment**  
A systems perspective on theories of human development and behavior. Describes major theories of individual, family group, organizational and community behavior. Examines the empirical foundation of the theories presented, and relates theories to methods of professional intervention.
- 3293 Social Work Practice with Individuals**  
The generalist model of social work practice with individuals. Within a systems perspective, presents theories of life span individual development and behavior that form the foundation for professional intervention. Identifies strategies for working effectively with individual clients using the problem solving method.
- +3523 Social Diversity**  
An examination of the effects of race, gender, religion, disability, sexual orientation, and other factors of social relationships and opportunity. Presents theories about the relationship between diversity, social injustice and oppression. Examines ethical issues in relation to social conflict and cooperation. (Cross-Listed-SOC 3523)
- 4003 Communication Techniques for Social Work Methods**  
Report writing and interviewing skills for prospective social workers.
- 4023 Social Work Practice with Families and Groups**  
The generalist model of social work practice with families and small groups. Within a systems framework, presents theories of family and group behavior that form the foundation for professional intervention. Identifies strategies for working effectively with families and groups using the problem solving method.
- 4043 Domestic Violence**  
This course is designed to provide the student with a broad knowledge of issues and methods relevant to domestic violence (spousal violence; intimate partner

violence). The course content is designed to provide the participant with a foundation of understanding of domestic violence dynamics and a knowledge base for working with those affected by domestic violence on a micro, mezzo, and macro level as a generalist social worker.

- 4053 Child Abuse and Neglect**  
This course is a general introduction to the field of child abuse and neglect. The course examines the history of the child welfare system, the different forms of abuse and neglect, causative factors, abuse and neglect dynamics, assessment, intervention strategies, and treatment approaches. The course addresses mandatory reporting laws and provides a multidisciplinary approach to child abuse and neglect.
- 4113 Social Work Practice with Organizations and Communities**  
The generalist model of social work practice with organizations and communities. Within a systems framework, presents theories of organization and community behavior that form the foundation for professional intervention. Identifies strategies for working effectively with organization and communities.
- 4133 Social Work and Mental Health**  
An introduction to mental illness, its diagnosis, and methods of treatment. Specific application to agencies and settings where social work practice is conducted.
- 4143 Social Research and Evaluation**  
The study and experience in current methods of social research and evaluation with an emphasis on proposal development and implementation of project measurement and design. Prerequisites include 12 hours of undergraduate sociology, criminal justice, or social work.
- 4205 Field Experience I**  
Supervised experience in a community social service agency. Application of the knowledge, values and skills of generalist social work practice to work with client systems in an organizational setting.
- 4215 Field Experience II**  
Continuation of Social Work 4205. This course serves as the capstone of the social work program.

**SPEECH AND THEATRE PROGRAM SPECIFIC GENERAL EDUCATION REQUIREMENTS**

- SCOM 1113 Introduction to Speech Communication
- TCOM 2413 Theatre Appreciation

**SPEECH AND THEATRE**

<b>B.A. Degree</b>		<b>Major</b>
SCOM	1321 Forensics Tournament Activities .....	1
SCOM	2763 Voice & Phonetics .....	3
SCOM	3113 Advanced Speech Communication .....	3
SCOM	3123 Argumentation & Advocacy .....	3
SCOM	3613 Small Group Communication .....	3
SCOM	4013 Oral Interpretation.....	3
TCOM	1413 Makeup & Costume Design .....	3

TCOM	1441	Theatre Practicum I**	2
TCOM	2503	Principles of Acting	3
TCOM	3013	Hist of Theatre & Dramatic World Lit I	3
TCOM	3423	Principles of Directing	3
TCOM	3453	Scene & Lighting Design	3
TCOM	4013	Hist of Theatre & Dramatic World Lit II	3
TCOM	4443	Senior Performance <b>OR</b>	
SCOM	4443	Senior Performance	3
		Prescribed Electives Below	6
<b>Minimum Total</b>			<b>45</b>

Choose electives from the following:

SCOM	3913	Language & Speech Development	
SCOM	4733	Communication Disorders	
SCOM	3213	Oral Communication for Bus Prof	
SCOM	1321	*Forensics Tournament Activities	
TCOM	1441	***Theatre Practicum I	
TCOM	3101	****Theatre Practicum II	
TCOM	3862	Children's Theatre	
ENGL	3103	Shakespeare I	
ENGL	3113	Shakespeare II	

\*May be taken up to three more times within prescribed electives in addition to the required course.

\*\*Must be taken twice for credit in the major area.

\*\*\*May be taken up to two additional times for credit within prescribed electives.

\*\*\*\*May be taken up to four times for credit within prescribed electives.

<b>SPEECH COMMUNICATION</b>	<b>Minor</b>		
SCOM	1113	Intro to Speech Communication	(3)
SCOM	1321	Forensics Tournament Activities	1
SCOM	3123	Argumentation & Advocacy	3
SCOM	2763	Voice & Phonetics	3
SCOM	3113	Advanced Speech Communication	3
SCOM	3613	Small Group Communication	3
SCOM	4013	Oral Interpretation	3
		Prescribed Electives Below	6
<b>Total Hours</b>			<b>22</b>

Choose electives from the following:

SCOM	3913	Language & Speech Develop.	
SCOM	4733	Communication Disorders	
SCOM	3213	Oral Comm. for the Bus. Prof.	

Note: Parentheses around a number indicate that, although the course is required, it may not be counted in the minimum total for a major or minor.

<b>SPEECH PATHOLOGY</b>	<b>Minor</b>		
EDUC	2103	Introduction to Education	3
EDUC	2402	Introduction to Exceptionalities	2
ENGL	4173	English Usage	3
SCOM	1014	American Sign Language	4
SCOM	1113	Intro to Speech Communication	(3)
SCOM	2763	Voice & Phonetics	3
SCOM	3913	Language & Speech Development	3
SCOM	4733	Communication Disorders	3
<b>Minimum Total</b>			<b>21</b>

Note: Parentheses around a number indicate that, although the course is required, it may not be counted in the minimum total for a minor.

Note: National certification to work as a speech pathologist requires a Master's Degree.

<b>THEATRE</b>	<b>Minor</b>		
SCOM	2763	Voice & Phonetics	3
SCOM	4013	Oral Interpretation	3
TCOM	1413	Makeup & Costume Design	3
TCOM	1441	Theatre Practicum	1
TCOM	2413	*Theatre Appreciation	(3)
TCOM	2503	Principles of Acting	3
TCOM	3013	Hist of Theatre & Dramatic World Lit I	3
TCOM	3423	Principles of Directing	3
TCOM	3453	Scene & Lighting Design	3
<b>Minimum Total</b>			<b>22</b>

Note: Parentheses around a number indicate that, although the course is required, it may not be counted in the minimum total for a minor.

\*Theatre Appreciation must be taken as an elective under "Human Heritage and Culture" for general education requirements.

<b>MUSICAL THEATRE</b>	<b>Minor</b>		
TCOM	2413	Theatre Appreciation*	(3)
TCOM	2503	Principles of Acting	3
TCOM	3023	History of Musical Theatre	3
TCOM	3033	Acting II	3
TCOM	3201	Theatre Dance Styles 1	1
TCOM	3211	Theatre Dance Styles 2	1
MUSI	1123	Music Theory I	3
MUSI	1131	Aural Skills I	1
		Applied Voice	4
		MUSI 1600	2
		MUSI 2600	2
MUSI	3121	University Chorale **	2
		Piano ***	0-2
<b>Total Hours</b>			<b>21</b>

Note: Parentheses around a number indicate that, although the course is required, it may not be counted in the minimum total for a minor.

\*Theatre Appreciation must be taken as a directed elective under "Human Heritage and Culture" of the general education requirements.

\*\*Continuous enrollment for two semesters required.

\*\*\*Keyboard competency is demonstrated by passing the piano proficiency exam for minors, which is administered upon completion of Piano II, or at the discretion of the student in consultation with the faculty at any point.

**SPEECH COURSES (SCOM)**

- +1014 American Sign Language (ASL)**  
An introduction to American Sign Language including the building of receptive and expressive skills in authentic situations; an introduction to the culture of the Deaf.
- +1113 Introduction to Speech Communication**  
An introduction to communication elements applied to practical communication situations providing experience in preparation, delivery, and evaluation of oral presentation.

- 1321 Forensics Tournament Activities**  
Course includes three classroom hours a week, plus laboratory hours including mentoring public school students, judging high school speech competitions and assisting in tournament organization and hosting. Participation in public speaking and interpretation activities such as platform speeches, oral interpretation, reader's theatre and ensemble acting also required. Participation in collegiate tournaments may be required when appropriate. May be repeated for credit.
- +2763 Voice and Phonetics**  
A study of the voice mechanism, the International Phonetic Alphabet and its application in the correction of individual speech sounds; an introduction to breath and volume support and practical vocal exercises.
- +3113 Advanced Speech Communication**  
A continuation of SCOM 1113; a study of communication elements with practical application in oral presentations. Emphasis will be placed on audience analysis, extemporaneous speaking, and persuasive speaking.
- +3123 Argumentation and Advocacy**  
A study of the nature of argumentative controversy; variables of form, method, and ethics; analysis of argumentative rhetorical works. Pre: SCOM 1113.
- +3213 Oral Communications for Business Professionals**  
A study of specific communication principles and methods for application in business and professional settings. Emphasis will be placed on management styles, communication techniques and organizational communication. (Cross Listed-MCOM 3213).
- +3613 Small Group Communication**  
A study of small group dynamics designed to develop leadership techniques and to facilitate decision making in various group settings.
- +3753 Anatomy & Physiology of the Speech Mechanism**  
A study of the anatomy and physiology of the vocal mechanism. Emphasis is placed on the function of muscles in breathing and in the production of speech. Offered on an as needed basis.
- +3903 Introduction to Audiology**  
A study of the anatomy of the ear, the physics of sound, hearing, testing in the public schools, and pure tone audiometry. Contains discussions of teaching the acoustically impaired child, the pathologies of hearing, and the nature and function of hearing aids. Offered on an as needed basis.
- +3913 Language and Speech Development**  
A study of the developmental processes in the acquisition of speech and language, factors which influence this development, and methods of measuring speech and language skills.
- +4013 Oral Interpretation**  
A study of the principles and techniques involved in the oral interpretation of prose, poetry, and dramatic literature.
- 4443 Senior Performance**  
The individual planning, preparing, and presenting of at least a 30 minute program demonstrating the

student's proficiency in speech communication. The program must demonstrate knowledge of and performance skills for various components of speech communication including public speaking, oral interpretation, and persuasive speaking. Topics must be approved by all Speech and Theatre Program Faculty. Lecture will include preparation of portfolio and resume, job and graduate placement.

- +4733 Communication Disorders**  
A survey of speech, language, and hearing disorders; their identification and treatment; and the roles of various professionals in the total habilitation/rehabilitation process.
- 4843 Speech and Theatre Methods**  
Creation and analysis of learning experiences and environments to support individual differences in students by enhancing self-motivation and positive interaction within the classroom. Creation, presentation, and analysis of curriculum.

#### THEATRE COURSES (TCOM)

- 1010 Theatre Production I**  
Participation in the production and/or performance of NWOSU theatre presentation. Must participate for a minimum of 8 weeks or 100 hours (may be repeated).
- 1020 Theatre Production II**  
Participation in the production and/or performance of NWOSU theatre presentation. Must participate for a minimum of 8 weeks or 100 hours (may be repeated).
- 1413 Makeup and Costume Design**  
A study of the theory of costume design and construction in relation to the unified stage production; theory and practice in makeup design including basic makeup, use of crepe hair and simple prosthetics. Pre: Permission of instructor.
- 1441 Theatre Practicum I**  
Areas covered are use of stage tools, basic stagecraft, elementary painting techniques and beginning elements of lighting. Credit earned in a technical project under faculty/staff supervision in support of university productions and/or participation as a performer in a university production. A minimum of 75 supervised production hours must be obtained. (May be repeated for credit.)
- +2413 Theatre Appreciation**  
An introductory study of theatre as an art form. Introduction to play analysis, character analysis, interpretation, the artists and their contributions to the creation of theatre. (Lab hours required.) (Cross Listed – HUM 2403).
- +2503 Principles of Acting**  
Study of characters and dialogue from selected plays, with practice reading. Fundamental techniques of the acting process. Exploration of the actor's imagination and the nature of acting, embracing training concepts of ease, honesty, sense memory and concentration. Participation in annual children's theatre show production required.
- 3013 History of Theatre and Dramatic World Literature I**  
A study of the development of theatre and dramatic literature from the beginning of civilization to the 16th century. Particular attention will be given to

selective dramatic texts and their social and cultural contexts and to the dynamic interaction and changing relationship between performance, audience, and society as influenced by the advent of actors, playwrights, designers, and directors, and by the changes in theatre and architecture.

**3023 History of Musical Theatre**

Survey of the American musical theatre from its beginnings in the late 19<sup>th</sup> century to the present.

**3033 Acting II**

Continuation of the actor training begun in Principles of Acting. This course includes more advanced training in the skills of analysis and characterization. Participation in a spring production required.

**3101 Theatre Practicum II**

Areas covered are use of stage tools, stagecraft, painting techniques, and elements of lighting. Credit earned in a leadership role on a technical project under faculty/staff supervision in support of university productions and/or participation as a performer in a university production. A minimum of 75 supervised production hours must be obtained for a passing grade. Pre: TCOM 1441 must be taken twice; permission of instructor must be obtained prior to enrollment in Theatre Practicum II.

**3201 Theatre Dance Styles 1**

In this course the student will learn the fundamentals of ballet and jazz. The course covers terminology, basic postures/steps, history and style.

**3211 Theatre Dance Styles 2**

In this course the student will learn the fundamentals of tap dancing. The course covers terminology, basic steps, history, and style.

**3423 Principles of Directing**

Study of script analysis and the principles, methods, and techniques of directing. Student directs class assignments.

**3453 Scene and Lighting Design**

Theory and history as well as practical experience in the techniques of lighting, and scene design. (Lab hours required.)

**3862 Children's Theatre**

Laboratory experience in children's theatre. Teaching creative dramatics, directing children in creative activities, assisting with props and set development. Attendance at "works in progress performance" required.

**4013 History of Theatre and Dramatic World Literature II**

A study of the development of theatre and dramatic literature from the 16th century to the contemporary era. Particular attention will be given to selected dramatic texts and their social and cultural contexts, and to the dynamic interaction and changing relationship between performance, audience, and society as influenced by the advent of actors, playwrights, designers and directors, and by the changes in theatre and architecture.

**4443 Senior Performance**

A student will plan, prepare, organize and present a one act play. The program must demonstrate

knowledge and performance skills in makeup-costume design, acting, directing, and scene and lighting design. Play choice and production style must be approved by all Speech and Theatre Program Faculty. Lecture will include advanced directing/performance concepts, preparation of portfolio and resume, job and graduate placement techniques.

**TECHNOLOGY EDUCATION (TED)**

**4663 Crafts for Elementary Teachers**

A course in technology for those preparing to teach in the elementary grades. A study of projects, tools, materials, and processes suitable for these grades. Practice in making of projects suitable for elementary pupils. Offered each semester and summer.

**UNIVERSITY COURSES**

**1011 Ranger Connection**

Introduces the student to the college experience and focuses on assisting the student in developing practical techniques to enhance academic success in college. Topics include college resources, support systems, student services, time management, test taking, communication skills, study techniques, career exploration, learning styles, and personal issues that face many college students.

**1021 Peak Performance**

Designed to assist those students who are at risk based on previous academic performance at the college level. The course focuses on developing practical techniques designed to enhance academic success. Topics include available resources, support systems, student services, time management, study skills, and techniques designed to help deal with issues that might create barriers to learning.

**1033 Leadership Training and Education**

This class is designed to offer the competitively selected freshman who has exhibited leadership in high school or other venues the opportunity to develop the higher level thinking and interpersonal skills necessary to maximize his or her leadership skills. The class will be taught by the University President and other academic, business, and civic leaders who can share their knowledge and insight about leadership. In addition to class attendance, the class members will be expected to perform community and university projects. Travel and field trips will also be required.

**1041 Leadership Northwestern**

A participatory study of leadership styles, qualities, and practices. Emphasis is placed on global learning, civic engagement, communication, shared governance, current events, and common practices associated with leadership positions.

**ADDITIONAL OFFERINGS (Available in most departments)**

**INDEPENDENT STUDY**

**4470 Independent Study (1-4 hrs.)**

Directed intensive study of selected problem or special topic. Pre: Permission of chosen department. Offered by all departments.

**READINGS**

**4490 Readings (1-3 hours)**

Directed reading and discussion of selected current topics in appropriate academic area. Pre: Permission of chosen department. Offered by all departments.

**SEMINAR**

**4480 Seminar (1-4 hours)**

Directed study and group participation in discussion of topics in the field. Pre: Permission of department. Offered by all departments.

**SHORT COURSE**

**4300 (Name of Short Course) 1-3 hours**

A course which is continuous in study for a limited duration. The intensive study presents special subjects and/or topics. Offered by all departments.

**SPECIAL TOPIC**

**1900 (Name of Special Topic) 1-3 hours**

A course concentrating on a special topic or subject offered for a limited length of time within a semester. Offered by all departments.

**4900 (Name of Special Topic) 1-3 hours**

A course concentrating on a special topic. Offered by all departments.

**WORKSHOP**

**3001 (Name of Workshop) 1 hour**

A campus-directed study activity conducted by consultants and/or specialist in a field. Usually held during the summer session. Offered by all departments.

# SECTION XII

## BACHELOR OF APPLIED ARTS AND SCIENCES (B.A.A.S)

### Technical Management

#### TECHNICAL MANAGEMENT

##### B.A.A.S. Degree

The BAAS degree program with the Technical Management major consists of four areas of study. The four key areas are general education, career specialty, technical management core, and electives.

The four components are discussed below:

1. The number of credit hours required to complete the **General Education** component will consist of 40-42 credit hours and is determined by which avenue students enter Northwestern's program. Students arriving at Northwestern after completing only an approved national or vendor specific certification examination will have to earn 41-42 credit hours in order to complete the requirement. Students with an approved Associate of Applied Science degree from a community college will matriculate to Northwestern with General Education hours ranging from 15-20 depending on the articulation agreement with the community college (in-state or out-of-state).
2. The requirements of the **Career Specialty** component are satisfied by the Associate of Applied Sciences Degree conferred by a community college. The requirements may also be satisfied or partially satisfied by successful completion of a national or vendor specific certification examination. Note: Credit through a national examination will be reviewed by an *Oversight Committee* and a recommendation for credit hours will be made to the chief academic officer.
3. The **Technical Management** component delivered by Northwestern is vital to the total educational program. Courses provide an educational background that will complement a student's specialty area and enhance a student's employment opportunities. Although a recommended curriculum is attached, a student and the advisor will have the flexibility to determine courses that are specially designed to fit the educational needs of that particular student.
4. The **Electives** component will consist of the number of credit hours remaining to complete the 124 hour degree requirement and is calculated by subtracting the total hours of the other three components to determine the hours remaining to complete the degree. The electives to be taken will be determined by a student in conference with his/her academic advisor.

#### GENERAL EDUCATION

##### FOR BACHELOR OF APPLIED ARTS AND SCIENCES DEGREE, TECHNICAL MANAGEMENT (B.A.A.S)

##### I. ORIENTATION ..... 1 hour

UNIV 1011 Ranger Connection

(All beginning freshman are required to enroll in freshman orientation; waived for students with 24 or more transfer hours.)

##### II. COMMUNICATION AND HUMANITIES

##### A. Communication-----9 hours

1. English 1113 **and** English 1213 or 3513
2. Speech 1113

##### B. Humanities..... 5-6 hours

Selected from the following courses:

- General Humanities 2113, 2223
- Great Books 2213
- Introduction to Literature 2413
- Introduction to Film 2423
- Art in Life 2432
- Great Films 2523
- Music in Life 2533
- Philosophy in Life 2633
- Ethics in Life 2643
- World Religions 2412
- Literature 2543, 2653, 2773, 2883, 3403, 3413
- Theatre Appreciation HUM 2403 or TCOM 2413

##### III. SOCIAL AND BEHAVIORAL SCIENCE... 12 hours

- A. American History Survey 1483 **or** 1493
- B. Political Science 1113
- C. Psychology 1113 **or** Sociology 1113 **or** Economics 2113 **or** 2123
- D. Directed Electives (3 hours)

Selected from the following:

- Early World Civilization 1213
- Modern World Civilization 1223
- Non-Western Civilizations 1233
- Economics 2113 or 2123
- History (Upper Level) 3000/4000

##### IV. MATH and NATURAL SCIENCE ..... 14 hours

Choose **ONE** course from **EACH** of the following areas:

1. Mathematics, but not Math 1313 or 2233
2. \*Biological Science- any class in biology
3. \*Physical Science – any class in chemistry, physics, or physical science  
\*At least one of the biological or physical science classes must include a lab.
4. Personal Finance – FIN 1113

##### TOTAL HOURS ..... 40-42 hours

The general education curriculum consists of 40-42 credit hours for students seeking a Bachelor of Applied Arts and Sciences.

Three (3) hours of the general education curriculum must be 3000/4000 level.

Some general education course requirements may be met via CLEP, APP, and other advanced standing tests.

Any substitution of alternative general education courses must be approved by: the appropriate school dean and the Executive Vice President. Note: Any course substitution in a major course area must be approved by the major area department chair, the school dean and the Executive Vice President.

Note: Transfer students with an Associate of Arts or Associate of Science degree from an accredited Oklahoma institution are exempt from general education requirements (except one course of American History and one course of American Government are required).

**TECHNICAL MANAGEMENT Major B.A.A.S. Degree**

**OPTION 1:** Designed for students coming to Northwestern with successful completion of a national or vendor recognized certification or pursuing a national or vendor recognized certification.

- I. General Education ..... 40-41
- II. Electives  
At least five hours must be selected from 3000/4000 courses and determined by student and advisor.

Note: With this option, the upper level requirement may also be met with electives in the career specialty area if a student has less than 30 hours of certified credit.

- III. Career Specialty ..... 10-30  
Credit hours determined by the type of certification completed and the recommendations of the Oversight Committee with approval from the chief academic officer.

Note: It is important that the student and advisor work closely together to gear the program toward the specific needs of the student. Any additional hours that are required to successfully complete the degree will be determined by the student and the advisor.

Certifications not listed below must be approved and have credit recommended to the chief academic officer by the Oversight Committee.

- Cisco
- Comp TIA
- Microsoft
- Adobe
- Certified Internet Webmaster (CIW)

IV. Technical Management Core

ACCT	2123	Financial Accounting	.....3
ACCT	2133	Managerial Accounting	.....3
GBUS	2903	Legal Environment of Business	.....3
FIN	3013	Survey of Finance	.....3
MGMT	4433	Business Policy	.....3
MGMT	3063	Principles of Management	.....3
MGMT	3433	Organizational Behavior	.....3
MRKT	3043	Principles of Marketing	.....3
MIS	3413	Management Information Systems	.....3

MIS	4423	Information Systems Management	..... 3
		Directed Upper Level Classes	
		(See Note 4)	..... <u>11</u>
		<b>Total Hours</b>	<b>..... 41</b>

**TECHNICAL MANAGEMENT Major B.A.A.S. Degree**

**OPTION 2:** Designed for students transferring from a community college with an *Applied Associate Degree*.

- I. \*General Education .....40-41  
\*4-5 hours of upper 3000/4000 level courses

Students should work closely with their advisor in fulfilling the general education requirements for this degree.

Note: The general education hour requirement may vary with Community College students.

- II. Career Specialty ..... 30  
Requirement fulfilled with *approved AAS degree*.

Applied Associate of Science Degrees not listed below must be reviewed and approved by the Oversight Committee.

- Accounting
- Applied Technology
- Aviation Technician
- Engineering Technology
- Electronics Technology
- Multimedia and Digital Communication
- Industry Technology
- Information Technology
- Office Management
- Printing Technology
- Wind Energy Technician

III. Technical Management Core

ACCT	2123	Financial Accounting	..... 3
ACCT	2133	Managerial Accounting	..... 3
GBUS	2903	Legal Environment of Business	..... 3
FIN	3013	Survey of Finance	..... 3
MGMT	4433	Business Policy	..... 3
MGMT	3063	Principles of Management	..... 3
MGMT	3433	Organizational Behavior	..... 3
MRKT	3043	Principles of Marketing	..... 3
MIS	3413	Management Information Systems	..... 3
MIS	4423	Information Systems Management	..... 3
		Directed Upper Level Classes	
		(See Note 3)	..... <u>11</u>
		<b>Total Hours</b>	<b>..... 41</b>

The notes below apply to both Option 1 and Option 2.

Note 1: In the General Education program the student is advised to take ECON 2103, ECON 2113 or ECON 2123.

Note 2: Technical Specialty Specialized Area: A cohesive program of study in a technical field, which is fulfilled by an Associate of Applied Science (A.A.S.), Associate of Science (A.S.), Technical Certification or the approved equivalent.



Note 3: Upper Level Electives are directed and consist of appropriate hours from any of the following areas: Business, E-Commerce, Computer Science, Accounting, or Economics.

Note 4: At least 60 hours must be earned from a 4-year institution. At least 30 hours must be taken from NWOSU to meet residency requirements.

Note 5: At least 40 semester credit hours in courses numbered 3000/4000 are required.

Note 6: Liberal Arts Requirement: a minimum of 40 semester hours.

## **TECHNICAL MANAGEMENT CORE COURSES**

### **ACCT**

#### **2123 Financial Accounting**

An introductory course in gathering, recording, and using financial data of a profit organization.

#### **2133 Managerial Accounting**

An introductory course regarding the use of accounting data by managers. Pre: ACCT 2123.

### **GBUS**

#### **2903 Legal Environment of Business**

Survey of the areas of our legal system and laws that impact today's business environment.

### **FIN**

#### **3013 Survey of Finance**

Concepts and techniques of financial management. Also included are the time value of money, basic instruments of financing, financial planning, capitalization, and marketing of securities. Pre: Either ACCT 2003 or ACCT 2133 and ECON 2103. (Students in both ECON 2113 and ECON 2123 also meet the prerequisite.) NOTE: This class will not count in meeting the degree requirements for Accounting or Business Administration majors. May not be taken for credit if student has completed FIN 3163.

### **MGMT**

#### **3063 Principles of Management**

An introduction to basic areas of management functions.

#### **3433 Organizational Behavior**

Concepts in the behavioral sciences used to evaluate and improve inter-personal relations and organizational practices in the work place. Pre: MGMT 3063.

#### **4433 Business Policy**

A capstone course in which the student will have an opportunity to integrate concepts learned and philosophies developed in other business courses. Pre: Completion, with grade of "C" or higher, of all other courses in Business Core. To be taken in the final semester.

### **MRKT**

#### **3043 Principles of Marketing**

A survey of the nature, scope and economic importance of marketing. (Cross Listed-MCOM 3043).

## **MIS**

### **3413 Management Information Systems**

A study of information support systems available to managers. Strong emphasis is placed on the computer as a tool for MIS. Pre: CMSC 1103, MGMT 3063.

# SECTION XIII

## ADULT DEGREE COMPLETION PROGRAM

### Bachelor of Science in Organizational Leadership

The Oklahoma State Regents for Higher Education (OSRHE) have developed a statewide initiative to develop an Adult Baccalaureate Completion Degree which would be available across the state to help adult students earn their baccalaureate degree. Northeastern State University was chosen as the “lead” institution to develop and implement this program throughout Oklahoma. Nine Oklahoma regional institutions have chosen to participate in this state-wide initiative. The ten institutions are: Cameron University, East Central University, Langston University, Northeastern State University, Northwestern Oklahoma State University, Rogers State University, Southeastern Oklahoma State University, Southwestern Oklahoma State University, and University of Central Oklahoma. Each participating institution will offer the program and selected courses available on their campus. Students will apply to one of the participating institutions which will become the “home institution” to that student. As students progress through the degree program, they may take classes from their “home” institution or an institution offering the courses needed for the degree which will be known as the “instructional provider” institution, or from a “host” institution that allows the courses to be taught at their location.

Any student who wishes to enroll in a class must complete an Application for Undergraduate Admission. No application fee is required.

Information regarding the state-wide adult degree completion initiative will be available on the OSRHE website. Individuals interested in applying for admission to Northwestern Oklahoma State University as the home institution, may obtain an Application for Undergraduate Admission by writing, calling, emailing or visiting the Office of Recruitment, Northwestern Oklahoma State University, Alva, OK 73717. Interested students may call the institutional coordinator, Dr. James Bowen at 580-327-8455 for more information about the program. Dr. Tim McElroy, Director of the Adult Degree Completion Program can be contacted at 918-683-0040.

The applicant must submit a complete application and provide supporting documents to the home institution. One copy of official transcripts of all previous course work must be sent directly from the schools attended to the Office of Admissions at the home institution. Test scores and other documentation needed to determine admissibility must also be submitted. A centralized database will be developed for sharing pertinent information among campuses participating in the state-wide degree program.

#### ADMISSION

Students seeking admission to the ADC program must first be admitted to their home institution. The following are admission requirements for the ADC program which will be consistent across the state. The admission requirements which have been determined by the institutional coordinators and approved by the President’s Council are:

1. Be at least 21 years of age;
2. Have completed at least 72 hours of college credit;
3. Have a minimum of 2.0 graduation/retention GPA in past college course work;
4. Have completed general education requirements as defined by the home institution admitting the student. A provisional admission status may be used for students who do not yet meet this requirement;
5. Satisfy all institutional requirements for completion of remedial coursework;

Once a student is approved for admission, the applicant will be notified in writing and assigned an advisor or contact person. The student should then complete an individual degree plan with the advisor at the home institution.

#### GRADUATION REQUIREMENTS

Students completing this degree program will meet the same graduation requirements as those in other baccalaureate degree programs. Graduation requirements will be monitored by the home institution and will include:

1. Minimum of 124 earned credit hours
2. 2.0 grade point average for graduation/retention
3. 60 credit hours at a four-year institution excluding physical education activity courses
4. 40 hours of upper division course work (3000 and 4000 level) excluding physical education activity courses
5. 30 hours of residency at the degree granting (home) institution
6. At least 15 of the final 30 hours or ½ the major from the institution granting the degree
7. English Proficiency as defined by the institution granting the degree
8. Computer Proficiency as defined by the institution granting the degree

#### DEGREE REQUIREMENTS

General Education .....	40-45 credit hours
Major/Minor:.....	42 credit hours
Common Core Courses (27-30 credit hours)	
NWOSU-Focused Courses (12-15 credit hours)	
Professional Elective and Free Electives .....	37-42 credit hours*
Total .....	124 credit hours

\*Courses could include prior academic credit on transcript and/or up to 30 hours of extracurricular credit through CLEP, DANTEs, military or prior learning assessment (maximum of 15 hours in this category).

Note: Transfer students with an Associate of Arts or Associate of Science degree from an accredited Oklahoma institution are exempt from general education requirements (except one course of American History and one course of American Government are required).

**GENERAL EDUCATION**

**I. COMMUNICATION and HUMANITIES**

**A. Communication.....9 hours**

- 1. English 1113 and English 1213 or 3513
- 2. Speech 1113

**B. Humanities.....5-6 hours**

Selected from the following courses:

- General Humanities 2113, 2223
- Great Books 2213
- Intro to Literature 2413
- Introduction to Film 2423
- Art in Life 2432
- Great Films 2523
- Music in Life 2533
- Philosophy in Life 2633
- Ethics in Life 2643
- World Religions 2412
- Literature 2543, 2653, 2773, 2883, 3403, 3413
- Theatre Appreciation HUM 2403 or TCOM 2413

**II. SOCIAL and BEHAVIORAL SCIENCE .....12 hours**

- A. American History Survey 1483 **OR** 1493
- B. Political Science 1113
- C. Psychology 1113 **or** Sociology 1113 **or** Economics 2113 **or** 2123
- D. Directed Electives (3 hours)

Selected from the following:

- Early World Civilization 1213
- Modern World Civilization 1223
- Non-Western Civilizations 1233
- History (Upper Level) 3000/4000

**III. MATH and NATURAL SCIENCE.....14 hours**

Choose **ONE** course from **EACH** of the following areas:

- 1. Mathematics, but not Math 1313 or Math 2233
- 2. \*Biological Science- any class in biology
- 3. \*Physical Science – any class in chemistry, physics, or physical science  
\*At least one of the biological or physical science classes must include a lab.
- 4. Personal Finance – FIN 1113

**TOTAL HOURS .....40-41 hours**

**NWOSU – FOCUSED COURSES.....12-15 hours**

ACCT	2003	Survey of Accounting
GBUS	3513	International Business
GBUS	3953	Business, Society, and Government
GBUS	4953	Employment Law
MGMT	3063	Principles of Management
MGMT	3433	Organizational Behavior
MGMT	4213	Small Business Management
MGMT	4333	Human Resource Management
MGMT	4343	Cross-Cultural Management
MRKT	3043	Principles of Marketing
MRKT	4013	E-Marketing
MRKT	4043	Salesmanship
MRKT	4103	Marketing Management
MRKT	4113	International Marketing
MIS	3413	Management Information Systems
MIS	4423	Information Systems Management

Note: All of the above courses are offered online. See each discipline in Section X for course descriptions.

**ELECTIVES**

Students must complete sufficient elective credit hours to meet the 124 hours required for graduation. Electives could include prior academic credit on the transcript, up to 30 hours of extra institutional credit through CLEP, Military, or prior learning assessment (maximum of 15 hours in this category) or additional courses taken along with the major/minor. It is anticipated that most students will come in with 32-40 credit hours of electives that will apply toward the degree.

**ORGANIZATIONAL LEADERSHIP COURSES (ORGL)**

**3113 Foundations of Organizational Leadership and Personal Development**

This course is an introduction to the Organizational Leadership Bachelor of Science Program. Essential components will include: overview of program expectations; principles of adult learning; resources for success including library, campus, online resources and mentoring relationships; personal wellness/stress and time management techniques; study and test-taking skills; and basic computer skills for working in an online environment.

**+3223 Professional Communication**

A study of communication in the workplace within a framework of organizational ethics. Essential components and course content include: listening verbal and nonverbal communication, written expression, and professional presentation methods.

**+3333 Data Analysis and Interpretation**

The course will enable a student to develop an understanding of the application and interpretation of basic data analysis. Essential components and course content will include basic data analysis from a user perspective. Hands-on exercises will enable students to utilize software such as Excel to solve problems and to interpret results.

**+3443 Survey of Fiscal Management**

A managerial overview of fiscal management within organizations. Essential components and coursework content will include: understanding the components and articulation of financial statements, knowledge and application of financial ratios leading to an understanding of organizational performance across time and in comparison to industry standards, utilization of financial information in the acquisition of capital and budgeting decisions, and a rudimentary understanding of cash flows.

**+4113 Ethics and Organizations**

This course is designed to examine the dynamics of workplace and personal ethics through the study of basic philosophical theories. Essential components and course content will include: leadership in the context of self-governance, responsibility, adherence to principles, integrity and constancy of purpose. Current case studies will be used to apply ethical theories.

- 4223 The Individual, the Organization, and Society**  
An examination of contemporary issues that affect organizations. Essential topics include environmental stewardship, social responsibility of the organization, effects and implications of globalization, the status of individual freedom within the organization, diversity, and the ramifications of technological change. This seminar course will be organized around student discussion and topical papers.
- 4333 Leading and Managing**  
A study of theories that influence leadership with application to a variety of work situations. Essential components and course content will include: basic leadership and behavior styles, negotiation, critical thinking, change, conflict resolution, ethics and social responsibility, and diversity in the workplace. Assessment of personal leadership abilities and personality traits will be included.
- 4443 Markets and Stakeholders**  
This course introduces the student to the concept of markets and stakeholders. Essential components and course content will include: an overview of competitive markets, buyer behavior, development of new markets and products, marketing communication, distribution channels, pricing and marketing mix strategies. It will include a discussion of external environmental factors and stakeholder analysis. Students will be able to evaluate market needs, select target markets and develop an appropriate market mix.
- 4553 Capstone**  
The course provides the student the opportunity to integrate concepts and theories covered in the core along with their area of focus through the development of a student portfolio which includes core and focus class artifacts, a career section, a capstone research project and a capstone case analysis section. The written research project will include an oral presentation along with the written work. This course must be taken in the final core enrollment period.
- 4993 Internship in Organizational Leadership (3 hour optional credit)**  
Practical experiences in the workplace incorporating the skills learned in the program.

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