

# NORTHWESTERN OKLAHOMA STATE UNIVERSITY

RYERSON  
HALL

2020-2021

# UNDERGRADUATE CATALOG

NORTHWESTERN OKLAHOMA  
STATE UNIVERSITY

ALVA, OKLAHOMA  
73717



**UNDERGRADUATE CATALOG**  
**2020-2021**

*"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 2016).

## AFFIRMATIVE ACTION COMPLIANCE STATEMENT

This institution, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act of 2008, and other applicable federal laws and regulations, and to the extent required by law, does not discriminate on the basis of race, color, national origin, sex, age, religion, genetic information, physical or mental disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services. Inquiries concerning the application of these programs should be made to the Dean of Student Affairs and Enrollment Management, Northwestern Oklahoma State University, 709 Oklahoma Boulevard, Alva, OK 73717, (580) 327-8415.

# 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 Council Bill (C.B.) 45 of the Fourth Regular Session of the Territorial Legislative Assembly of Oklahoma, 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 teacher's 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.

### THE REGIONAL UNIVERSITY SYSTEM OF OKLAHOMA (RUSO) INSTITUTIONS AND PRESIDENTS

Northwestern OK State Univ. .... Dr. Janet Cunningham  
 East Central University..... Dr. Katricia Pierson  
 Northeastern State University..... Dr. Steve Turner  
 Southeastern Oklahoma State Univ. . Dr. Thomas Newsom  
 Southwestern Oklahoma State University .. Randy Beutler  
 Univ. of Central Oklahoma..... Patti Neuhold-Ravikumar

### PRESIDENTS OF NORTHWESTERN

James E. Ament ..... 1897-1902  
 T. W. Conway..... 1902-1908  
 Walter Lee Ross..... 1908-1910  
 Grant B. Grumbine ..... 1910-1916  
 J. W. Graves ..... 1916-1917  
 A. S. Faulkner..... 1917-1919  
 James P. Battenberg..... 1919-1928  
 Walter W. Parker ..... 1928-1933  
 O. E. Hatcher ..... 1933-1935  
 Sabin C. Percefull (Acting President)..... 1935-1936  
 Ernest E. Brown..... 1936-1939  
 Chester O. Newlun ..... 1939-1942  
 Sabin C. Percefull ..... 1943-1954  
 Luther D. Brown..... 1955-1956  
 Jesse W. Martin ..... 1956-1972  
 R. William Wygle..... 1972-1975  
 Joe J. Struckle ..... 1975-2000  
 Tom J. McDaniel ..... 2000-2001  
 Paul B. Beran ..... 2001-2006  
 Janet Cunningham ..... 2006-present

### GOVERNOR OF OKLAHOMA

Honorable Kevin Stitt ..... Governor

### THE OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

Ann Holloway, Vice-Chair ..... Ardmore  
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 Jay Helm ..... Tulsa  
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Joy Hoffmeister, Chairperson ..... Tulsa  
 Carlisha Bradley ..... Tulsa  
 William Flanagan..... Claremore  
 Jennifer Monies ..... Oklahoma City  
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# **NORTHWESTERN OKLAHOMA STATE UNIVERSITY MISSION STATEMENT**

## **MISSION STATEMENT**

Northwestern Oklahoma State University provides quality educational and cultural opportunities to learners with diverse needs by cultivating ethical leadership and service, critical thinking, and fiscal responsibility.

## **OUR VISION**

Northwestern aspires to be a vibrant innovative regional university of choice whose students, faculty, staff, and alumni succeed and lead in their academic, professional, cultural and service endeavors.

## **OUR VALUES**

**Academic Excellence:** Northwestern will provide the best possible educational experience for every student.

**Accessibility:** Northwestern is committed to accessibility of its programs and services.

**Community:** Northwestern will strive to create a sense of community that extends beyond campus boundaries.

**Diversity:** Northwestern will respect the individual rights of all persons.

**Responsibility:** Northwestern will maintain the highest levels of ethical standards and accountability.

## **RISING ABOVE**

### **Strategic Directions**

1. Northwestern will provide and document a broad-based and purposeful collegiate experience to prepare students for success in the region, the state of Oklahoma, and in national and global communities.
2. Northwestern will support faculty and staff development.
3. Northwestern will devise and implement an aggressive plan for upgrading its infrastructure to project a positive, growing and vital image to its stakeholders.
4. Northwestern will build partnerships and alliances with groups and stakeholders who share common goals in advancing the mission of the University.
5. Through its enrollment management plan, Northwestern will foster student enrollment growth to ensure vitality of the University.

## **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 Council for the Accreditation of Educator Preparation (CAEP) for teacher education which is also approved by the Oklahoma Office of Educational Quality and

Accountability. The nursing program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) 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. The Bachelor of Business Administration, Bachelor of Applied Arts and Sciences and Bachelor of Science in Organizational Leadership programs are accredited by the Accreditation Council of Business Schools and Programs (ACBSP).

## **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. For facility accessibility information, students should contact the Dean of Student Affairs office, Alva campus; Dean's office, Woodward campus; and Dean's office, Enid campus.

### **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.

### **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, renovated 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.

### **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, Vice President for Academic Affairs, Vice President for Administration, Associate Vice President for University Relations, Business, Financial Aid, and Registry. The auditorium completely remodeled in 1980 with a stage of professional dimensions and facilities, seats about 850 people.

### **Industrial Education Building**

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

### **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 Division 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, Visual Arts Studios, and the university's printing services.

### **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 renamed in 2000. The Division of Education and Department of Psychology occupy the building. The building also houses three ITV classrooms and a large lecture room.

### **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.

### **Libraries**

Northwestern maintains a physical library, located at the center of the Alva campus. The combined physical holdings of NWSU Library Services include books, bound journals, DVDs, and microfilm. All resources housed in the library are available for use by Northwestern students regardless of location. The library's homepage (<https://library.nwsu.edu/>), provides access to a cloud-based catalog with a search interface to the library's physical and electronic holdings, as well as Web access to 90+ article and journal databases.

### **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.

### **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.

### **Ranger Field**

Ranger Field - the home of Northwestern Football - the final phase of the multi-million-dollar stadium renovation was completed in the summer of 2015. Football players benefit from the addition of a new, artificial playing surface. Prior to the 2009 season, work was completed on the fieldhouse behind the north end zone, housing both home and visitor locker rooms, a brand new weight room, coaches' offices, and meeting

rooms. In the fall of 2013, the football weight room went through a wall-to-wall overhaul with the purchase of new state-of-the-art weights and racks as well as wall skins that bring Ranger Football to life.

### **Ryerson Hall**

Built in 1907, Ryerson Hall (formerly Fine Arts and Science Hall) is the oldest academic building on the campus. It was completely remodeled in 1975. In 2019, the building received new windows, new exterior doors, tuck pointing, and was re-named during a ceremony on Nov. 15, 2019, to honor the renovation's donor - Richard Ryerson and family. In 2020, the restrooms are being remodeled. Housed in the building are the following: Department of Fine Arts, Associate Vice President for Academics/Dean of Faculty, Office of Graduate Studies, Student Services offices including Dean of Student Affairs and Enrollment Management, Assistant Dean of Student Affairs and Recruitment, Housing, Americans with Disabilities (ADA) office, the Office of Recruitment, International Student Services, Student Counseling Services, Career Services, Office of Student Support Services, and Student Success Office.

### **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 department. Also located in this building are the Vocational Rehabilitation Office (DHS) and a robotics lab.

### **Student Center**

The present Student Center, originally Wyatt Gymnasium, was built in 1919. Three extensive remodels have completely changed the appearance and character of the structure. It now houses a new dining areas, conference rooms, campus police, the foundation/alumni offices, Starbucks, and Ranger Market on the first floor. A ballroom, conference rooms, and the Maude Drake Bingham chapel are on the second floor.

### **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.

## **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.

## **Vinson Hall**

Remodeled in 1994-95, Vinson Hall is home to the departments of English, Foreign Language and Humanities; Communication; Office of Sponsored Programs, Office of Assessment, university relations and Upward Bound.

## **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 four traditional classroom spaces, a large commons area, boardroom, conference room, and outdoor patio area. The first level also houses faculty offices, registry/business offices, student services, financial aid, campus police, Rural Health Projects, Department of Commerce, wellness room, and an employee break room and student lounge. The second level has seven HD ITV classrooms, one computer lab, one ITV computer lab, the Ketterman clinical simulation skills lab, computer testing lab, three traditional classrooms, and the ITV Office.

The campus provides upper-division undergraduate courses in a wide variety of Bachelor's degree programs. Also, there are graduate Master's degree programs available in American Studies, Education, and Counseling Psychology. Classes are taught in a variety of platforms, including traditional, ITV and online. Additionally, the campus serves as a community educational resource for trainings, certifications, and a wide array of special events.

## **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. The single story, state-of-the-art facility houses eight ITV studios, traditional classrooms, a testing computer lab, a classroom computer lab, a study lounge, a spacious commons area, a clinical nursing simulation lab, a science lab, and a community room. In addition, the Woodward campus houses administrative and business offices, faculty offices, a small conference room, a large ITV-equipped conference room, and an outdoor patio area overlooking Experiment Lake. All 45 hours of general education classes are available on the Woodward campus, with course offerings at the undergraduate and graduate levels. The campus is located at 2007 34th Street next to the Woodward Conference Center.

## **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.

### **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 Frontier Trails 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 annually in October, and the spring 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 Oklahoma Secondary School Activities Association during the spring semester.

## SECTION II COSTS AND FINANCIAL AID

| FEES AND TUITION*  | Undergraduate | Graduate | DNP      |
|--|---------------|----------|----------|
| <b>GENERAL FEES</b>  |               |          |          |
| <b>ALVA CAMPUS</b>   |               |          |          |
| <b>Resident Tuition and Fees</b>                                     |               |          |          |
| Regular Semester, Summer Session,<br>Or Auditor: (per semester hour) | \$262.75      | \$309.25 |          |
| <b>Non-Resident Tuition and Fees</b>                                 |               |          |          |
| Regular Semester, Summer Session,<br>Or Auditor: (per semester hour) | \$500.00      | \$587.25 |          |
| <b>ENID CAMPUS</b>   |               |          |          |
| <b>Resident Tuition and Fees</b>                                     |               |          |          |
| Regular Semester, Summer Session,<br>Or Auditor: (per semester hour) | \$262.75      | \$309.25 |          |
| <b>Non-Resident tuition and Fees</b>                                 |               |          |          |
| Regular Semester, Summer Session,<br>Or Auditor: (per semester hour) | \$500.00      | \$587.25 |          |
| <b>WOODWARD CAMPUS</b>   |               |          |          |
| <b>Resident tuition and Fees</b>                                     |               |          |          |
| Regular Semester, Summer Session,<br>Or Auditor: (per semester hour) | \$262.75      | \$309.25 |          |
| <b>Non-Resident Tuition and Fees</b>                                 |               |          |          |
| Regular Semester, Summer Session,<br>Or Auditor: (per semester hour) | \$500.00      | \$587.25 |          |
| <b>PONCA - UC CAMPUS</b>   |               |          |          |
| <b>Resident tuition and Fees</b>                                     |               |          |          |
| Regular Semester, Summer Session,<br>Or Auditor: (per semester hour) | \$300.58      | \$347.08 |          |
| <b>Non-Resident Tuition and Fees</b>                                 |               |          |          |
| Regular Semester, Summer Session,<br>Or Auditor (per semester hour)  | \$537.83      | \$625.08 |          |
| <b>ITV - OFFSITE</b>   |               |          |          |
| <b>Resident Tuition and Fees</b>                                     |               |          |          |
| Regular Semester, Summer Session,<br>Or Auditor (per semester hour)  | \$300.58      | \$347.08 |          |
| <b>Non-Resident Tuition and Fees</b>                                 |               |          |          |
| Regular Semester, Summer Session,<br>Or Auditor: (per semester hour) | \$537.83      | \$625.08 |          |
| <b>ON-LINE</b>   |               |          |          |
| <b>Resident Tuition and Fees</b>                                     |               |          |          |
| Regular Semester, Summer Session,<br>Or Auditor: (per semester hour) | \$322.75      | \$369.25 |          |
| <b>Non-Resident Tuition and Fees</b>                                 |               |          |          |
| Regular Semester, Summer Session,<br>Or Auditor: (per semester hour) | \$560.00      | \$647.25 |          |
| <b>Adult Degree Completion Program</b>                               |               |          |          |
| <b>Resident Tuition and Fees</b>                                     |               |          |          |
| Regular Semester, Summer Session,<br>Or Auditor: (per semester hour) | \$266.00      |          |          |
| <b>Adult Degree Completion Program</b>                               |               |          |          |
| <b>Non-Resident Tuition and Fees</b>                                 |               |          |          |
| Regular Semester, Summer Session,<br>Or Auditor: (per semester hour) | \$601.00      |          |          |
| <b>Doctor of Nursing Practice</b>                                    |               |          |          |
| <b>Resident Tuition</b>  |               |          |          |
| Regular Semester, Summer Session,<br>Or Auditor (per semester hour)  |               |          | \$388.50 |
| <b>Doctor of Nursing Practice</b>                                    |               |          |          |
| <b>Non-Resident Tuition</b>  |               |          |          |
| Regular Semester, Summer Session<br>Or Auditor (per semester hour)   |               |          | \$642.50 |

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

Non-Oklahoma residents (excluding international students and Doctor of Nursing Practice students) may be eligible for the NWOSU GO OK! tuition waiver program. 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:

- All newly admitted non-resident students (first-time freshman and first-time transfers) receive the GO OK! Tuition waiver.\*\*

### CONTINUING UNDERGRADUATE AND READMISSION STUDENTS:

- Have a retention/graduation GPA of 2.00.

\*\*Students fall under the continuing undergraduate student policy beginning the fall semester after initial admittance to NWOSU.

### GRADUATE STUDENTS:

- Make formal application to the Graduate Program AND meet unconditional admission (refer to Graduate Catalog for details).
- Have a retention/graduation GPA of 3.00.

### CHARGES FOR SPECIAL SERVICES

|  |                   |
|--|-------------------|
| Application Processing Fee (non-refundable) .....                  | \$15.00           |
| Arts and Sciences Academic Enhancement Fee                         |                   |
| Per semester hour .....  | \$14.00           |
| Achievement, Personality, & Cognitive Assessment (PSYC 5133) ..... | \$30.00           |
| Statistics for Assessment (PSYC 5173).....                         | \$30.00           |
| Business Enhancement Fee   |                   |
| Per semester hour for Business classes.....                        | \$7.00            |
| Class Instruction in Applied Music:                                |                   |
| Per semester hour .....  | \$25.00           |
| Developmental Fee (on "0" level courses)                           |                   |
| Per semester hour .....  | \$40.00           |
| DNP Summer Residency Fee .....                                     | \$350.00          |
| Electronic Media Fee (ITV)   |                   |
| Per semester hour .....  | \$10.00           |
| Field Experience Fee (SOCW 4205,4215)                              |                   |
| Per semester hour .....  | \$20.00           |
| Graduate & Prof. Studies Academic Enhancement Fee                  |                   |
| Per semester hour .....  | \$13.75           |
| Graduation Fee .....   | \$25.00           |
| International Student Maint. Fee, (Fall & Spring)....              | \$100.00          |
| International Student Maint. Fee (Summer) .....                    | \$75.00           |
| Lab Fee (AGRI 1124, 1214, 3214, 3443).....                         | \$25.00           |
| Lab Fee (MCAG 1413, 3011, 3211, 3222, 3232, 4101) .....            | \$50.00           |
| Lab Fee (NURS 3003 & 3037).....                                    | \$20.00           |
| Lab Fee (NURS 3037).....   | \$95.00           |
| Lab Fee (NURS 3013, 3147, 3226, 3337, 4206, 4216, 4316) .....      | \$30.00           |
| Lab Fee (Sciences, each laboratory course) .....                   | \$20.00           |
| Late Payment .....   | 5% of balance due |

|  |                |
|--|----------------|
| Nursing Enhancement Fee (per. sem. hr. for nursing classes)..... | \$70.00        |
| Online Course Fee (per semester hour).....                       | \$60.00        |
| Online Business Administration/Accounting Program Fee            |                |
| One-time fee for this major (UNIV 1010) .....                    | \$300.00       |
| Online Technical Management Program Fee (UNIV 1010).....         | \$300.00       |
| Online Nursing Program Fee (UNIV 1010).....                      | \$300.00       |
| Online Doctor of Nursing Practice Program Fee (UNIV 6010).....   | \$300.00       |
| Parking & Safety Fee (per semester) .....                        | \$35.00        |
| Private Lesson in Music:   |                |
| Per semester hour (half hour lesson per week).....               | \$75.00        |
| Robotics lab fee (CMSC 3073 & 3083).....                         | \$50.00/course |
| Semi-Private Lesson in Music                                     |                |
| Per semester hour.....   | \$35.00        |
| Studio Rental:   |                |
| Per semester (one hour a day) .....                              | \$25.00        |
| Telecourse Fee (ITV)   |                |
| Per semester hour.....   | \$2.50         |
| UC Student Facility Usage Fee                                    |                |
| (per semester hour for UC classes) .....                         | \$27.83        |
| UC Security/Badge Fee  |                |
| (per semester).....  | \$20.00        |

\*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.**

### Department of Defense Student Recipients

Unearned tuition assistance funds will be refunded to the government on a proportional basis through at least the 60 percent portion of the period for which the funds were received.

### 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.).....    | \$4204.00 |
| Books, Supplies (approximate)..... | \$700.00  |
| Room and Board (per semester)      |           |
| 17 Meal Plan, plus \$50 flex, with |           |
| semi-private room.....             | \$2552.00 |

At the time of enrollment, a student should be prepared to pay enrollment fees and to buy necessary books and equipment.

A payment plan is available for tuition, fees, and room and board through College Green. Late payment penalties will be applied monthly on past-due balances. Credit cards are not accepted in the office, only online through Self-Service. Any unpaid account will be sent to a collection agency and turned over for collections to the Oklahoma Tax Commission. Any charges incurred by the University to collect past due accounts will be the responsibility of the student. Future enrollments and current records will be on hold pending payment of the balance.

### 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. 8 meal - This plan provides for 8 meals per week (student's choice) + \$150 flex dollars beginning with breakfast on Monday and ending with dinner on Sunday.
2. 12 meal - This plan provides for 12 meals per week + \$100 flex dollars beginning with breakfast on Monday and ending with dinner on Sunday.

3. 17 meal - This plan provides for 19 meals per week + \$50 flex dollars, Monday through Sunday. No breakfast is served on Saturday or Sunday.

Note: The 17 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 ACT is 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 webpage at [www.nwosu.edu](http://www.nwosu.edu).

## FINANCIAL AID PROGRAMS

### FULL-TIME STUDENT STATUS

For Financial Aid purposes, full-time in fall, spring, and summer will be 12 credit hours; half-time will be 6 credit hours. To be eligible for loans or campus work, a student must be enrolled in at least 6 hours. For graduate students, full-time is 9 hours and half-time is 5 hours.

### 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

### 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. Copies of the student's and/or parents' preceding year Federal Tax Return Transcript 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.

### **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.

### **William D. Ford Federal Direct Loan Program**

These loans are administered through the U.S. Department of Education. Loans under this program include the Federal District Subsidized Loan, Federal Direct Unsubsidized Loan, and the Federal Direct PLUS Loan. The Federal Direct Loans for students do not require repayment until after the borrower drops below part-time status or terminates student status. The Federal Direct PLUS Loans for parents will require repayment shortly after the full disbursement of the loan. Deferment options are available. Please visit [www.studentaid.gov](http://www.studentaid.gov) for more information. Borrowers through the Federal Direct Loan Program must file a FAFSA to be eligible.

\*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 and on the Financial Aid webpage (<http://www.nwosu.edu/uploads/paying-for-college/financial-aid/satisfactory-academic-progress-policy.pdf>).

### **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 authorized disclosures, or 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 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 who have a legitimate educational interest in the student. School official is defined as an individual currently serving as a member of the Regional University System of Oklahoma or classified as faculty, administrative, or professional, and the staff such school officials supervise; the

Northwestern Oklahoma State University Director of Alumni Relations and the Chief Executive Office of the Northwestern Oklahoma State University Foundation and the staff they supervise; the National Student Clearinghouse; and contractors, volunteers, and other non-employees performing institutional functions as school officials with legitimate educational interests. In general, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility to the University. Records should be used only in the context of official educational business.

2. Officials of schools to which the student seeks to transfer.
3. Educational Officials of Secondary Education Institutions which a concurrent student is enrolled.
4. Officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities.
5. Organizations conducting certain studies for or on behalf of the University.
6. In connection with a student's application for, or receipt of financial aid.
7. Accrediting agencies carrying out their accreditation function.
8. To comply with a judicial order or lawfully issued subpoena.
9. To persons in an emergency if the knowledge of information is necessary to protect the health or safety of students.
10. 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 offer peer tutoring in math, writing, business, and the sciences, and we can assist in locating help in other 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 113 of the Industrial Education Building. Regular hours are: Monday through Wednesday 8:00 a.m. to 9:00 p.m.; Thursday 8:00 a.m. to 6:00 p.m.; Friday 8:00 a.m. to 3:00 p.m. (Hours may change due to testing or activities; changes will be posted at the ASC entrance.)

### CAMPUS MEDIA

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

These 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 throughout the school year. The television station, NWTV-Channel 7, is available to all Alva cable subscribers and produces weekly newscasts and special programming. Ranger Pulse is the official Web site of Northwestern's student media. Accessible at [www.rangerpulse.com](http://www.rangerpulse.com), it provides breaking and up-to-date news as well as entertainment for all interested in Northwestern and surrounding communities.

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 staff are filled by volunteers; however, there are a few paid positions within each area. All of the necessary equipment for production and operation of the *Northwestern News*, KNSU, NWTV-Channel 7, and Ranger Pulse are all located in close proximity to the faculty advisers' offices in the Jesse Dunn Annex.

### CAREER SERVICES

NWOSU Career Services are located on the Alva campus second floor of Ryerson Hall room 209. Career Services are offered at no cost to currently enrolled students to all NWOSU campuses via tele-video, electronic mail and phone. The focus of career planning for undergraduates is to assist students in decision making by offering guidance and assessments for degree completion. NWOSU offers My Majors which is an electronic 15-minute assessment that provides an individualized summary report. The assessment gathers individual information about academic achievement, aptitude, interests and personality to determine the top ten majors, information about the majors at

NWOSU as well as potential internships and career paths.

Career services include the following:

- Handshake Job Board
- On-campus internship & employment opportunities
- Community internship & employment opportunities
- On-campus interviews
- Resume reviews
- Cover letter reviews
- Career workshops
- Career Development
- Education career fairs
- Career & internship fair
- Networking opportunities
- Mock interviews
- Curriculum Vitae review
- Career assessment

To schedule an appointment, please call the counseling office at (580) 327-8547, walk in or request an appointment through the NWOSU Career Services webpage.

**Email:** [tawilson@nwosu.edu](mailto:tawilson@nwosu.edu)

**Office:** Fine Art Building Room 209

**Office Phone Number:** (580) 327-8547

**Office Hours:** Monday - Friday 8:00 AM. - 5:00 P.M.

**(During University Business Days Only)**

### 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 help prepare students for 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 My Majors 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 My Majors, students can assess their interests, abilities, values and experiences. Students may then match those to university majors. Current information about salaries, career opportunities, and company information is also available. Please contact Career Services at (580) 327-8547 or [career@nwosu.edu](mailto:career@nwosu.edu) for any question or concern you may have. The Career Services Center is located in Ryerson Hall building room 209.

## COUNSELING SERVICES

NWOSU Counseling Services are located on the Alva campus second floor of Ryerson Hall room 209. Counseling Services are offered to the other three NWOSU campuses via HIPPA compliant tele-video services. Mental health and substance abuse records are separate from academic records. Without a valid client written consent; counseling records will not be disclosed with the exceptions of Federal and State Regulations regarding confidentiality.

The first appointment is a brief screening to discuss counseling needs to determine the appropriate level of therapeutic care. There is **no cost** for counseling services at NWOSU to currently enrolled students. Therefore, the demand for services is high. In efforts to meet all students' demands, we offer short term counseling services to all students averaging from 4 to 6 sessions per semester. Following the initial screening, recommendations will be made for the most beneficial route to help you with your concerns. Suggestions can include short term counseling on campus, referral to other campus resources or referral to long term counseling off-campus community mental health agencies.

Consultation services about concerns for a Northwestern student are at no cost to currently enrolled students, faculty, and staff. Consultation services are an opportunity to discuss with a mental health clinician concerns about self or another individual's (non-emergency) behavior. Consultation services can offer suggestions and assistance regarding appropriate steps of action if needed for efforts to assist an individual with personal, career or social concerns.

Only the person who will be seeking counseling services can schedule their own appointments.

To schedule Non-life-threatening appointment, please call the counseling office at (580) 327-8547 or walk in anytime during counseling office hours. Requests for counseling services can be made through the NWOSU webpage however, communication through email is not a secure method of communication. Do not use email for crisis or emergency situations. Do not send confidential information through email.

### LIFE THREATENING EMERGENCY: IMMEDIATELY CALL 9-1-1

(9-911 ON CAMPUS PHONES)

### ON NWOSU CAMPUS: NON-LIFE-THREATENING IMMEDIATE CONCERN CALL

- NWOSU Alva Campus Police: (580) 327-8511
- NWOSU Woodward Campus Police: (580) 327-8511
- NWOSU Enid Campus Police: (580) 213-3130

If the question of risk is unclear, err on the side of caution and contact the police.

- Danger to Self (indirect & direct)
- Danger to Others (indirect & direct)
- Feel Unsafe

**Email:** tawilson@nwosu.edu

**Office:** Ryerson Hall Room 209

**Office Phone Number:** (580) 327-8547

**Office Hours:** Monday - Friday 8:00 AM. - 5:00 P.M.

**(During University Business Days Only)**

## DEPARTMENT OF PUBLIC SAFETY

NWOSU employs full-time Campus Police officers, reserve officers, and part-time security assistants. These officers work on the Alva, Woodward, and 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 can be completed online at <https://www.studentaid.gov>. Applications should be completed for processing as soon as the preceding year's income tax computations are completed. State aid deadlines are listed on the FAFSA application. 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 WiFi internet, air conditioning, television lounges, free laundry facilities, game lounges, movie room, ice machines, and vending machines that can be used by all of the residents.

Each residence hall is supervised by a hall supervisor who is assisted by student leaders who live in the halls. 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 physical holdings of NWOSU Library Services include books, bound journals, DVDs, and microfilm. The library's homepage (<https://library.nwosu.edu/>), provides access to a cloud-based catalog with a search interface to the library's physical and electronic holdings, as well as Web access to 90+ article and journal databases. Physical items are available to students in Enid, Woodward, and Ponca City through the campus courier system. Request for research assistance or materials can be made online or by contacting a librarian. Library faculty visit the Enid and Woodward campuses regularly. For information about scheduled visits or any other library assistance contact (580) 327-8574 or [nwlibraries@nwosu.edu](mailto:nwlibraries@nwosu.edu).

Students will need a current student ID to check out library materials. Students are responsible for all items checked out to their account. Individuals with unpaid fees or overdue books will have "a hold" placed on enrollment and transcripts.

## **MASONIC INSTITUTE FOR CITIZENSHIP STUDIES**

The NWOSU-Masonic Institute for Citizenship Studies, a unique entity at an Oklahoma regional university, was created in March 2010 through a permanent endowment provided by the Masonic Charity Foundation of Oklahoma. The Institute's specific tasks include fostering an ethos of constructive patriotism and public service. It assists the NWOSU Department of Social Sciences by promoting its annual departmental-related events such as Constitution Day, the Cultural Heritage Lecture Series and the Presidential Lecture Series. It also defrays costs associated with guest speakers on campus, who present historical, social, economic and political matters. The Institute seeks to promote the NWOSU Department of Social Science's faculty and student research efforts, including publishing activities and other initiatives designed to further the dissemination of knowledge within its respective departmental disciplines. An important aspect of this mission involves the establishment of *Civitas: The Journal of Citizenship Studies*, an annual, interdisciplinary, peer-reviewed publishing venue aimed at encouraging scholarship concerning the Humanities and Social Sciences as they relate to citizenship issues. The Institute facilitates the Journal, drawing upon the talents and perspectives of a diverse Editorial Review Board from the United States and abroad. It welcomes both qualitative and quantitative submissions from faculty as well as from advanced undergraduate and graduate students at Oklahoma's regional universities, two-year community colleges, and other institutions of higher education and beyond.

The Institute also serves as a repository for historical documents and materials and seeks to promote scholarship and other activities with similar academic and institutional forums. Located in Jesse Dunn Hall, Room 315, the Institute may be reached by phone at (580) 327-8525 or via e-mail at [nwics@nwosu.edu](mailto:nwics@nwosu.edu).

## **SCHOLARSHIPS**

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

Annual applications are a prerequisite for all academic and participation 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 15<sup>th</sup>.

## **STUDENT CENTER**

The newly renovated 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 ballroom, new dining areas, Maude Drake Bingham chapel, Student Support Services Grant Advisement Room, conference rooms Ranger Market and Starbucks.

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 Ryerson Hall room 126, on the Alva campus, the Front Office 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 Vinson Hall, room 309. 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 Tiffany Misak, Enid campus, to determine what documents are required at the time of enrollment to avoid delay in processing. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

## 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

*Chi Alpha Sigma:* The purposes of Chi Alpha Sigma are: 1) to encourage and reward high academic scholarship of college athletes at four-year accredited colleges or universities; 2) to recognize outstanding academic achievement by intercollegiate varsity athletes; 3) to encourage good citizenship, moral character, and friendship among high academic achievers in college athletics; 4) to recognize and honor the individual athlete, his/her team sport, athletics department, and college or university; 5) to mentor and provide leadership to other college athletes

*Delta Mu Delta.* This is a business honor society that recognizes and encourages academic excellence of students at qualifying colleges and universities to create a DMD community that fosters the well-being of its individual members and the business community through life-time membership. Students must be in the top 20% of their class with a minimum GPA of 3.25 to be invited to join.

*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 system 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:* Phi Alpha Theta is an honors society for students of history. Its mission is to promote the study of history through the encouragement of research, scholarship,

teaching, and publication. Qualifications for membership include 12 hours of coursework in history and a 3.1 GPA.

*Pi Gamma Mu:* Pi Gamma Mu is an honors society for students in social sciences. Its mission is to promote excellence in the social sciences and to uphold and nurture scholarship, leadership, and service. Qualifications for membership include 20 hours of coursework in social sciences and a 3.4 GPA and class standing in the top 33%.

*Pi Sigma Alpha:* Pi Sigma Alpha is an honors society for students in political sciences. Its mission is to promote the study of government, politics, democracy, and citizenship throughout the world. Qualifications for membership include 12 hours of coursework in political science and a 3.5 GPA and class standing in the top 33%.

*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 Delta Pi:* Our chapter, Psi Sigma, is the National Collegiate Hispanic Society. Students are recognized for their efforts in the study of the Spanish language. Active members receive support at the national level through exclusive awards and scholarships that are given annually.

*Sigma Tau Delta:* Sigma Tau Delta is a prestigious international English honors society for nominated English and English Education majors who have completed at least two English courses in addition to the general education requirements. Members must maintain a minimum of a B average overall and in English courses. The Northwestern chapter of Sigma is involved in service and learning opportunities with a focus on advancing literary study and language arts. 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 and more than 900 faculty sponsors. It inducts approximately 7000 members annually.

## DEPARTMENTAL AND PROFESSIONAL ORGANIZATIONS

*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 1916.

*American Choral Director's Association:* The American Choral Director's Association (ACDA) is a non-profit music education organization whose central purpose is to promote excellence in choral music through performance, composition, publication, promotion, research, and teaching. In addition, ACDA strives through advocacy to elevate choral music's position in American Society.

*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.

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

*Chemistry 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 open to all who wish to sing. **The University Chorale** is Northwestern's most advanced large choral ensemble. Consisting of approximately 40 of the most skilled singers at the University, the Chorale 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.

*College Democrats:* The College Democrats are an organization of students interested in the discussion and furtherance of the ideals of the Democratic Party.

*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.

*CORE (Conserving Our Ranger Environment):* Organized in January 2009, its purpose is to raise awareness of environmental issues within the university community and Northwest Oklahoma. CORE serves as the sponsor for the Big Event (a community service day for students and employees of Northwestern), which is held each spring.

*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.

*Gay-Straight Alliance:* To provide an open community of students that support each other and share the stories of their lives as LGBT students or as allies. It also helps to educate the student body of issues that are specific to LGBT youth, college students and the LGBT community as a whole.

*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.

*NWOSU Culture Club:* The NWOSU Culture Club is composed of students from around the world and nation. 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 throughout the year. You don't have to be an international student to belong. Come join the fun.

*Mathematics Club:* This club, organized in 1968, is dedicated to extending students' knowledge of mathematics and of mathematical careers. A strong emphasis is placed on social interaction with like-minded individuals. All those interested in math are encouraged to join.

*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.

*Native American Student Association:* The Native American Student Association, also known as NASA, is a student organization whose purpose is to establish a community for Native American Students and to educate others, as well as ourselves on the different aspects of Native American Culture.

*Northwestern Enid Leadership Council:* The Enid Leadership Council meets monthly with the Campus 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 academically high achievers with outstanding personalities. NSA members serve as student ambassadors to the university. Their duties include acting as hosts/hostesses, 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 members receive a Northwestern scholarship.

*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 e-Sports:* This group meets to plan and play various games competitively as a team.

*Oklahoma Aspiring Educators Association (O.A.E.A.):* The Oklahoma Aspiring Educators 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 O.A.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.

*Oklahoma Broadcast Education Association, NWOSU Student Chapter (OBEA):* 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 of media.

*Oklahoma Intercollegiate Legislature:* O.I.L is a student-run mock government that replicates all three branches of the state government of Oklahoma. Founded under the leadership of then Oklahoma Lt. Governor George Nigh and a small group of dedicated college students in 1969, O.I.L. provides students from institutions of higher learning across the state an opportunity to write, debate, and pass legislation about the issues they believe are important. Besides the mock legislature, O.I.L. also contains a mock executive branch, moot court, and a press corp. Any students interested in politics, law, or government process will find the networking opportunities, experiences, and friends they are looking for at O.I.L.

*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 Delta Music Society:* The Phi Delta Music Society has a four-fold purpose: to promote the serious study of music; to promote the music department and the university; to provide a music performance outlet for its members; to provide a social outlet for its members. Phi Delta is a music organization open to anyone who has a love for and appreciation of music. Members do not have to be a member of band or choir to join. Phi Delta not only supports the Fine Arts Department, but also does service projects for the community.

*Pre-Nursing Association:* Sponsored by the Division of Nursing, the Pre-Nursing Association is comprised of students who are interested in entering the nursing major in their junior year. The purpose is to create communication and interaction of pre-nursing students; and to provide career and academic counseling for its members. The Association promotes and encourages participation in community affairs and activities towards improved health care, and aids in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life.

*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.

*Ranger Business Club:* The purpose of the Ranger Business Club is to bring Business/Accounting majors and students



interested in Entrepreneurship together. Members of the group will have an opportunity to advance their business knowledge through networking and learning general business etiquette. The club will also help with résumé building and prepare students for life after graduation.

*Shyft Mental Health Club:* Shyft is committed to helping you shift your negative thoughts and self-doubt into a more positive mind-set. The organization accomplishes its mission by providing a safe place for members to discuss their mental health while also providing helpful tools and trainings to help educate on a variety of topics.

*Social Workers Association of Tomorrow (SWAT):* SWAT is a student-run organization that seeks to enhance the social work learning experience. The purpose is: To promote Social Work as an important and positive profession in Northwest Oklahoma; To uphold the National Association of Social Work code of ethics; To employ community service projects while supporting our community partners and their consumers.

*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, members have the opportunity to participate in media contests competing with students from other universities as well as experienced media professionals. Students may compete at state, regional, and national levels. SPJ offers a variety of experiences for students to enhance their education as they prepare to enter the professional world of journalism.

*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.

*Student Athlete Advisory Committee:* The Student Athlete Advisory Committee is a student-athlete leadership group comprised of members of NWOSU's athletic teams. The purpose of the SAAC is to represent the diverse interests of student-athletes to Northwestern Oklahoma State University's Athletic Administration; to promote community among all NWOSU student-athletes; to foster commitment to service; and to represent the NWOSU Athletics Program locally and at the conference and national levels.

*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

*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:* Writer's Roundtable is an organization for students and staff who wish to expand their writing endeavors. Those working on portfolios have the opportunity to receive constructive criticism. Members are able to get advice and encouragement from other members. Writer's Roundtable brings in presenters for workshops and authors from the area to give advice and instruction.

## RELIGIOUS ORGANIZATIONS

*Baptist College Ministry:* 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.

*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.

*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.

*NWOSU Forge:* Affiliated with the Faith Center Fellowship. It provides a place for college students to connect with other students and mentors within the community. It helps students become followers of Christ who commit to growing in the Word of God, loving people and impacting the world. It provides a place for Christian students to make a positive impact on campus and in their communities.

*Sanctus Catholic Ministry:* The mission of Sanctus Catholic Ministry is to encourage young people to pursue truth and meaning in their lives, to invest in relationships with Jesus Christ and to help transform the world through Christ. It strives to provide a safe, comfortable and caring community in which students can grow spiritually, form new relationships and deepen the understanding of their faith.

*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. The Northwestern Registrar's Office does accept electronic transcripts received directly from the issuing institution or the 3<sup>rd</sup> party company they use for sending transcripts. Electronic transcripts forwarded by the student will be considered unofficial and may be used only for preliminary admission and enrollment.
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).
5. Immunization form and records, if applicable.

**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 1030 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).

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

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).

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).   |
| 3           | 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. |
| 2           | 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

<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.

academic curricular or performance requirements (excluding courses in English, science, or math). Once a student has successfully completed the designated number of hours, should 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 applicant must also submit a personal letter stating their educational goals and three letters of recommendation. 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 a 1030 SAT score.
- b. The student must submit official documentation reflecting graduation (the student's high school class of peers must have graduated).
- a. 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, 173 for a computer-based test, or 61 for an internet-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. An eleventh or 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 National ACT/Pre-ACT/Residual ACT test score of at least 20 **or** 1030 on the SAT/PSAT10 **or** a high school GPA of 3.0 **and** is ranked in the top 50% of his/her high school class **and** has a 19 ACT subtest score in the area of enrollment. Acceptable admission exams include:

1. National ACT
2. Pre-ACT (10<sup>th</sup> grade),
3. Residual ACT (once per year between Nov. 1 and Oct. 31),
4. SAT
5. PSAT10.

(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. 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 equivalent to an individual who is classified as a junior or senior at an accredited high school and must have participated in the ACT or SAT program and achieved at least a 20 on ACT or 1030 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 units shall be equivalent to three semester credit hours of college work. Non-academic high school units are excluded from the workload calculation.

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>;
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;

<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.

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

A transfer student is defined as one who has earned more than six attempted credit hours – not counting remedial (zero-level) courses, PE activity courses, or credit hours received by concurrently enrolling as a high school student.

To apply for transfer admission, a transfer student will need to submit the following:

- A completed application for admission and \$15.00 application fee (non-refundable)
- Immunization form and records, if applicable
- Official transcripts from EACH college attended. If 24 hours or more from an accredited college have NOT been completed, a complete high school transcript (or equivalent) and ACT or SAT scores must be submitted as well. Students having less than 24 transferrable credit hours must also meet first-time freshman admission requirements.

The following are the guidelines for transfer admission.

#### 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.”

### 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 Dean 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), Astry Technology Center (Nursing), and High Plains Technology Center (Nursing).

## REMEDIAL EDUCATION PLACEMENT POLICY

Initial math and English placement is based on ACT or SAT math and English sub-scores and/or high school GPA. GPA is the cumulative unweighted high school GPA for the student based on a 0.0-4.0 scale (minimum of a 7 semester high school transcript). If the student does not have an unweighted GPA on a 4-point scale, then the student is placed using ACT or SAT sub-scores in math and English.

When enrolling in lab courses, students must enroll in BOTH the class and the lab (2 separate key numbers). The labs for both math and English must have the same instructor and the math lab must be taken at the same time as the class.

## MATH

### ACT

- 16 or below ACT Math sub-score AND below 3.25 GPA – students take MATH 0115 Beginning Algebra.
- 17-18 ACT Math sub-score OR 3.25-3.49 GPA – students take MATH 1403/1403L Contemporary Math with lab (non-STEM majors) **OR** MATH 1513/1513L College Algebra with lab (STEM majors).

- 19 or higher ACT math sub-score OR 3.50 or higher GPA – students take MATH 1403 Contemporary Math (non-STEM majors) **OR** MATH 1513 College Algebra (STEM majors)

### SAT

- 450 or below SAT Math sub-score AND below 3.25 GPA – students take MATH 0115 Beginning Algebra
- 460-490 SAT Math sub-score OR 3.25-3.49 GPA – students take MATH 1403/1043L Contemporary Math with lab (non-STEM majors) **OR** MATH 1513/1513L College Algebra with lab (STEM majors).
- 510 or higher SAT sub-score OR 3.50 or higher GPA – students take MATH 1403 Contemporary Math (non-STEM majors) **OR** MATH 1513 College Algebra (STEM majors)

Students who take MATH 0115 at NWOSU should then progress to MATH 1513/1513L College Algebra with Lab (STEM) or MATH 1403/1403L Contemporary Math with lab (non-STEM). Transfer students with a passing grade on a remedial course at another accredited college or university should enroll in MATH 1513/1513L College Algebra with Lab or MATH 1403/1403L Contemporary Math with Lab.

Transfer students with no college math background will choose from the following options:

- Submit ACT or SAT scores and/or a high school transcript and place according to the policy above.
- Choose to enroll in MATH 0115 Beginning Algebra (and then progress to MATH 1513/1513L or MATH 1403/MATH1403L).
- Take the residual ACT at NWOSU and place according to the policy above.

## ENGLISH

### ACT

- 18 or lower in EITHER English or Reading ACT sub-score AND below 3.50 GPA – students take ENGL 1113/1113L Composition I with Lab.
- 19 or higher in BOTH English and Reading ACT sub-score OR 3.50 or higher GPA – students take ENGL 1113 Composition I.

### SAT

- 490 or lower Evidence-Based Reading and Writing SAT sub-score AND below 3.50 GPA – students take ENGL 1113/1113L Composition I with Lab.
- 510 or higher Evidence-Based Reading and Writing SAT sub-score OR 3.50 or higher GPA – students take ENGL 1113 Composition I.

Transfer students with a passing grade on a remedial course at another accredited college or university should enroll in ENGL 1114 Composition I with Lab.

Transfer students with no college English background will choose from the following options:

- Submit ACT or SAT scores and place according to the policy above.
- Choose to enroll in ENGL Composition I with Lab.

## 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 4 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 4 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 Dean 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. Courses that begin with **6** are for



Doctor of Nursing Practice (DNP) 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/divisions at Northwestern. Substitutions within the state matrix system should be approved automatically, requiring no action on the part of the student or the advisor. 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:

1. For each course for which a substitution/waiver is being requested, complete a separate course substitution/waiver form. The student should complete the form with the assistance of the advisor if necessary. Forms can be found at the Northwestern website [www.nwosu.edu](http://www.nwosu.edu).
2. For course substitutions the student should provide **course syllabus** and a **course description from the catalog** of the institution at which the course being used for the substitution was originally taken. 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 student's transcript and an official Northwestern check sheet should also be included. **Note: Courses taken at NWOSU do not require a course syllabus unless requested.**
3. The student's faculty advisor should review syllabus and course descriptions to determine if the substitution 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 his/her teaching area unless the Chair of the appropriate Department/Division reviews the syllabus to determine similar content.

4. The student's advisor will forward the request form to the Director of Teacher Education if the student is in Teacher Education. For all other majors the form should be forwarded to the advisor's Department/Division Chair for review.
5. The Department/Division Chair and/or the Director of Teacher Education review the request to determine if the course or work is a legitimate substitution/waiver and forward the request to the appropriate Academic Dean with his/her recommendation.

6. The Academic Dean reviews request to determine if the course or work is a legitimate substitution/waiver and forwards the request to the Chief Academic Officer.
7. The Chief Academic Officer may approve, deny, or return the request to the Academic Dean for clarification. The Chief Academic Officer will forward the substitution/waiver to the Registry Office.
8. The Registrar will notify the student by letter of the approval or denial. If approved, the Registry Office will post the substitution and send the updated check sheet to the student.

### CREDIT

Northwestern adheres to the policy of the Oklahoma State Regents for Higher Education when defining the credit hour. The policy is defined as:

The semester-credit-hour is the standard and traditional unit of credit to be used by institutions in evaluating student's educational attainment and progress. Semester-hour of credit is calculated as follows:

1. One semester hour of credit is normally awarded for completions of a course meeting 800 instructional minutes, (50 minutes per week for sixteen weeks), exclusive of enrollment, orientation, and scheduled breaks. Organized examination days may be counted as instructional days.
2. Laboratory credit is normally awarded at a rate not to exceed one-half the instructional rate. One semester-hour of credit is normally awarded for completion of a laboratory meeting a minimum of 1600 minutes (100 minutes per week for sixteen weeks).
3. Instruction offered through a combination of class and laboratory meetings would normally observe the standards set for the above on a pro rata basis. For example, a course offered for four semester-hours of credit might meet for 100 minutes of organized instruction plus 200 minutes of laboratory per week for 16 weeks.
4. Block or alternative course schedules may also occur within the dates set forth for a semester or summer session. Courses offered during academic terms shorter than a semester will observe the same academic standards involving instructional hours per semester-credit-hour as those courses offered during a standard academic semester.

There are alternatives to reliance on time-in-class as the basis for determining academic credit-hours earned. The achievement of academic credit-hours should be linked to demonstrated student learning either through regular class assignments and evaluations or demonstration of competencies.

When determining the appropriate academic credit for non-traditional or accelerated format courses, institutions must adhere to the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC) Handbook of Accreditation Standards. The HLC requires institutions to assess rigorously student attainment as a result of the courses they take. Institutions offering courses in accelerated or other non-traditional formats are expected to be especially diligent in documenting that students in these courses master the skills and knowledge expected of students in traditional courses.

Student at NWOSU may obtain credit through traditional methods as well as through the following formats:

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 Vice-President for Academic Affairs. 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 Vice-President for Academic Affairs.

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).

**ALL TRANSFER COURSES TAKEN ON THE QUARTER HOUR SYSTEM ARE CONVERTED TO SEMESTER HOURS.**

**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 or English 1114 Composition I with Lab **and** English 1213 Composition II **or** substitute English 3513 Technical Writing for one of the two required proficiency courses.

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 3513 Technical Writing and attaining a grade of "C" or better to replace one of the two English Proficiency Courses.

**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.

For Financial Aid purposes, full-time in fall, spring, and summer will be 12 credit hours; half-time will be 6 credit hours. To be eligible for loans or campus work a student must be enrolled in at least 6 hours. For graduate students, full-time is 9 hours and half-time is 5 hours.

**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). The Bachelor of Business Administration degree program requires a higher grade-point average. 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 Vice-President for Academic Affairs 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 Vice-President for Academic Affairs 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

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

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.

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 120 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 of the course work for the Bachelor of Arts (BA) or Bachelor of Arts in Education (B.A.Ed.) 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, BSN, BSW) or Bachelor of Science in Education (B.S.Ed.), or Bachelor of Business Administration (BBA) shall be in the liberal arts and sciences.
  - C. At least 40 semester credit hours of the course work for the Bachelor of Music (BM), Bachelor of Music Education (B.M.Ed.), 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. (This is a minimum grade-point average. The Bachelor of Business Administration degree program requires a higher grade-point average.)
  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 150 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.

### **MILITARY DEPLOYMENT**

The student should inform the Dean of Student Services as quickly as possible upon notification of his/her call for active duty or deployment and provide his/her military orders or documentation.

1. If a student has completed seventy percent (70%) of the semester (completed the eleventh week of a sixteen-week semester), he/she may have the option of:
  - A. Receiving grade earned at the time of deployment for the course(s);
  - B. Receiving a grade of "I," incomplete, and completing the course(s) upon return; or
  - C. Being expunged from the semester for all courses and receiving a full refund of tuition and fees.

2. If a student is called to active duty/deployment prior to the completion of seventy percent (70%) of the semester, he/she may have the option of:
  - A. Withdrawing from class(es) with a “W” (if during the automatic “W” period);
  - B. Receiving a grade of “I,” incomplete, if he/she has completed at least fifty percent (50%) of the semester (completed the eighth week of a sixteen-week semester) and completing the course(s) upon return; or
  - C. Being expunged from the semester for all courses and receiving a full refund of tuition and fees.

If a student is called up or deployed and does not inform the university, he/she shall receive the assigned grade at the time he/she stopped attending class(es). In the case of the grade assigned being an “F,” upon presentation of military orders or appropriate documentation, the grade may be changed using standard grade change procedures.

If a student received a grade of “I,” incomplete, he/she may complete the course(s) after returning from duty or deployment. The normal one-year deadline for completing a class will be in effect upon return from deployment.

The student’s admission status and GPA shall not be penalized, nor will the student lose institutional financial aid.

The student should provide a copy of his/her military orders to the Dean of Student Services prior to his/her deployment.

## **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 twelve semester hours in a summer session without special permission. To register for an overload schedule of up to 21 semester hours or 12 credit hours during the summer, a student must have the approval of the Dean of Faculty. An overload schedule over 21 semester hours or 13 or more credit hours during the summer session, must be approved by the Vice-President for Academic Affairs. 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 Dean 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 criterion 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 December, 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 Dean of Student Affairs. Inappropriate behavior occurring outside of the residence hall is also referred to the Dean of Student Affairs.

The Dean 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. The Bachelor of Business Administration requires 45 semester hours of upper division coursework. 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 ..... \$87.00 per exam  
 ATI Achievement Exams..... \$28.00 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.

## 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) credit hours 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 the Academic Success Center (580-327-8149).

## OPEN TEST CENTER

Northwestern Oklahoma State University is an Open Test Center. CLEP testing for Northwestern students is governed by the policies outlined in this section. CLEP scores can be sent to other institutions at the time of testing, but examinees should be aware that acceptance of these scores is subject to the policies of that institution, and it is the examinee's responsibility to check the policies before testing.

## CLEP EXAMS

| CLEP EXAMINATION             | NWOSU COURSE                                     | MINIMUM SCORE | SEMESTER HR. CREDIT |
|------------------------------|--|---------------|---------------------|
| Gen. Chemistry I             | CHEM 1115  | 50            | 5                   |
| 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<br>SPAN 2151                           | 51-62         | 5                   |
|                              | SPAN 1114<br>SPAN 1224<br>SPAN 2151<br>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                   |

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) credit hours 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.

## AP CREDITS

Those wishing to receive Advanced Placement (AP) credit must have their "Student Score Report for Colleges and Universities" sent directly to NWOSU. Go to <http://apcentral.collegeboard.com/home> for more information.

## AP CREDITS

| CLEP EXAMINATION                      | NWOSU COURSE                                     | MINIMUM SCORE | SEMESTER HR. CREDIT |
|---------------------------------------|--|---------------|---------------------|
| Art- General                          | ART 1103   | 3             | 3                   |
| Biology                               | BIOL 1114  | 3             | 3                   |
| Calculus AB                           | MATH 2215  | 3             | 5                   |
| Calculus BC                           | MATH 2215  | 3             | 5                   |
|                                       | MATH 2215<br>MATH 2315                           | 4 or 5        | 10                  |
| Chemistry                             | CHEM 1115  | 3             | 10                  |
|                                       | CHEM 1215  |               |                     |
| Econ (Macro)                          | ECON 2113  | 3             | 3                   |
| Econ (Micro)                          | ECON 2123  | 3             | 3                   |
| Engl-Lang/Comp<br>OR<br>Engl-Lit/Comp | ENGL 1113  | 3             | 3                   |
|                                       |  |               |                     |
| European History                      | HIST 1223  | 3             | 3                   |
| Govt & Pol US                         | POLS 1113  | 3             | 3                   |
| Physics C-Mech                        | PHYS 2114  | 3             | 4                   |
| Psychology                            | PSYC 1113  | 3             | 3                   |
| Spanish                               | SPAN 1114  | 3             | 4                   |
|                                       | SPAN 1114<br>SPAN 1224<br>SPAN 2151              | 4             | 9                   |
|                                       | SPAN 1114<br>SPAN 1224<br>SPAN 2151<br>SPAN 2183 | 5             | 12                  |
| Statistics                            | MATH 2013  | 3             | 3                   |
| US History                            | HIST 1483  | 3             | 3                   |
| World History                         | HIST 1213  | 3             | 3                   |

A minimum score of 3 is required to receive AP credit. Also, all credit awarded by AP examination is to be validated by the completion of at least twelve (12) credit hours at Northwestern.

## 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 Joint Services Transcript (JST) or CCAF transcript (US Air Force) must be provided to the Vice-President for Academic Affairs' office for evaluation. Information on obtaining a transcript can be found at [www.acenet.edu](http://www.acenet.edu). For additional information, see the Vice-President for Academic Affairs' 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 |
|-----------------------|---|

### 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-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.

### 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 <b>or</b> 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:

### Sem. Hrs.

|  |       |
|--|-------|
| 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                                     | <b>Sem. Hrs.</b> |
|--|------------------|
| 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 3114, 4114 (recommended).....      | 4                |
| 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:

|                                 | <b>Sem. Hrs.</b> |
|---------------------------------|------------------|
| English 1113, 1213 .....        | 6-8              |
| Chemistry 1115, 1215 .....      | 10               |
| Chemistry 3114, 4114 .....      | 8                |
| 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. \*

|  | <b>Sem. Hrs.</b> |
|--|------------------|
| English 1113, 1213 .....                                     | 6                |
| Biology 1114, 1224, 3115, 3184 (or 3194).....                | 14-18            |
| Chemistry 1115, 1215, 3114, 4114, (4144 OU Requirement)..... | 18-22            |
| 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-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

Students at NWOSU will have the opportunity to apply for admission into the Teacher Education program once they have completed or are currently enrolled in the following courses: EDUC 2010 Educational Seminar, EDUC 2013 Child & Adolescent Psychology, and EDUC 2103 Foundations of Education. Candidates are required to meet the standards for admission to Teacher Education and complete a formal interview with a committee of Teacher Education Faculty using specified criteria.

Transfer candidates who have completed education course work elsewhere should submit all transcripts, along with an application for admission into the program to the Director of Teacher Education.

All Teacher Education applications are due in the fall semester by October 1 and the spring semester by March 1.

## STANDARDS FOR ADMISSION

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

1. A retention/graduation GPA of 2.5 (on a 4.0 scale).
2. A passing score on the Oklahoma General Education Test (OGET) OR a composite score of 22, including the writing section, on the ACT national exam.
3. A minimum total of 30 semester hours must be completed before an application can be considered.
4. A satisfactory rating in a Teacher Education interview.
5. English proficiency must be demonstrated in the following manners: an "A" or "B" grade in English 1113 and/or English 1213.
6. Completion of Transition Point 1 requirements.
7. To remain in the Teacher Education program, a retention/graduation grade point average of 2.5 or higher is required.

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

1. Admission into Teacher Education program.
2. GPA of 2.50 retention/graduation, 2.50 in the major teaching field and 2.50 in professional education courses.
3. All required course work must be completed prior to beginning the professional semester.
4. Completion of Transition Point 1 and 2 requirements.
5. A passing score on Oklahoma Reading Test (only for 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 standards.
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 Professional Folder for approval by members of the Teacher Education Faculty. The Professional Folder will be a comprehensive verification of the candidate's mastery of the Oklahoma standards (Interstate Teacher Assessment and Support Consortium (InTASC)).
4. Completion of Transition Points 1, 2, and 3 requirements.
5. Requirements for certification are a passing score on the Oklahoma Subject Area Test (OSAT) and the Oklahoma Professional Teaching Exam (OPTE).

**Note:** Any student who failed to achieve the standards (except GPA requirement) 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:** All candidates must demonstrate foreign language proficiency in order to complete a degree in Education. Foreign language proficiency must be demonstrated in one of the following manners:

1. CLEP for foreign language.
2. "C" or better in a 3-hour foreign language course or American Sign 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 2010 Educational Seminar.....  | 0               |
| EDUC 2013 Child/Adolescent Psychology .....<br>(Includes 30 Hrs Field Experience) | 3               |
| EDUC 2103 Foundations of Education.....<br>(Includes 15 Hrs Field Experience)     | 3               |
| EDUC 3113 Students w/Exceptionalities.....  | 3               |
| *EDUC 3322 Educational Psychology .....   | 2               |
| *EDUC 4332 Assessment & Evaluation Applic. ....                                   | 2               |
| *EDUC 4122 Classroom Mgmt. & Behavior Int. I.....                                 | 2               |
| *EDUC 4221 Educational Technology.....  | 1               |
| EDUC 4231 Assessment Design.....  | 1               |

|        |      |  |  |
|--------|------|--|--|
| *EDUC  | 4320 | Classroom Organization.....0             |  |
|        |      | (Includes 10 Hrs Field Experience)       |  |
| *EDUC  | 4131 | Classroom Mgmt. & Behav. Intv. II .....1 |  |
| **EDUC | 4821 | Multicultural Education .....1           |  |
| **EDUC | 4960 | Student Teaching .....10                 |  |
|        |      | Total.....29                             |  |

\*Admission to Teacher Education required.

\*\*Admission to Professional Semester required.

**Note:** Education 4131, 4332, and 4821 will be taken during the first 4 weeks of the Professional Semester followed by 12 weeks of student teaching. EDUC 3000-4000 level courses within Professional Education must have a minimum grade of "C".

Note: \*\*Professional teacher education courses are developed by universities to meet required Oklahoma standards (InTASC). All coursework must be consistent with state and national program accreditation standards. (OSRHE 3.21.5)

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

| <u>Course or Activity</u>                           | <u>Sem. Hrs.</u>                    |
|---|-------------------------------------|
| EDUC 2010 Educational Seminar.....0                 |                                     |
| EDUC 2013 Child/Adolescent Psychology.....3         |                                     |
|   | (Includes 30 Hrs Field Experience)  |
| EDUC 2103 Foundations of Education.....3            |                                     |
|   | (Includes 15 Hrs Field Experience)  |
| EDUC 3113 Students w/Exceptionalities.....3         |                                     |
| *EDUC 3322 Educational Psychology.....2             |                                     |
| EDUC 3422 Teaching Reading Skills in the            |                                     |
| Content Area.....2                                  |                                     |
|   | (Includes 10 Hrs Field Experience)  |
| *EDUC 3913 Principles & Methods of Teaching .....3  |                                     |
|   | (Includes 40 Hrs. Field Experience) |
| *EDUC 4122 Classroom Mgmt. & Behavior Int. I .....2 |                                     |
| *EDUC 4221 Educational Technology .....1            |                                     |
| EDUC 4231 Assessment Design .....1                  |                                     |
| *EDUC 4320 Classroom Organization.....0             |                                     |
|   | (Includes 10 Hrs Field Experience)  |
| *EDUC 4332 Assessment & Evaluation Applic.....2     |                                     |
| *EDUC 4131 Classroom Mgmt. & Behav. Intv. II .....1 |                                     |
| **EDUC 4821 Multicultural Education .....1          |                                     |
| **EDUC 4960 Student Teaching .....10                |                                     |
|   | Total.....34                        |

\*Admission to Teacher Education required.

\*\*Admission to Professional Semester required.

**Note:** Education 4131, 4332, and 4821 will be taken during the first 4 weeks of the Professional Semester followed by 12 weeks of student teaching. EDUC 3000-4000 level courses within Professional Education must have a minimum grade of "C".

Note: \*\*Professional teacher education courses are developed by universities to meet required Oklahoma standards (InTASC). All coursework must be consistent with state and national program accreditation standards. (OSRHE 3.21.5)

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

| <u>Course or Activity</u>                   | <u>Sem. Hrs.</u>                   |
|---|------------------------------------|
| EDUC 2010 Educational Seminar.....0         |                                    |
| EDUC 2013 Child/Adolescent Psychology.....3 |                                    |
|   | (Includes 30 Hrs Field Experience) |
| EDUC 2103 Foundations of Education .....3   |                                    |
|   | (Includes 15 Hrs Field Experience) |
| EDUC 3113 Students w/Exceptionalities.....3 |                                    |

|        |      |  |  |
|--------|------|--|--|
| *EDUC  | 3322 | Educational Psychology .....2            |  |
| EDUC   | 3422 | Teaching Reading Skills in the           |  |
|        |      | Content Area .....2                      |  |
|        |      | (Includes 10 Hrs Field Experience)       |  |
| *EDUC  | 3913 | Principles & Methods of Teaching.....3   |  |
|        |      | (Includes 40 Hrs. Field Experience)      |  |
| *EDUC  | 4122 | Classroom Mgmt. & Behavior Int. I.....2  |  |
| *EDUC  | 4221 | Educational Technology.....1             |  |
| EDUC   | 4231 | Assessment Design.....1                  |  |
| *EDUC  | 4320 | Classroom Organization.....0             |  |
|        |      | (Includes 10 Hrs Field Experience)       |  |
| *EDUC  | 4332 | Assessment & Evaluation Applic.....2     |  |
| *EDUC  | 4131 | Classroom Mgmt. & Behav. Intv. II .....1 |  |
| **EDUC | 4821 | Multicultural Education.....1            |  |
| **EDUC | 4960 | Student Teaching.....10                  |  |
|        |      | Total .....34                            |  |

\*Admission to Teacher Education required.

\*\*Admission to Professional Semester required.

**Note:** Education 4131, 4332, and 4821 will be taken during the first 4 weeks of the Professional Semester followed by 12 weeks of student teaching. EDUC 3000-4000 level courses within Professional Education must have a minimum grade of "C".

Note: \*\*Professional teacher education courses are developed by universities to meet required standards (InTASC). All coursework must be consistent with state and national program accreditation standards. (OSRHE 3.21.5)

**Professional Education Sequence for Special Education Candidate (PK-12)**

| <u>Course or Activity</u>                           | <u>Sem. Hrs.</u>                   |
|---|------------------------------------|
| EDUC 2010 Educational Seminar.....0                 |                                    |
| EDUC 2013 Child/Adolescent Psychology .....3        |                                    |
|   | (Includes 30 Hrs Field Experience) |
| EDUC 2103 Foundations of Education.....3            |                                    |
|   | (Includes 15 Hrs Field Experience) |
| EDUC 3113 Students with Exceptionalities .....3     |                                    |
| *EDUC 3322 Educational Psychology .....2            |                                    |
| *EDUC 4122 Classroom Mgmt. & Behavior Int. I.....2  |                                    |
| *EDUC 4221 Educational Technology.....1             |                                    |
| EDUC 4231 Assessment Design.....1                   |                                    |
| *EDUC 4320 Classroom Organization .....0            |                                    |
|   | (Includes 10 Hrs Field Experience) |
| *EDUC 4332 Assessment & Evaluation Applic.....2     |                                    |
| *EDUC 4131 Classroom Mgmt. & Behav. Intv. II .....1 |                                    |
| **EDUC 4821 Multicultural Education.....1           |                                    |
| **EDUC 4960 Student Teaching.....10                 |                                    |
|   | Total .....29                      |

\*Admission to Teacher Education required.

\*\*Admission to Professional Semester required.

**Note:** Education 4131, 4332, and 4821 will be taken during the first 4 weeks of the Professional Semester followed by 12 weeks of student teaching. EDUC 3000-4000 level courses within Professional Education must have a minimum grade of "C".

Note: \*\*Professional teacher education courses are developed by universities to meet required Oklahoma standards (InTASC). All coursework must be consistent with state and national program accreditation standards. (OSRHE 3.21.5)

## 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

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. NOTE: 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.

## CERTIFICATION

### Teaching Credentials

Certificate (five-year validity) - The certificate is issued based on the recommendation of the university.

### 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. Certificate -- To be eligible, the applicant shall have:
  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 (OGET - Oklahoma General Education Test).

3. Passed the state teacher certification test(s) in the subject(s) for which the license is sought (OSAT - Oklahoma Subject Area Test).
  4. Passed the state teacher certification test in professional education for the grade level that is sought (OPTE - Oklahoma Professional Teaching Exam).
  5. Documentation of clear background check.
  6. Completed a successful comprehensive Professional Folder.
- B. Certificate (Advanced) -- To be eligible for a certificate in a School Service Personnel field: School Counselor, Building Level Leadership (Principal), or Reading Specialist, the applicant shall have:
    1. Completed an approved certificate program which includes the requirements detailed under A 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) (OSAT) for the certificate(s) sought.
    3. Completed a successful Graduate Candidate File.

## ACCREDITATION

From its humble beginnings as a Normal School in the Oklahoma Territory, Northwestern Oklahoma State University (NWOSU) was charged with the task of preparing teachers for the northwest region of Oklahoma. Since the inception of National Council for Accreditation of Teacher Education (NCATE) in 1954, NWOSU has received full accreditation and is proud to continue the tradition of excellence. In 2013, NCATE and TEAC (Teacher Education Accreditation Council) merged to become the Council for the Accreditation of Educator Preparation (CAEP).

The following teacher education programs at Northwestern Oklahoma State University are accredited by the Council for the Accreditation of Educator Preparation (CAEP) and the following Specialized Professional Associations:

### B.S.Ed.:

**Agriculture Education** - Oklahoma Commission of Educational Quality and Accountability (OEQA)

**Early Childhood Education** - National Association for the Education of Young Children (NAEYC)

**Elementary Education** – Council for the Accreditation of Educator Preparation (CAEP)

**Health & Sports Science Education** – American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD)/National Association for Sport and Physical Education (NASPE)

**Mathematics Education** – National Council of Teachers of Mathematics (NCTM)

**Natural Science Education** – Natural Science Teachers Association (NSTA)

**Special Education** – Council for Exceptional Children (CEC)

**B.A.Ed.:**

**English Education** – National Council of Teachers of English (NCTE)

**Social Science Education** – National Council for the Social Studies (NCSS)

**B.M.E.:**

**Music Education** – Oklahoma Commission of Educational Quality and Accountability (OEQA)

**M.Ed.:**

**School Counselor** - Oklahoma Commission of Educational Quality and Accountability (OEQA)

**Educational Leadership** – Educational Leadership Constituent Council (ELCC)

**Reading Specialist** – International Reading Association (IRA)

**Curriculum and Instruction** – North Central Association of Higher Learning Commission (NCAHLC)



# 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. 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.
2. Kaplan Entrance Exam with an overall score of 73 or above and a science score of 65 or above.
3. All of the prerequisite courses must be completed with a grade of "C" or better before a student enrolls in the nursing program.
4. Minimum retention grade point average (RGPA) of 2.50 on a 4.00 scale as well as Science grade point average of 2.50 on a 4.00 scale.
5. Required: Completion of all courses listed below as prerequisites to the nursing major with a minimum of "C" before entering the Junior nursing courses, maintaining the RGPA requirement of 2.50. Remaining general education courses should also be completed prior to starting the junior courses in the fall. Applicants completing prerequisite coursework during the summer session may be admitted conditionally pending attainment of the specified RGPA, and a minimum grade of "C" in the prerequisite courses prior to beginning of the junior courses in the fall.

|      |      |                                    |
|------|------|------------------------------------|
| CHEM | 1105 | Chemistry for Non-Majors <b>OR</b> |
| CHEM | 1115 | General Chemistry I                |
| BIOL | 3115 | Intro to Microbiology              |
| BIOL | 3184 | Human Anatomy                      |
| BIOL | 3194 | Human Physiology                   |
| BIOL | 4503 | Pathophysiology <b>OR</b>          |
| NURS | 3033 | Pathophysiology for Nurses         |
| ENGL | 1113 | Composition I <b>OR</b>            |
| ENGL | 1114 | Composition I with Lab             |
| ENGL | 1213 | Composition II                     |
| H ED | 1820 | Nutrition (3 hours)                |
| MATH | 1513 | College Algebra <b>OR</b>          |
| MATH | 1514 | College Algebra with Review        |
| MATH | 2013 | Statistics <b>OR</b>               |
| PSYC | 4213 | Statistics                         |
| PSYC | 1113 | General Psychology                 |
| PSYC | 3123 | Human Life-Span Development        |
| SOC  | 1113 | Intro to Sociology                 |
| SCOM | 1113 | Intro to Speech Communication      |

6. Complete application to the Division of Nursing, with three references. Generic track applications are reviewed by the Division of Nursing Admissions Committee beginning in January each year.

7. Completion of a history and physical exam, and student records documenting immunizations, CPR certification, and a current clear federal background check, as well as a random drug screen.
8. Applicants cannot repeat more than one science course one time. A withdrawal counts as a repeat.
9. Applicants must hold a current Oklahoma Certified Nursing Assistant (CNA) license.

**RN-BSN Track:** The RN-BSN track offers Associate Degree registered nurses an opportunity to complete a Baccalaureate Degree in Nursing. RN students who have graduated from an ACEN or CNEA accredited ADN qualify for the Oklahoma Articulation Agreement and receive advanced standing credit for the junior level nursing courses and NURS 3226 Nursing Care in Mental Health. Students with an Associate of Applied Science may have additional general education courses to complete.

Minimum criteria for RN applicants seeking admission to the RN-BSN track:

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. Hold a current Registered Nurse License, in good standing.
3. Minimum of "C" grade in prerequisite coursework.
4. Minimum retention grade point average (RGPA) of 2.50 on a 4.00 scale as well as Science grade point average of 2.50 on a 4.00 scale.
5. Complete application and references for the Division of Nursing and be admitted to the Nursing Program.
8. Documentation of a current clear federal background check.
9. Documentation of a current required immunizations.

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:

- Human Anatomy – 4 hours
- Human Life Span – 3 hours
- Nutrition – 3 hours

**LPN/BSN Track:** LPN students will receive credit for the Introduction to Nursing Care and Skills (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  
Nutrition – 3 hours  
Human Life Span – 3 hours

Students will take the Role Transition course\* (3 hours) while in the nursing program. Credit awarded for extra institutional learning may be applied toward a degree in nursing subject to meeting NWOSU requirements.

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

**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. All nursing credits earned three 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’s nursing program must have withdrawn in good standing, be eligible for readmission at that institution, and provide written documentation from the nursing program director validating their continued eligibility for continuation in the original nursing program.
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 Track shall be followed. All Division of Nursing admission criteria must be met to be eligible for transfer.

#### **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 more years) between completion of a nursing course and the entry of a transfer student, or re-entry of a former Northwestern student, the student will 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 program 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 Accreditation Commission for Education in Nursing, Inc. (ACEN). (3343 Peachtree Rd, NE, Suite 850, Atlanta, GA 30326, phone 404-975-5000, fax 404-975-5020). 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 with the purpose to promote human and community well-being. The profession of social work is guided by a person-in-environment framework, a global perspective, respect for human diversity, and knowledge based on scientific inquiry. The purpose of social work is actualized through its quest for social and economic justice, the prevention of conditions that limit human rights, the elimination of poverty, and the enhancement of the quality of life for all persons, locally and globally. The bachelor of social work degree is the entry level for the profession and Northwestern Oklahoma State University's 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 CSWE.

#### **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 XIII of this catalog. Students who are admitted with an Associate Degree from an accredited Oklahoma community college are presumed to have met the general education requirements.

#### **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 an overall GPA of 2.50 or better for all coursework.
3. Admission applications must be submitted by 5:00 p.m. on October 15 or April 15 of each academic year. The admission application includes:
  - a. Application to the Major & Professional Resume
  - b. Two Letters of reference

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**

Completion of Northwestern Oklahoma State University’s CSWE accredited Bachelor of Social Work program meets the educational requirements to apply for a bachelor’s level license in offering states.

Licensing of social work practitioners is under the authority of a designated office in each individual state and requires that a social worker sitting for a licensing exam be a graduate of a CSWE-accredited program. Contact information for individual state licensing boards can be found on the Association of Social Work Boards (ASWB) website at [www.aswb.org](http://www.aswb.org) or through an internet search for a licensing board for a particular state.

Graduates of the social work program at Northwestern Oklahoma State University are eligible for licensure in Oklahoma. Graduates should consult with the Oklahoma State Board of Licensed Social Workers regarding the specific rules and regulations of licensure upon graduation.

**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-oriented learning environment to prepare students to be adept, ethical, fiscally responsible business professionals and leaders, not only in the workplace but also in their communities contributing to the intellectual, cultural, and economic vitality of our world.

Regarding Business curriculum, Northwestern Oklahoma State University offers a Bachelor of Business Administration with majors in Accounting or Business Administration. Students majoring in Business Administration must 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 XIII of the catalog. To be accepted as a Business major, students must have a GPA of 2.25 or higher in the following program specific required general education classes: ENGL 1113 Composition I or ENGL 1114 Composition I with Lab, ENGL 1213 Composition II, SCOM 1113 Introduction to Speech Communication, MATH 1513 College Algebra or MATH 1514 College Algebra with Lab, GBUS 2033 Leadership in Business, and FIN 1113 Personal Finance. These classes may be taken as part of the university's general education requirements and must be completed before applying to be a Business major (Accounting or Business Administration).

Students who hold a BA or higher degree in a business discipline from a) an accredited Oklahoma college or university or b) an accredited out-of-state university, may enroll in upper level Division of Business courses and are exempt from SCOM 1113, MATH 1513 or MATH 1514, GBUS 2033, FIN 1113, GBUS 1021, and previous GPA/Grade requirements. The DOB Chair may provide other exceptions on individual cases.

#### **Foundation Core**

Students must complete the Foundation Core classes (22 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 |
| GBUS | 2013 | Business Math                 |
| GBUS | 1021 | Business Environment          |
| MATH | 2013 | Statistics                    |

Once students have satisfactorily completed the Foundation Core and program-specific General Education courses, they may apply for admission as an Accounting or Business Administration major. Application forms may be obtained online at <https://www.nwosu.edu/school-of-professional-studies/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        |
| GBUS | 3013 | Business Communications         |
| 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 BUSINESS ADMINISTRATION IN ACCOUNTING OR BUSINESS ADMINISTRATION PROGRAM:**

Students who have been admitted to Northwestern Oklahoma State University may apply for admission to the Business major after the requirements for full admission to the major have been met:

Students must have completed ENGL 1113 or ENGL 1114, ENGL 1213, SCOM 1113, MATH 1513 or MATH 1514, GBUS 2033, and FIN 1113 with a GPA of 2.25 or higher.

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 to be submitted to the Division of Business before completion of 9 hours of upper-level Division of Business classes.

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 BUSINESS ADMINISTRATION IN ACCOUNTING OR BUSINESS ADMINISTRATION:**

In addition to the university’s requirements for all Bachelor degrees, the following are the additional requirements to graduate with a Bachelor of Business Administration 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 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 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 Bachelor of Business Administration, Bachelor of Applied Arts & Sciences and Bachelor of Science in Organizational Leadership programs are accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

# SECTION XI

## ONLINE MAJORS

Northwestern Oklahoma State University currently offers the following majors in an online format:

- Bachelor of Business Administration (Accounting and Business Administration majors)
- Bachelor of Science in Nursing (RN to BSN program)
- Bachelor of Applied Arts and Sciences (Technical Management major)

The online programs are designed so students do not have to visit an NWOSU campus.

### ADMISSION

Students must be admitted to Northwestern Oklahoma State University under normal admission requirements. See admission requirements in Section IV – General Academic Regulations.

Students wanting to enroll in the Division of Business certificate options via online delivery will be required to enroll in UNIV 1010 Online Program Orientation and pay the required fees.

### Online Program Orientation

Students in an online major program must take UNIV 1010 Online Program Orientation their first semester as an online program major. This is a brief, non-credit orientation for students. It is designed to address the basics of being an online student and program requirements. There is a one-time, non-refundable \$300 online program fee assessed when students register for UNIV 1010. The fee is owed even if the student withdraws from UNIV 1010, or the university, before the semester begins, or during the semester.

### General Education

Each online program has specific general education requirements. Not all classes necessary to meet general education requirements are offered online by NWOSU. Students may take these general education classes on an NWOSU campus or at any regionally accredited community college or university (on-campus or online).

### Testing Policy

The university has developed a policy for test proctoring in online classes. The university policy provides that at least one exam constituting a significant percentage of the course grade be proctored. Proctoring must be done using the following approved methods: (1) on an NWOSU campus, (2) at the University Center in Ponca City, (3) at a commercial testing facility, (4) at a testing center on an accredited community college or university campus, (5) at a military educational center, or (6) under the direct supervision of a librarian, school administrator, or tribal official. The policy gives the professor the flexibility to require that more than one major test be proctored under these conditions.

The faculty member should always present students with the option of using an approved online proctoring service as an alternative to coming to campus or a proctoring site. However,

courses that do not lend themselves to online testing due to unique needs (i.e., a need for students to create schematics or submit numerical or symbolic characters) may require students to complete exams at one of the campuses or at an approved testing center.

For courses that do not utilize traditional testing, or as an alternative to a proctored exam, the faculty member may include an identity-verifying, point-bearing activity such as a Zoom conference or video posting. Because submission to Turnitin.com may be completed by a person other than the student, this activity is not a viable alternative to fulfill this requirement.

Students should be aware that professors' policies and practices regarding proctored tests vary. The individual professor's policy will be explained in the course syllabus/materials. It is the student's responsibility to find an appropriate proctor. Any fees associated with proctoring the test are the responsibility of the student.

### Class Format

Classes in all online programs follow the university's academic calendar. The academic calendar is divided into two semesters with the fall semester starting in mid-August and the spring semester in January. While most classes during a regular academic semester are 16 weeks long, some classes are offered in an 8-week format. The school also offers courses in three summer sessions (8-week, 1st 4-week and 2nd 4-week) during the months of June and July.

The university uses Blackboard as the course delivery platform. All university students may access Blackboard from the university's homepage. Students should check their Blackboard account on the first day of each semester for access to the classes in which he/she is enrolled that semester.

Instructions for students accessing their NWOSU email, Self-Service (records management platform) and Blackboard (course delivery platform) accounts can be found by hovering over the Resources tab on the NWOSU homepage.

### Additional Information

For the most up-to-date and additional information regarding a particular online major program, students should refer to the NWOSU website. Information regarding the RN to BSN Program, and the Accounting, Business Administration and Technical Management programs may be found at [www.nwosu.edu/online-programs](http://www.nwosu.edu/online-programs).

## SECTION XII CERTIFICATES

The certificate program is designed to allow students the opportunity to achieve additional credentials while pursuing their bachelor's degree. In addition, individuals who have their bachelor's degree may obtain a specialty certificate to enhance their career goals.

### ADMISSION

Students must be admitted to Northwestern Oklahoma State University under normal admission requirements. See admission requirements in Section IV – General Academic Regulations.

Students wanting to enroll in the Division of Business certificate options via online delivery will be required to enroll in UNIV 1010 Online Program Orientation and pay the required fees.

NOTE: Only degree-seeking students are eligible for financial aid. Students only seeking a certificate are not eligible for financial aid.

### CERTIFICATE REQUIREMENTS

Students must complete all certificate requirements as listed under certificate program options. It is the student's responsibility to make sure all requirements are met satisfactorily. Advisors, department chairs and administration are available to assist students.

### GRADE POINT AVERAGE

A retention/graduation grade point average of 2.00 or better is required for completion of the certificate. The Division of Business requires that students must achieve a minimum GPA of 2.50 in the 10 certificate courses, for successful completion of a certificate offered by the Division of Business.

### COMPLETION OF CERTIFICATE REQUIREMENTS

1. 15 of the 30 hours required for the certificate must be taken from Northwestern Oklahoma State University.
2. Students must file for each certificate an Application for Completion of Certificate with the Registrar's Office.
3. Students must pay a \$15.00 certificate completion fee for each application submitted. Please note students completing a bachelor's degree and a certificate in conjunction will only pay the \$25.00 Bachelor's Application graduation fee.
4. Certificates are awarded at the end of the semester in which a student files for completion.
5. Completion of a certificate(s) will be noted on the student's official transcript.

6. Completion of certificate(s) does not lead to participation in any NWOSU commencement ceremony.

### DIVISION OF BUSINESS

#### CERTIFICATE PROGRAM OPTIONS

#### CERTIFICATE COMPLETION REQUIREMENTS

*Retention, academic regulations and completion requirements will be the same for the certificate program as for the baccalaureate Business programs.*

Students must meet completion requirements listed above in addition to the following:

1. Students must have passed each course with a grade of "C" or better.
2. Students must have an overall retention/graduation grade point average of 2.50 or better in the certificate required courses.

Students graduating with their baccalaureate Business degree who wish to have a certificate must file for certificate completion in addition to completing their Application for Bachelor's Degree and pay the required fees.

**IMPORTANT NOTE:** In the certificates for non-Business majors listed below, the following rules apply:

(1) Regarding the Accounting course requirements (except Accounting minor), if a student has completed ACCT 2123 Financial Accounting, they must also complete ACCT 2133 Managerial Accounting. If a student has completed ACCT 2133 Managerial Accounting, they must also complete ACCT 2123 Financial Accounting. If neither ACCT 2123 nor ACCT 2133 has been taken, the student is recommended to take ACCT 2003 Survey of Accounting.

(2) Regarding the Economics course requirements, if a student has completed ECON 2113 Prin. of Macroeconomics, they must also complete ECON 2123 Prin. of Microeconomics. If a student has completed ECON 2123 Prin. of Microeconomics, they must also complete ECON 2113 Prin. of Macroeconomics. If neither ECON 2113 nor ECON 2123 have been taken, the student is recommended to take ECON 2103 Survey of Economics.

(3) FIN 3013 Survey of Finance may be met by taking FIN 3163 Business Finance.



**CERTIFICATES IN ACCOUNTING**

**For non-Accounting majors seeking to qualify to sit for the Oklahoma Certified Public Accountant exam:**

|      |      |   |    |
|------|------|---|----|
| ACCT | 3103 | Intermediate Accounting I <sup>1</sup>          | 3  |
| ACCT | 3113 | Intermediate Accounting II <sup>1/2</sup>       | 3  |
| ACCT | 3123 | Governmental/Non-profit Accounting <sup>1</sup> | 3  |
| ACCT | 3133 | Individual Income Tax <sup>1</sup>              | 3  |
| ACCT | 3153 | Cost Accounting I <sup>1</sup>                  | 3  |
| ACCT | 3923 | Advanced Business Law/Ethics <sup>3</sup>       | 3  |
| ACCT | 4133 | Accounting Information System <sup>1/2</sup>    | 3  |
| ACCT | 4173 | Auditing <sup>1/2</sup>                         | 3  |
| ACCT | 4303 | International Accounting <sup>1/2</sup>         | 3  |
|      |      | Upper-level Accounting elective                 | 3  |
|      |      | Total Hours                                     | 30 |

<sup>1</sup> Prerequisites: ACCT 2123 Financial Accounting and ACCT 2133 Managerial Accounting.

<sup>2</sup> Prerequisites: ACCT 3103 Intermediate Accounting I.

<sup>3</sup> Prerequisites: GBUS 2903 Legal Environment of Business (or Business Law I).

**NOTE:** If a student wants to sit for the Oklahoma CPA exam, the student also will need:

- A minimum of 150 semester hours of college coursework
- A baccalaureate degree or higher.
- A minimum of 76 upper-level semester hours of coursework
- A minimum of 9 semester hours of upper-level Business coursework.

**For non-Business Majors (who do not want to sit for the CPA exam)**

|      |      |   |    |
|------|------|---|----|
| FIN  | 1113 | Personal Finance                                | 3  |
| GBUS | 2033 | Leadership in Business                          | 3  |
| MATH | 1513 | College Algebra                                 | 3  |
| ACCT | 3103 | Intermediate Accounting I <sup>1</sup>          | 3  |
| ACCT | 3113 | Intermediate Accounting II <sup>1/2</sup>       | 3  |
| ACCT | 3123 | Governmental/Non-profit Accounting <sup>1</sup> | 3  |
| ACCT | 3133 | Individual Income Tax <sup>1</sup>              | 3  |
| ACCT | 3153 | Cost Accounting I <sup>1</sup>                  | 3  |
| ACCT | 4303 | International Accounting <sup>1/2</sup>         | 3  |
|      |      | Upper-level Accounting elective                 | 3  |
|      |      | Total Hours                                     | 30 |

<sup>1</sup> Prerequisites: ACCT 2123 Financial Accounting and ACCT 2133 Managerial Accounting.

<sup>2</sup> Prerequisites: ACCT 3103 Intermediate Accounting I.

**For Business Majors:**

|      |      |   |    |
|------|------|---|----|
| FIN  | 1113 | Personal Finance                                | 3  |
| GBUS | 2033 | Leadership in Business                          | 3  |
| MATH | 1513 | College Algebra                                 | 3  |
| ACCT | 3103 | Intermediate Accounting I <sup>1</sup>          | 3  |
| ACCT | 3113 | Intermediate Accounting II <sup>1/2</sup>       | 3  |
| ACCT | 3123 | Governmental/Non-profit Accounting <sup>1</sup> | 3  |
| ACCT | 3133 | Individual Income Tax <sup>1</sup>              | 3  |
| ACCT | 3153 | Cost Accounting I <sup>1</sup>                  | 3  |
| ACCT | 4303 | International Accounting <sup>1/2</sup>         | 3  |
|      |      | Upper-level Accounting elective                 | 3  |
|      |      | Total Hours                                     | 30 |

<sup>1</sup> Prerequisites: ACCT 2123 Financial Accounting and ACCT 2133 Managerial Accounting.

<sup>2</sup> Prerequisites: ACCT 3103 Intermediate Accounting I.

**CERTIFICATE IN BUSINESS**

**For non-Business Majors:**

|      |      |                                   |    |
|------|------|-----------------------------------|----|
| ACCT | 2003 | Survey of Accounting <sup>1</sup> | 3  |
| ECON | 2103 | Survey of Economics <sup>2</sup>  | 3  |
| FIN  | 1113 | Personal Finance                  | 3  |
| FIN  | 3013 | Survey of Finance <sup>3</sup>    | 3  |
| GBUS | 2033 | Leadership in Business            | 3  |
| GBUS | 2903 | Legal Environment of Business     | 3  |
| MATH | 2013 | Statistics                        | 3  |
| MGMT | 3063 | Principles of Management          | 3  |
| MRKT | 3043 | Principles of Marketing           | 3  |
|      |      | Upper-Level Business elective*    | 3  |
|      |      | Total Hours                       | 30 |

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

<sup>1</sup> This requirement can also be met by ACCT 2123 Financial Accounting AND ACCT 2133 Managerial Accounting.

<sup>2</sup> This requirement can also be met by ECON2113 Principles of Macroeconomics AND ECON 2123 Principles of Microeconomics.

<sup>3</sup> This requirement may also be met by FIN 3163 Business Finance.

**CERTIFICATES IN ENTREPRENEURIAL STUDIES**

**For non-Business Majors:**

|      |      |                                   |    |
|------|------|-----------------------------------|----|
| ACCT | 2003 | Survey of Accounting <sup>1</sup> | 3  |
| ECON | 2103 | Survey of Economics <sup>2</sup>  | 3  |
| FIN  | 1113 | Personal Finance                  | 3  |
| FIN  | 3013 | Survey of Finance <sup>3</sup>    | 3  |
| GBUS | 3613 | Principles of Entrepreneurship    | 3  |
| GBUS | 4423 | Entrepreneur Seminar              | 3  |
| MATH | 2013 | Statistics <b>OR</b>              |    |
| MATH | 1513 | College Algebra                   | 3  |
| MGMT | 3063 | Prin. of Management               | 3  |
| MGMT | 4213 | Small Business Management         | 3  |
|      |      | Upper-Level Business elective*    | 3  |
|      |      | Total Hours                       | 30 |

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

<sup>1</sup> This requirement can also be met by ACCT 2123 Financial Accounting AND ACCT 2133 Managerial Accounting.

<sup>2</sup> This requirement can also be met by ECON2113 Principles of Macroeconomics AND ECON 2123 Principles of Microeconomics.

<sup>3</sup> This requirement may also be met by FIN 3163 Business Finance.

**For Business Majors:**

|      |      |                                  |   |
|------|------|----------------------------------|---|
| FIN  | 1113 | Personal Finance                 | 3 |
| GBUS | 2033 | Leadership in Business           | 3 |
| MATH | 2013 | Statistics                       | 3 |
| GBUS | 3513 | International Business <b>OR</b> |   |
| MRKT | 4113 | International Marketing          | 3 |
| GBUS | 3613 | Principles of Entrepreneurship   | 3 |
| GBUS | 4423 | Entrepreneur Seminar             | 3 |

|   |    |
|---|----|
| MGMT 3103 Management Controls.....        | 3  |
| MGMT 4213 Small Business Management ..... | 3  |
| Entrepreneurship electives .....          | 6  |
| Total Hours .....                         | 30 |

Entrepreneurship electives chosen from:

|   |  |
|---|--|
| GBUS 4313 Advanced Entrepreneurship                 |  |
| GBUS 4423 Entrepreneur Seminar (can enroll 2 times) |  |
| GUBS 4363 Business Start-Up                         |  |
| GBUS 4453 Franchising                               |  |
| MGMT4333 Human Resources Management                 |  |
| FIN 3153 Entrepreneurial Finance                    |  |
| Internship (ACCT, MGMT, MRKT, GBUS)                 |  |

**CERTIFICATE IN HUMAN RESOURCES MANAGEMENT**

|   |    |
|---|----|
| ACCT 2003 Survey of Accounting <sup>1</sup> ..... | 3  |
| ECON 2103 Survey of Economics <sup>2</sup> .....  | 3  |
| FIN 1113 Personal Finance .....                   | 3  |
| GBUS 2013 Business Math.....                      | 3  |
| GBUS 2903 Legal Environment of Business .....     | 3  |
| GBUS 4953 Employment Law.....                     | 3  |
| MGMT 3063 Principles of Management .....          | 3  |
| MGMT 3413 Compensation Management.....            | 3  |
| MGMT 3433 Organizational Behavior.....            | 3  |
| MGMT 4333 Human Resources Management.....         | 3  |
| Total Hours .....                                 | 30 |

<sup>1</sup> This requirement can also be met by ACCT 2123 Financial Accounting AND ACCT 2133 Managerial Accounting.

<sup>2</sup> This requirement can also be met by ECON2113 Principles of Macroeconomics AND ECON 2123 Principles of Microeconomics.

**CERTIFICATE IN MANAGEMENT**

**For Business Majors:**

|   |    |
|---|----|
| FIN 1113 Personal Finance .....           | 3  |
| MATH 2013 Statistics.....                 | 3  |
| GBUS 2033 Leadership in Business .....    | 3  |
| GBUS 4953 Employment Law.....             | 3  |
| GBUS 3513 International Business.....     | 3  |
| MGMT 3103 Management Controls.....        | 3  |
| MGMT 3433 Organizational Behavior .....   | 3  |
| MGMT 4333 Human Resources Management..... | 3  |
| Upper-Level Management electives* .....   | 6  |
| Total Hours .....                         | 30 |

\*Any upper-level course with a prefix MGMT applies. Student must meet prerequisite requirements for course.

**CERTIFICATE IN MARKETING**

**For Business Majors:**

|   |    |
|---|----|
| FIN 1113 Personal Finance .....                   | 3  |
| MATH 2013 Statistics.....                         | 3  |
| GBUS 2033 Leadership in Business .....            | 3  |
| MGMT 3103 Management Controls.....                | 3  |
| MRKT 3313 Technology and Marketing .....          | 3  |
| MRKT 4113 International Marketing .....           | 3  |
| MRKT 4253 Integrated Marketing Communications.... | 3  |
| MRKT 4323 Marketing Strategy .....                | 3  |
| Upper-Level Marketing electives*.....             | 6  |
| Total Hours .....                                 | 30 |

\*Any upper-level course with the prefix MRKT applies. Student must meet prerequisite requirements for course.

**CERTIFICATE IN PERSONAL FINANCIAL PLANNING**

|   |    |
|---|----|
| ACCT 2003 Survey of Accounting <sup>1</sup> ..... | 3  |
| ECON 2103 Survey of Economics <sup>2</sup> .....  | 3  |
| FIN 1113 Personal Finance .....                   | 3  |
| GBUS 2013 Business Math .....                     | 3  |
| FIN 3013 Survey of Finance <sup>3</sup> .....     | 3  |
| ACCT 3133 Individual Income Tax .....             | 3  |
| FIN 4213 Real Estate .....                        | 3  |
| FIN 4323 Investments .....                        | 3  |
| FIN 4433 Business Risk Mgmt. & Insurance .....    | 3  |
| FIN 4480 Special Topics <sup>4</sup> .....        | 3  |
| Total Hours.....                                  | 30 |

<sup>1</sup> This requirement can also be met by ACCT 2123 Financial Accounting AND ACCT 2133 Managerial Accounting.

<sup>2</sup> This requirement can also be met by ECON2113 Principles of Macroeconomics AND ECON 2123 Principles of Microeconomics.

<sup>3</sup> This requirement may also be met by FIN 3163 Business Finance.

<sup>4</sup> The special topics class will cover current issues involving personal finance.

**DEPARTMENT OF PSYCHOLOGY**

**CERTIFICATE PROGRAM OPTIONS**

**CERTIFICATE IN GRIEF AND BEREAVEMENT**

|   |    |
|---|----|
| PSYC 3163 Motivation and Emotion.....                 | 3  |
| PSYC 3253 Found. Of Grief and Bereavement .....       | 3  |
| PSYC 3413 Child Guidance.....                         | 3  |
| PSYC 3513 Adolescent Guidance.....                    | 3  |
| PSYC 3533 Grief in Children and Teens .....           | 3  |
| PSYC 3553 Diversity Iss. In Death, Greif, & Bereave.3 |    |
| PSYC 4053 Current & Crit. Topics in Death/Loss .....  | 3  |
| PSYC 4123 Psychotherapy .....                         | 3  |
| PSYC 4173 Positive Psychology .....                   | 3  |
| PSYC 4263 Palliative & Hospice Care .....             | 3  |
| Total Hours.....                                      | 30 |

All content specific courses included in the Grief and Bereavement certificate program are required courses for psychology majors seeking a Grief and Bereavement minor.

## SECTION XIII

# DEGREE CURRICULA AND COURSE DESCRIPTIONS

**Bachelor of Applied Arts and Sciences.** This program provides students who transfer to Northwestern from a community college with an applicable 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, Science, or Music.** A four-year curriculum leading to the degree of Bachelor of Arts, Bachelor of Science, or Bachelor of Music. This curriculum does not lead to a teaching certificate.

**Bachelor of Arts, Science, or Music in Education.** A four-year curriculum leading to the degree of Bachelor of Arts in Education, Bachelor of Science in Education, or Bachelor of Music 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 Vice-President for Academic Affairs.

**Bachelor of Business Administration.** A four-year curriculum leading to a degree of Bachelor of Business Administration in Accounting or Business Administration. Additional information can be found in Section X.

**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 (NCLEX-RN) examination for licensure as a Registered Nurse.

**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 not 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 chair, school dean and the Vice-President for Academic Affairs.

**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 120 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 (B.A.Ed.) 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, BSN, BSW), Bachelor of Science in Education (B.S.Ed.), or Bachelor of Business Administration (BBA) 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 (B.M.Ed.) or Bachelor of Applied Arts and Sciences (BAAS) 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.**

## 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). An Associate of Applied Science does not waive general education in any circumstance.

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 Vice-President for Academic Affairs.

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 Vice-President for Academic Affairs.

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

*GENERAL EDUCATION.* 45 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 120 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.

## 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, non-concurrent, hours.)
- II. COMMUNICATION AND SYMBOLS ..... 12 hours**
  - i. ENGL 1113
  - ii. ENGL 1213
  - iii. SCOM 1113
  - iv. MATH 1403 or 1513
- III. SOCIAL, POLITICAL AND ECONOMIC SYSTEMS..... 12 hours**
  - i. FIN 1113
  - ii. HIST 1483 or 1493
  - iii. LEAD 1013, 2023 or GBUS 2033
  - iv. POLS 1113
- IV. NATURAL SCIENCE ..... 11-12 hours**
  - i. BIOL 1114, 1124, or 1224
  - ii. CHEM 1105, 1115  
PHSC 1044, 1114, 1314, 3114 or  
PHYS 1114
  - iii. H ED 2303
- V. HUMAN HERITAGE AND CULTURE..... 3-4 hours**
  - i. PSYC 1113
  - ii. HIST 1213, 1223, 1233, 1483, 1493  
SOC 1113, 2123  
CJUS 1113  
GEOG 1113  
ART 2013
  - iii. Foreign Language or SCOM 1014
- VI. VALUES AND BELIEFS ..... 6 hours**  
Any course with a HUM or REL prefix (at least three hours must be a HUM or equivalent course)

**TOTAL HOURS REQUIRED ..... 45**

Northwestern Oklahoma State University requires all students 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.

**MAJOR AND MINORS**

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

| <b>Undergraduate Majors</b>                               | <b>Undergraduate Minors</b> |
|---|-----------------------------|
| Social Science Education BAEd                             | Spanish                     |
| Social Work BSW   | Speech Communication        |
| Sociology BA  | Substance Abuse             |
| Sociology: Juvenile Services Option BA                    | Theatre                     |
| Spanish, BA   | Visual Arts                 |
| Special Education BSEd                                    | Writing                     |
| Speech and Theatre BA                                     |                             |
| Technical Management Option I BAAS                        |                             |
| Technical Management Option II BAAS                       |                             |
| Technical Management Option III BAAS – Alternative Energy |                             |

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 is not 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, Entrepreneurial Management, Computer Science, Animal Science, Biology, or Field Crop Consulting.

Note 3: Students pursuing this degree must complete 45 hours of General Education in the Liberal Arts and Sciences area.

**AGRICULTURE & REGIONAL TOURISM** **Minor**

|      |      |                                     |   |
|------|------|-------------------------------------|---|
| ART  | 3173 | Digital Illustration/Graphic Design | 3 |
| MKRT | 3043 | Principles of Marketing             | 3 |
| HIST | 3123 | Oklahoma History & Government       | 3 |

Select **two** of the following ..... 6

|      |      |                               |  |
|------|------|-------------------------------|--|
| AGRI | 1113 | Agriculture Economics         |  |
| AGRI | 2113 | General Horticulture          |  |
| AGRI | 4453 | Natural Resource Conservation |  |

Select **one** of the following ..... 3

|      |      |                                |  |
|------|------|--------------------------------|--|
| GBUS | 3613 | Principles of Entrepreneurship |  |
| GBUS | 4423 | Entrepreneurship Seminar       |  |

Select **one** of the following ..... 3

|      |      |                                  |  |
|------|------|----------------------------------|--|
| MCOM | 3463 | Intro to Strategic Communication |  |
| ENGL | 3513 | Technical Writing                |  |

**Total Hours** ..... **21**

**ANIMAL SCIENCE** **Minor**

|      |      |                                |   |
|------|------|--------------------------------|---|
| 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 |

**Total Hours** ..... **19**

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              |  |

**FIELD CROP CONSULTING** **Minor**

|      |      |                                     |   |
|------|------|-------------------------------------|---|
| 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 | 1124 | General Botany                      | 4 |

**Total Hours** ..... **21**

**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 |
| AGRI | 2113 | General Horticulture             | 3 |
| MCAG | 3011 | Agriculture Structures           | 1 |
| MCAG | 3211 | Engines & Power                  | 1 |
| MCAG | 3222 | Metals & Welding                 | 2 |
| MCAG | 3232 | Lab Mgmt. & Project Construction | 2 |
| MCAG | 4101 | Agricultural Electrification     | 1 |
| AGED | 3103 | Found & Philos of Teaching Ag Ed | 3 |
| AGED | 3203 | Planning the Comm Pro in Ag Ed   | 3 |

**Hours Agriculture Core** ..... **33**

**Professional Education**

|                                     |      |   |           |
|-------------------------------------|------|---|-----------|
| EDUC                                | 2010 | Educational Seminar   | 0         |
| EDUC                                | 2103 | Foundations of Education<br>(Includes 15 hours field experience)    | 3         |
| EDUC                                | 3113 | Students w/Exceptionalities   | 3         |
| *EDUC                               | 3322 | Educational Psychology  | 2         |
| *EDUC                               | 2013 | Child/Adolescent Psychology   | 3         |
| *EDUC                               | 3422 | Teaching Reading Content Area                                       | 2         |
| *EDUC                               | 3913 | Prin. & Methods of Teaching<br>(Includes 40 hours field experience) | 3         |
| *EDUC                               | 4122 | Classroom Mgmt. & Behavior Int. I                                   | 2         |
| EDUC                                | 4221 | Educational Technology  | 1         |
| EDUC                                | 4231 | Assessment Design   | 1         |
| EDUC                                | 4320 | Classroom Organization  | 0         |
| **EDUC                              | 4332 | Assessment & Evaluation Applic.                                     | 2         |
| **AGED                              | 4113 | Lab Instruction in Ag Ed  | 3         |
| **EDUC                              | 4131 | Classroom Mgmt. & Beh, Int. II                                      | 1         |
| **EDUC                              | 4821 | Multicultural Education   | 1         |
| **EDUC                              | 4960 | Student Teaching  | 10        |
| <b>Hours Professional Education</b> |      |   | <b>37</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.

In addition to the major requirements, the student must complete the required Professional Education courses and the Professional Semester listed above.

**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.

**+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. Pre: AGRI 1124

- 3033 Forage Crops and Pastures**  
Principles and applications in relation to production management, utilization and improvement of pasture and range plants. Pre: 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 the instructor.
- 3133 Breeds of Livestock**  
A specific study of type and form of beef cattle, swine, sheep, horses 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: AGRI 1214.
- 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. Pre: AGRI 1124.
- 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. Pre: AGRI 1124
- 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: AGRI 2123.
- 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.
- 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 1214.
- +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 1214.
- 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 1124.
- 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 1124.
- 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.
- 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. Includes thirty (30) hours of field experience in the classroom.
- 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.
- 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**  
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. Pre: MATH 1403 or 1513.
- 3011 Agriculture Structures**  
Study of types of agricultural structures, building materials, construction tools and methods. Laboratory will provide opportunity to apply and develop associated skills.
- 3211 Engines and Power**  
Theory, operation, performance and diagnostics of internal combustion engines for mobile applications.
- 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.
- 4101 Agricultural Electrification**  
A study of electrical theory and electrical applications in agricultural environments.

**VISUAL ARTS**

**Minor**

|          |  |           |
|----------|--|-----------|
| ART 1103 | Fundamentals of Two-Dimensional Art .....      | 3         |
| ART 2013 | Art History Survey .....                       | 3         |
| ART 2213 | Life Drawing .....                             | 3         |
| ART 3143 | Beginning Painting .....                       | 3         |
| ART 3163 | Natural History Drawing .....                  | 3         |
|          | OR   |           |
| ART 3173 | Digital Illustration/Graphic Design            |           |
|          | OR   |           |
| ART 4133 | Sequential Art: Drawing Comics & Graphic Novel |           |
| ART 4103 | Intermediate Painting.....                     | 3         |
| ART 4123 | Advanced Studio .....                          | 3         |
|          | <b>Total.....</b>                              | <b>21</b> |

**ART COURSES (ART)**

- 1103 Fundamentals of Two-Dimensional Art**  
This is a foundation course designed to introduce students to the materials, methods, and concepts utilized in the production of two-dimensional art. Students will be introduced to drawing with graphite and charcoal in addition to working with water-based media ink and watercolor. Basic printmaking techniques will also be introduced. The course will have a strong emphasis on learning to see in the



context of an observational studio practice. Open to all students.

**+2013 Art History Survey**  
Introductory survey of western art. Special focus on developments in painting and drawing. (Cross-listed-HUM 2033).

**2213 Life Drawing**  
This is an intermediate course in observational drawing focusing on the study of the anatomical structure and interpretive representation of the human figure. Drawings will be made from master drawings, anatomical plates, plaster casts, and the live model. Course will also include a section on drapery study and the clothed figure.

**3143 Beginning Painting**  
Familiarizes students with basic oil painting materials, methods, and concepts. Topics include basic color theory, historical painting techniques and concepts, illusionistic space, and safe handling of materials. This course emphasizes working from observation. Class will include exploration of the ways in which paintings make meaning and communicate ideas.

**+3163 Natural History Drawing**  
Students will create drawings both from specimens in the collection of the NWOSU Museum of Natural History and other gathered references. Emphasis on accurate description of animal bodies and natural environments. Discussion of historical animaliers and of contemporary illustrators of natural subjects.

**3173 Digital Illustration/Graphic Design**  
This course focuses on the skills and concepts central to the practice of various types of professional digital illustration and design. Students will experiment with Adobe Photoshop as a drawing tool and will learn basic digital illustration and design techniques. Adobe InDesign will be utilized to format publications. Each student will have an opportunity to explore the formation of an individual style while still adhering to assignment goals. Students will engage in discussion of historical and contemporary digital illustration, graphic design, and sequential narrative art forms. Students will be presented with real-world assignments, bringing projects from conceptual sketches to completion.

**4103 Intermediate Painting**  
This course is a continuation of the pictorial problems and material techniques of painting introduced in ART 3143, focusing on more complex and varied subject matter, media, and concepts. Greater emphasis placed on the development of individualized approaches to materials and content. Drawing will be utilized as a tool for the immediate generation and organization of ideas for paintings. Further discussion into the history of painting and the work of contemporary artists. Pre: ART 1103, ART 3143.

**4123 Advanced Studio**  
This course is required of graduating art minors. Emphasis on exploration of individual interests in studio practice. Lecture, studio and critique sessions

will include preparing the artist statement, preparation of a portfolio and promotional material, applying to art exhibition opportunities, volunteering for art businesses and non-profit organizations, and developing work for a representative final show. Pre: ART 1103, ART 2213, ART 3143, ART 2013.

**4133 Sequential Art: Drawing Comics & Graphic Novels**

This is an intermediate course in drawing focusing on creating narratives with visual language in sequences of juxtaposed panels on single or multiple pages. Students will learn to communicate their content and idea via writing their own narrative material and drawing corresponding images. Students will be expected to submit each of their projects to local magazines and newspapers for publication consideration, as well as self-publishing their works via submission of a web-based comic and zine creation. Course will also include a historical study of comics in the U.S. as well as in Japan and Europe.

## BIOLOGY

Biology majors are not required to take BIOL 1114 as part of the general education requirements. In addition, BIOL 1114 (General Biology for Non-Majors) does not count in the Biology major or minor.

Biology and Health Science Option majors must complete as part of their requirements:

|           |                                |
|-----------|--------------------------------|
| CHEM 1115 | General Chemistry I            |
| CHEM 1215 | General Chemistry II           |
| CMSC 1103 | Microcomputer Applications     |
| MATH 1513 | College Algebra                |
| MATH 1613 | College Trigonometry <b>OR</b> |
| MATH 2013 | Statistics                     |

## 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 4001          | Junior Seminar .....           | 1            |              |
| BIOL 4011          | Biology Seminar .....          | 1            |              |
|                    | Upper Level Biology Elect..... | 17           | 13           |
|                    | <b>Minimum Total</b>           | <b>40</b>    | <b>21</b>    |

## BIOLOGY

| <b>Health Science Option</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 4001                    | Junior Seminar .....                 | 1            |
| BIOL 4011                    | Biology Seminar .....                | 1            |
|                              | Upper Level Biology Electives .....  | 16-17        |
|                              | <b>Minimum Total Hours.....</b>      | <b>40</b>    |

\*BIOL 3184 Human Anatomy is recommended for Pre-Health students

\*\*BIOL 3235 Comparative Vertebrate Anatomy is recommended for Pre-Veterinary students.

**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 4143 Biochemistry
- BIOL 4213 Virology
- BIOL 4470 Independent Study
- BIOL 4490 Readings in Biology
- BIOL 4503 Pathophysiology

**BIOLOGY**

**Natural History Option**

Natural History Option majors must complete as part of their requirements:

- CHEM 1115 General Chemistry I
- OR**
- CHEM 1105 Chemistry for Non-Majors
- CMSC 1103 Microcomputer Applications
- MATH 1513 College Algebra
- MATH 1613 College Trigonometry OR
- MATH 2013 Statistics OR
- PSYC 4213 Statistics

**B.S. Degree**

**Major**

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| 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 4001 | Junior Seminar.....                 | 1         |
| BIOL 4011 | Biology Seminar.....                | 1         |
|           | Upper Level Biology Electives.....  | <u>17</u> |
|           | <b>Minimum Total Hours.....</b>     | <b>40</b> |

**Note:** For each of the following courses, no more than two hours' credit will count towards a Biology major or minor: BIOL 3011 Science Fair Judging; BIOL 4470 Independent Study; and BIOL 4490 Readings.

**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)

**BIOLOGY COURSES (BIOL)**

- +1114 General Biology for Non-Majors**  
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. This course does not count toward a biology major or minor.
- +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.
- +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.
- 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 a maximum of two credit 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. (Cross-listed – CHEM 3011 and PHYS 3011).
- +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 and four credit hours of 1000-level Biology.
- +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, adaptation, and ethology of birds; emphasis on the field identification of 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 or 1224, CHEM 1115 or CHEM 1105.
- +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 or CO-Req: BIOL 3343
- +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 3114 (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.
- 4001 Junior Seminar**  
This course is a required capstone course required of all biology majors. Interview/workplace preparation and discussion of current issues in the biological and health science professions. This course should be taken the spring semester just prior to the senior year. Pre: 20 hours of Biology credit or departmental approval.
- 4011 Biology Seminar**  
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 4001. Pre: 20 hours of biology credit or department approval.
- +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.
- +4143 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 transcription and translation are covered. Topics on intracellular signaling pathways and photosynthesis

- may be included. Lecture only. Pre: CHEM 3114, 4114. (Cross-Listed-CHEM 4143)
- +4152 Biochemistry Lab**  
Develop basic laboratory experimental techniques commonly used in biochemistry to quantify or qualify organic compounds. These may include purification and qualification methods, amino acid composition of proteins, spectrophotometry, chromatography and electrophoresis. Pre: CHEM 3114, 4114, and 4143. (Cross-listed – CHEM 4152)
- +4153 Wildlife Conservation**  
A survey of the history, principles, and techniques or 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.
- 4163 Secondary Science Teaching Methods & Instruction**  
Investigations of developmentally appropriate instructional strategies for secondary science educators. Exploration of secondary science issues/challenges, integration of technology in the classroom and developmental of assessment tools for secondary science education. The Oklahoma teacher evaluation process will also be explored. Pre: 20 hours of science and CMSC 1103 or equivalent. This course does not apply to a major or minor in biology. This is a restricted course: students must be admitted to the teacher education program prior to enrolling. (Cross listed – CHEM 4163 and PHYS 4163).
- +4173 Radiation Biology**  
An introduction to principles and concepts underlying the biological effects of ionizing radiation at the molecular, cellular, tissue, and whole-body levels. Topics covered will include an introduction to some of the concepts of radiation physics and basic biology. Other topics will include radiation damage to DNA: DNA repair mechanisms; cell-cycle effects of radiation; cell death mechanisms; clonogenic survival; relative biological effect (RBE); oxygen effects; radiation carcinogenesis; hereditary effects of radiation; clinical responses of normal tissues to radiation; cancer biology; whole-body irradiation, and aspects of differential modalities of radiation therapy used in a cancer clinic. Pre: 4 credits of biology or 4 credits of physics. (Cross-listed – PHYS 4173).
- +4213 Virology**  
Survey of bacterial, plant, human and animal viruses with an additional emphasis on pertinent aspects of molecular biology. A review of emerging and re-emerging viruses will be included as they currently relate to their ecological and human health impact. This course facilitates the study and understanding of pathogens that have become more clinically and ecologically relevant are central to the understanding of life, evolution, and the historical relevance of the biological sciences. An understanding of how viruses interact with their hosts in a clinical and ecological manner is essential for professional and pre-professional programs in their life sciences and thus requires a rigorous knowledge of basic virology. Pre: BIOL 1114, 1224, or 3115, CHEM 1115 or 1105 and BIOL 3343 are recommended.
- +4214 Ecology**  
The study of the interrelationships among organisms, the distribution of organisms; and the physical and chemical attributes of their environments. Lecture, laboratory, and extensive field work. Pre: 12 hours of Biology, must include BIOL 1124 or BIOL 1224.
- +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.
- +4233 Human Parasitology**  
Investigation of morphology, life cycle, pathology, diagnosis, immunology, epidemiology, treatment and control of major parasites of human populations around the world. Pre: BIOL 1224, CHEM 1105 or 1115 and BIOL 3115 is recommended.
- +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.
- +4273 Mycology**  
A survey of the fungi, including taxonomy, diversity, biology and significance in ecology. Explores the impact of fungi on beliefs, culture and society via the colorful folklore and myths on fungi and their role in the environment and human affairs, including diseases of plants, animals and humans. Laboratory instruction on use of microscopes, fungi including mushroom identification, mechanisms of dispersal, and genetic recombination. Pre: BIOL 1114, or 1124.
- +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 compliment production and functions, hypersensitivity reactions and autoimmunity. Pre: CHEM 1115, 1215, BIOL 3115, 3194 and suggested BIOL 3363 or 4143.
- +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 BIOL 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. Pre: permission of the instructor.
- +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**

|      |      |                               |
|------|------|-------------------------------|
| ENGL | 1113 | Composition I                 |
| ENGL | 1213 | Composition II                |
| SCOM | 1113 | Intro to Speech Communication |
| MATH | 1513 | College Algebra               |
| GBUS | 2033 | Leadership in Business        |
| FIN  | 1113 | Personal Finance              |

**ACCOUNTING  
B.B.A. Degree Major/Minor**

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

|      |      |                               |    |
|------|------|-------------------------------|----|
| ACCT | 2123 | Financial Accounting          | 3  |
| ACCT | 2133 | Managerial Accounting         | 3  |
| ECON | 2113 | Principles of Macroeconomics  | 3  |
| ECON | 2123 | Principles of Microeconomics  | 3  |
| GBUS | 2013 | Business Math                 | 3  |
| GBUS | 2903 | Legal Environment of Business | 3  |
| GBUS | 1021 | Business Environment          | 1  |
| MATH | 2013 | Statistics <b>OR</b>          |    |
| ECON | 2163 | Introduction to Statistics    | 3  |
|      |      | TOTAL Foundation Core         | 22 |

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

|      |      |                                |    |
|------|------|--------------------------------|----|
| FIN  | 3163 | Business Finance               | 3  |
| GBUS | 3013 | Business Communications        | 3  |
| GBUS | 3753 | Business Research              | 3  |
| GBUS | 3953 | Business, Society & Government | 3  |
| MGMT | 3063 | Principles of Management       | 3  |
| MGMT | 4433 | Business Policy                | 3  |
| MIS  | 3413 | Management Information Systems | 3  |
| MRKT | 3043 | Principles of Marketing        | 3  |
|      |      | TOTAL Business Core            | 24 |

**Upper-Level Accounting Courses:**

|      |      |                                    |    |
|------|------|------------------------------------|----|
| 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 I                  | 3  |
| ACCT | 3923 | Advanced Business Law/Ethics       | 3  |
| ACCT | 4133 | Accounting Information Systems     | 3  |
| ACCT | 4173 | Auditing                           | 3  |
| ACCT | 4303 | International Accounting           | 3  |
|      |      | Upper-level Accounting electives*  | 3  |
|      |      | TOTAL Upper-Level Accounting       | 30 |

**TOTAL HOURS..... 76**

\*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 45 hours in upper-division business courses.

Note 2: Accounting majors desiring to take the Oklahoma CPA exam will need to complete 150 credit hours, 76 of those hours must be upper level, which include 30 hours of accounting courses beyond Financial and Managerial.

**BUSINESS ADMINISTRATION  
PROGRAM SPECIFIC GENERAL EDUCATION  
REQUIREMENTS**

|      |      |                               |
|------|------|-------------------------------|
| ENGL | 1113 | Composition I                 |
| ENGL | 1213 | Composition II                |
| SCOM | 1113 | Intro to Speech Communication |
| MATH | 1513 | College Algebra               |
| GBUS | 2033 | Leadership in Business        |
| FIN  | 1113 | Personal Finance              |

**BUSINESS ADMINISTRATION  
B.B.A. Degree Major**

**Foundation Core:**

|      |      |                               |    |
|------|------|-------------------------------|----|
| ACCT | 2123 | Financial Accounting          | 3  |
| ACCT | 2133 | Managerial Accounting         | 3  |
| ECON | 2113 | Principles of Macroeconomics  | 3  |
| ECON | 2123 | Principles of Microeconomics  | 3  |
| GBUS | 2013 | Business Math                 | 3  |
| GBUS | 2903 | Legal Environment of Business | 3  |
| GBUS | 1021 | Business Environment          | 1  |
| MATH | 2013 | Statistics <b>OR</b>          |    |
| ECON | 2163 | Intro to Statistics           | 3  |
|      |      | TOTAL Foundation Core         | 22 |

**Business Core:**

|      |      |                         |   |
|------|------|-------------------------|---|
| FIN  | 3163 | Business Finance        | 3 |
| GBUS | 3013 | Business Communications | 3 |

|      |      |                                      |    |
|------|------|--------------------------------------|----|
| GBUS | 3753 | Business Research .....              | 3  |
| GBUS | 3953 | Business, Society & Government.....  | 3  |
| MGMT | 3063 | Principles of Management.....        | 3  |
| MGMT | 4433 | Business Policy .....                | 3  |
| MIS  | 3413 | Management Information Systems ..... | 3  |
| MRKT | 3043 | Principles of Marketing .....        | 3  |
|      |      | TOTAL Business Core .....            | 24 |

**TOTAL HOURS .....** 46

Note 1: In any of the programs in business administration, the student must have at least 45 hours in upper-division business 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.

|                   |      |   |              |
|-------------------|------|---|--------------|
| <b>ACCOUNTING</b> |      |   | <b>Minor</b> |
| 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 I.....                  | 3            |
| ACCT              | 4303 | International Accounting.....           | 3            |
|                   |      | Upper-level Accounting electives*.....  | 3            |
|                   |      | <b>TOTAL HOURS.....</b>                 | <b>21</b>    |

\*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.

|                         |      |   |              |
|-------------------------|------|---|--------------|
| <b>ENTREPRENEURSHIP</b> |      |   | <b>Minor</b> |
|                         |      | International Business course (GBUS 3513 or MRKT 4113)..... | 3            |
| GBUS                    | 3613 | Principles of Entrepreneurship .....                        | 3            |
| MGMT                    | 4213 | Small Business Management.....                              | 3            |
| MGMT                    | 3103 | Management Controls .....                                   | 3            |
| GBUS                    | 4423 | Entrepreneur Seminar.....                                   | 3            |
|                         |      | Entrepreneurship electives.....                             | 6            |
|                         |      | <b>TOTAL HOURS.....</b>                                     | <b>21</b>    |

**Elective Entrepreneurship Courses:**

|      |      |   |
|------|------|---|
| GBUS | 4313 | Advanced Entrepreneurship   |
| GBUS | 4423 | Entrepreneur Seminar<br>(2 <sup>nd</sup> class enrollment for credit) |
| GBUS | 4363 | Business Start-up   |
| GBUS | 4453 | Franchising   |
| MGMT | 4333 | Human Resources Management  |
| FIN  | 3153 | Entrepreneurial Finance<br>Internship course*                         |

\*Any Division of Business Internship course will satisfy this elective. However, only one course will count towards the minor.

|                         |  |              |
|-------------------------|--|--------------|
| <b>GENERAL BUSINESS</b> |  | <b>Minor</b> |
|                         | International course (ACCT 4303, GBUS 3513, or MRKT 4113)..... | 3            |

|      |      |                                       |           |
|------|------|---------------------------------------|-----------|
| MGMT | 3103 | Management Controls.....              | 3         |
|      |      | Upper-level Business electives* ..... | 15        |
|      |      | <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 9 hours of coursework from any particular discipline (prefix) toward the upper-level Business elective requirement of the minor. For the upper-level Business electives, students must take courses in at least three different disciplines (prefixes). Students may take SCOM 3613 as an upper-level Business elective. 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              | 4213 | Small Business Management .....        | 3            |
| MGMT              | 4333 | Human Resources Management.....        | 3            |
| MGMT              | 3103 | Management Controls.....               | 3            |
|                   |      | Upper-level Management elective* ..... | 3            |
|                   |      | <b>TOTAL HOURS .....</b>               | <b>21</b>    |

\*Any upper-level course with the prefix MGMT applies. In addition, students may take SCOM 3613 as an upper-division Management elective. 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> |
| MGMT             | 3103 | Management Controls.....               | 3            |
| MRKT             | 3313 | Technology and Marketing .....         | 3            |
| MRKT             | 4113 | International Marketing .....          | 3            |
| MRKT             | 4253 | Integrated Marketing Communications... | 3            |
| MRKT             | 4323 | Marketing Strategy .....               | 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.

**IMPORTANT NOTE:** In the minors for non-Business majors listed below, the following rules apply:

(1) Regarding the Accounting course requirements (except Accounting minor), if a student has completed ACCT 2123 Financial Accounting, they must also complete ACCT 2133 Managerial Accounting. If a student has completed ACCT 2133 Managerial Accounting, they must also complete ACCT 2123 Financial Accounting. If neither ACCT 2123 nor ACCT 2133 has been taken, the student is recommended to take ACCT 2003 Survey of Accounting.

(2) Regarding the Economics course requirements, if a student has completed ECON 2113 Prin. of Macroeconomics, they must also complete ECON 2123 Prin. of Microeconomics. If a student has completed ECON 2123 Prin. of Microeconomics, they must also complete ECON 2113 Prin. of Macroeconomics.

If neither ECON 2113 nor ECON 2123 have been taken, the student is recommended to take ECON 2103 Survey of Economics.

(3) FIN 3013 Survey of Finance may be met by FIN 3163 Business Finance.

| <b>ACCOUNTING (for non-business majors)</b> |      | <b>Minor</b>                      |
|---|------|-----------------------------------|
| ACCT  | 2123 | Financial Accounting ..... 3      |
| ACCT  | 2133 | Managerial Accounting ..... 3     |
| ACCT  | 3103 | Intermediate Accounting ..... 3   |
| ACCT  | 3113 | Intermediate Accounting II..... 3 |
| ACCT  | 3133 | Individual Income Tax ..... 3     |
| ACCT  | 3153 | Cost Accounting I..... 3          |
| GBUS  | 2013 | Business Math ..... 3             |
| <b>TOTAL HOURS</b> .....                    |      | <b>21</b>                         |

| <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* ..... 2 |
| <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              |
| GBUS                              | 4423 | Entrepreneur Seminar..... 3                    |
|                                   |      | Upper-level Entrepreneurship elective* ..... 3 |
| <b>TOTAL HOURS</b> .....          |      | <b>21</b>                                      |

\*Elective Entrepreneurship Courses:

|      |      |   |
|------|------|---|
| GBUS | 4313 | Advanced Entrepreneurship   |
| GBUS | 4423 | Entrepreneur Seminar<br>(2 <sup>nd</sup> class enrollment for credit) |
| GBUS | 4363 | Business Start-Up   |
| GBUS | 4453 | Franchising   |
| MGMT | 4333 | Human Resources Management  |
| FIN  | 3153 | Entrepreneurial Finance<br>Internship course**                        |

\*\*Any Division of Business Internship course will satisfy this elective. However, only one course will count towards the minor.

| <b>HUMAN RESOURCES 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 Resources Management..... 3           |
|                          |      | Directed upper-level Mgmt. electives* ... 6 |
| <b>TOTAL HOURS</b> ..... |      | <b>21</b>                                   |

\*Any upper-level course with the prefix MGMT approved by the advisor or division chair applies. In addition, students may take SCOM 3613 as an upper-division Management elective. 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.

**NOTE: Accounting and Business Administration Majors:**

- GBUS 1021 is a co-requisite/prerequisite for GBUS 2033, all Foundation Core courses, and upper-level Division of Business classes (except ORGL classes).
- Students must earn a grade of “C” or better in a prerequisite class for the student to meet that prerequisite requirements.

### 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 either ACCT 2123 or ACCT 2133.

#### 2123 Financial Accounting

An introductory course in gathering, recording, and using financial data of a profit organization. Pre: Concurrent registration in or successful completion of GBUS 2013.

#### 2133 Managerial Accounting

An introductory course regarding the use of accounting data by managers. Pre: ACCT 2123 and GBUS 2013. Pre or CO: GBUS 2013.

#### 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. Pre: ACCT 2133.

#### 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 2133.

- 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.
- 3213 Income Tax for Financial Planning**  
Individual and business federal income tax issues that impact personal financial planning. Pre: either ACCT 2003 or both ACCT 2123 and ACCT 2133. [NOTE: This class will not count as an upper-level Accounting elective for Accounting majors. This class may not be taken for credit if the student had previously taken ACCT 3133 Individual Income Tax.]
- 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 3153.
- 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 or CO: ACCT 3103.
- 4143 Petroleum Accounting**  
Financial and tax accounting principles, practices, policies, and procedures used by oil and gas producers. Pre or CO: ACCT 3103.
- 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 or CO: ACCT 3103.
- 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: Junior standing 60+ hours.
- 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. Approval required.
- 4713 Accounting Internship II**  
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. This internship must involve a different experience than prior internships. Approval required.

**4723 Accounting Internship III**

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. This internship must involve a different experience than prior internships. Approval required.

**GENERAL BUSINESS COURSES (GBUS)**

**+1013 Introduction to Business**

Survey of basic principles, forms and practices involved in administration of a business.

**1021 Business Environment**

This course provides a foundation to students for success in their Business education and careers. This course is a program requirement for all students with a major in Business Administration, Accounting, and Technical Management. To be taken during the first semester of enrolling. Students may not enroll in more than 18 hours of business courses without earning a "C" or higher in GBUS 1021.

**2013 Business Math**

This course emphasizes practical applications of arithmetic and mathematical concepts appropriate to business. Pre: MATH 1513.

**+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.

**+2903 Legal Environment of Business**

Survey of the areas of our legal system and laws that impact today's business environment.

**+3013 Business Communication**

This course focuses on communication practices important for business students and modern business organizations.

**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 is a study of entrepreneurs who develop new products, markets, and business processes. Students will construct a feasibility study for a new and innovative product or a business plan for a new business opportunity.

**3753 Business Research**

Applied business statistics and research techniques relevant to business decision making. Pre: MATH 2013 or ECON 2163, MATH 1513, ENGL 1213 and GBUS 2013.



- 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**  
**SL** 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.
- 4223 Current Issues in Alternative Energy**  
This class will examine current issues regarding alternative energy. Each time the class is offered it will examine different issues. May be taken no more than twice for academic credit.
- 4233 Current Environmental Issues**  
This class will examine current issues regarding the environment. Each time the class is offered it will examine different issues. May be taken no more than twice for academic credit.
- 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.
- 4363 Business Start-Up**  
The process of starting a business and its associated challenges through the first anniversary of operations. PRE: MGMT 3063 and MRKT 3043.
- 4423 Entrepreneur Seminar**  
A seminar designed to encourage participants to consider the role of entrepreneurs in a free society and to gain knowledge about entrepreneurs' attributes and motivations to develop innovations and take risks in their businesses. *Course may be taken twice for maximum of six credit hours.* Pre: Junior standing 60+ hours.
- 4453 Franchising**  
Analysis of the franchising opportunity and its associated requirements. PRE: MGMT 3063 and MRKT 3043.
- 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. Approval required.
- 4713 Business Internship II**  
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. This internship must involve a different experience than prior internships. Approval required.
- 4723 Business Internship III**  
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. This

internship must involve a different experience than prior internships. Approval required.

- 4913 Alternative Energy Law**  
A look at legal and regulatory issues involving alternative energy. Pre: GBUS 2903.
- 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. Pre: GBUS 2903.
- 4953 Employment Law**  
Analyzes the legal relationship between employers and employees or potential employees. Pre: GBUS 2903.
- 4973 Estate Planning**  
A foundation in estate planning theory and practices in personal financial planning. Pre: FIN 4323 or instructor approval.

#### 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 either 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.
- +2163 Introduction to Statistics**  
Principles of statistics: frequency, distributions, measures of central tendency, measures of dispersion, probability, probability distribution, confidence intervals, and hypothesis testing. Pre: MATH 1513.
- +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: ACCT 2003 Survey of Accounting OR higher.

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.

- 3153 Entrepreneurial Finance**  
Theory and practice of finance as applied to the entrepreneurial experience. Pre or CO: 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, or MATH 2013, MATH 1513 and GBUS 2013.
- 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. Pre or CO: FIN 3163.
- 4233 Retirement Planning**  
A foundation in retirement planning for personal financial planning. Pre: Either ACCT 2003 or ACCT 2123, ACCT 2133, AND either ECON 2103 or both ECON 2113 and ECON 2123.
- 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. Pre: FIN 3163.
- 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; procurement.
- 4453 Financial Planning Capstone**  
This class integrates the personal financial planning coursework for development of comprehensive personal financial plans. Pre: FIN 3163 Business Finance.

#### MANAGEMENT COURSES (MGMT)

- 3063 Principles of Management**  
An introduction to basic areas of management functions.
- 3103 Management Controls**  
This course examines the means that managers control financial aspects of the business and guide the business to financial success. **Students cannot take both MGMT 3103 and ACCT 3153 Cost Accounting for credit to meet graduation, major or minor requirements.** Pre: ACCT 2123, 2133, and MGMT 3063.
- 3413 Compensation Management**  
Study of the issues necessary to design a compensation system of wages and benefits. Pre: MGMT 3063.

- 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.
- 4213 Small Business Management**  
An examination of the environment and management of the small enterprise. Pre: MGMT 3063; Pre or CO: MRKT 3043.
- 4243 Environmental Management**  
An introduction to sustainability in the context of environmental, economic and social forces that shape emerging policies and management decisions. Pre: MGMT 3063.
- 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.
- 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.
- 4353 Production/Operations Management**  
A study of the principles and practices related to production and operations in both manufacturing and service firms. Pre: MATH 2013 or ECON 2163 and MGMT 3063.
- 4413 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. 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 Foundation Core and 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. Approval required.

**4713 Management Internship II**  
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. This internship must involve a different experience than prior internships. Approval required.

**4723 Management Internship III**  
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. This internship must involve a different experience than prior internships. Approval required.

**MARKETING COURSES (MRKT)**

**3043 Principles of Marketing**  
A survey of the nature, scope and economic importance of marketing.

**3313 Technology and Marketing**  
This course examines the use of technology in Marketing. Pre: MRKT 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.

**3423 Service Marketing**  
Prepares students to function as effective marketers in a service economy. Pre: MRKT 3043.

**3443 Retail Marketing**  
Prepares students to function as effective marketers in a retail environment. Pre: MRKT 3043.

**3453 Sports Marketing**  
Principles of marketing as related to sport activities, including promotions, sponsorships, advertising, sales, media and public relations. Pre: MRKT 3043.

**4043 Sales**  
A course dealing with the principles of selling and sales management. 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.

**4323 Marketing Strategy**  
An advanced marketing course that offers in-depth study of marketing strategy and the facets of making marketing decisions. 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. Approval required.

**4713 Marketing Internship II**  
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. This internship must involve a different experience than prior internships. Approval required.

**4723 Marketing Internship III**  
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. This internship must involve a different experience than prior internships. Approval required.

**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.

**CHEMISTRY**

Chemistry majors must complete as part of their requirements:  
CMSC 1103 Microcomputer Applications  
CHEM 1115 General Chemistry I

**CHEMISTRY**

| <b>B.S. Degree</b> |                                   | <b>Major</b> | <b>Minor</b> |
|--------------------|-----------------------------------|--------------|--------------|
| CHEM               | 1215 General Chemistry II.....    | 5            | 5            |
| CHEM               | 3114 Organic Chemistry I.....     | 4            | 4            |
| CHEM               | 4114 Organic Chemistry II .....   | 4            |              |
| CHEM               | 3015 Classical Chem Analysis..... | 5            | 5            |
| CHEM               | 4355 Physical Chem I.....         | 5            |              |
| CHEM               | 3011 Science Fair Judging .....   | 1            |              |
|                    | Advanced Chem Electives .....     | 17           | 6            |
|                    | <b>Total .....</b>                | <b>41</b>    | <b>20</b>    |

Electives hours can be selected from:  
CHEM 3025 Instrumental Chemical Analysis  
CHEM 3143 Inorganic Chemistry  
CHEM 4114 Organic Chemistry  
CHEM 4125 Advanced Organic Chemistry  
CHEM 4143 Biochemistry  
CHEM 4153 Medicinal Chemistry

|      |                                      |
|------|--------------------------------------|
| CHEM | 4365 Physical Chemistry II           |
| CHEM | 4470 Independent Study (max 4 hours) |
| CHEM | 4480 Seminar (1 hour)                |

Note: Only one hour of Chemistry Seminar (CHEM 4480) will be permitted to count for the chemistry major or minor. Additional hours beyond the single hour requirement of Science Fair Judging (CHEM 3011) will not be 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 or CO-Req: MATH 1513.

#### +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 or CO: MATH 1513.

#### +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 of two credit hours. Pre: three courses in chemistry, biology, and/or physics. (Cross-listed BIOL 3011 and PHYS 3011).

#### +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.

#### +3114 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

#### +3143 Inorganic Chemistry

This is an introduction to inorganic chemistry. Topics include: atomic and molecular structure and bonding, structures of simple solids, acids and bases, oxidation and reduction, molecular symmetry, coordination compounds, d-block elements. Lecture. Pre: CHEM 1115 and 1215.

#### +4114 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 3114.

#### +4123 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 4114.

#### +4143 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 transcription and translation are covered. Topics on intracellular signaling pathways and photosynthesis may be included. Lecture only. Pre: CHEM 3114, 4114. (Cross-Listed-BIOL 4143)

#### +4152 Biochemistry Lab

Develop basic laboratory experimental techniques commonly used in biochemistry to quantify or qualify organic compounds. These may include purification and qualification methods, amino acid composition of proteins, spectrophotometry, chromatography and electrophoresis. Pre: CHEM 3114, 4114, and 4143. (Cross-listed – BIOL 4152)

#### +4153 Medicinal Chemistry

This course is designed to familiarize the student with the physiochemical and biopharmaceutical properties of drugs based on their molecular structure; the elements of drug discovery and drug design; the molecular mode of action of drugs; the chemical principles of drug absorption, distribution and metabolism; the interactions of drugs with receptors and the chemical basis of drug interactions. Pre: The student should have a strong background in fundamental concepts of chemistry (CHEM 1115 and 1215), organic chemistry (CHEM 3114 and 4114) and preferably in biochemistry.

#### 4163 Secondary Science Teaching Methods and Instruction

Investigations of developmentally appropriate instructional strategies for secondary science educators. Exploration of secondary science issues/challenges, integration of technology in the classroom and developmental of assessment tools for secondary science education. The Oklahoma teacher evaluation process will also be explored. Pre: 20 hours of science and CMSC 1103 or equivalent. This

course does not apply to a major or minor in chemistry. This is a restricted course: students must be admitted to the teacher education program prior to enrolling. (Cross-listed BIOL 4163 and CHEM 4163).

**+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.S. Degree**

**Major-  
Minor Major Minor**

|      |      |                                |           |           |           |
|------|------|--------------------------------|-----------|-----------|-----------|
| 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 | Obj. Oriented Prog Java....    | 3         |           |           |
| CMSC | 3063 | Python Programming.....        | 3         | 3         |           |
| CMSC | 3093 | Networking & Telecomm. ....    | 3         | 3         |           |
| CMSC | 3203 | Computer Prgmng II.....        | 3         | 3         | 3         |
| CMSC | 3313 | Human Interface Design...      | 3         | 3         |           |
| CMSC | 3353 | JavaScript .....               | 3         |           |           |
| CMSC | 3403 | Computer Organization ....     | 3         | 3         |           |
| CMSC | 3513 | Information Security.....      | 3         | 3         |           |
| CMSC | 4003 | Serv/Client Database Dev. .... | 3         |           |           |
| CMSC | 4213 | Computer Forensics.....        | 3         |           |           |
| CMSC | 4603 | Operating Systems.....         | 3         | 3         |           |
| CMSC | 4703 | Data Structures .....          | 3         | 3         |           |
| MATH | 2013 | Statistics.....                | 3         | 3         |           |
|      |      | Elective Computer Sci*..       | 15        | 9         | 12        |
|      |      | <b>Total Hours .....</b>       | <b>63</b> | <b>45</b> | <b>24</b> |

\*Major/Minors may substitute up to 6 hours of upper-division MATH courses to count as Elective Advanced Computer Science.

NOTE: CMSC 1103 will NOT count for major or minor

**GAME PROGRAMMING**

**Minor**

|      |      |                             |           |
|------|------|-----------------------------|-----------|
| CMSC | 3353 | JavaScript Programming..... | 3         |
| CMSC | 3423 | Game Design .....           | 3         |
| CMSC | 4533 | Game Production.....        | 3         |
| CMSC | 4543 | Game Development .....      | 3         |
| CMSC | 4593 | Game Practicum .....        | 3         |
|      |      | CMSC elective* .....        | 9         |
|      |      | <b>TOTAL HOURS.....</b>     | <b>24</b> |

\*ELECTIVE COURSE: Choose any CMSC class excluding CMSC 1103 or CMSC 2003.

**INFORMATION SYSTEMS OPTION**

**B.S. Degree**

**Major**

|      |      |   |           |
|------|------|---|-----------|
| CMSC | 2003 | Programming Concepts.....                     | 3         |
| CMSC | 2103 | Computer Programming I .....                  | 3         |
| CMSC | 3003 | Data Management Systems .....                 | 3         |
| CMSC | 3093 | Networking & Telecommunication.....           | 3         |
|      |      | Choose 2 of 4: .....                          | 6         |
|      |      | CMSC 3033 Object-Oriented Programming in Java |           |
|      |      | CMSC 3043 COBOL Programming                   |           |
|      |      | CMSC 3053 Visual Basic Programming            |           |
|      |      | CMSC 3063 Python Programming                  |           |
| CMSC | 3203 | Computer Programming II .....                 | 3         |
| CMSC | 3313 | Human Interface Design .....                  | 3         |
| CMSC | 4013 | Systems Analysis & Design .....               | 3         |
| ACCT | 2123 | Financial Accounting.....                     | 3         |
| ACCT | 2133 | Managerial Accounting.....                    | 3         |
| ACCT | 3153 | Cost Accounting .....                         | 3         |
|      |      | Elective Advanced Computer Science ....       | 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.

**+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. Recommended Pre: CMSC 1103 or CMSC 2103.

**+3033 Object-Oriented Programming in Java**

Java is an object-oriented language of great importance in today's marketplace. The course covers the data structure, decision and looping methods, and object-oriented topics including classed, methods, objects, structures, inheritance, and polymorphism, and interfaces. Recommended 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 CMSC 2103, 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 or CMSC 2103.

**+3063 Python Programming**

Python offers the computer science student a programming language that is flexible, powerful, multi-core oriented, optimized for threading, and enables the programmer to write functional programs quickly. The course will cover all aspects of the language with emphasis on its multi-core and threading capabilities.

**+3073 Robotics I**

This course will cover basic electronics including two robotics motherboards, the Raspberry Pi and the Arduino, numerous sensors used to control movement and carry out a wide variety of tasks, robot articulations, electricity, laser guidance, facial recognition, robotic degrees of freedom, a number of light physics topics such as force and momentum, the design and construction of autonomous robots and of remote controlled robots. The course will also contain an overview of robotics usage in a myriad of environments ranging from farming to medicine. The students will receive instruction in safety, first aid, tools usage, design software usage, 3D printing, milling, and many other areas. The course will appeal to all science majors including agriculture, computer, physics, chemistry, biology, and medicine. Recommended Pre: CMSC 3063.

**+3083 Robotics II**

This is a moderately advanced course in robotics. It will involve students in the development, building and programming of robots from scratch. Students will use 3D design and 3D print tools along with other software plus power tools and hand tools to design, build, program, and document the process of building robots. Topics will include motor control, gear ratios, torque, friction, sensors, timing, program loops, logic gates, decision-making, timing sequences, process flow engineering and programming, and propulsion systems. Pre: CMSC 3073.

**+3093 Networking and Telecommunications**

This course will cover the history of telecommunications from Edison to the broadband world of today including technologies such as POTS lines, wireless communications, cellular phone and data services, fiber optics, satellites, internet protocols, and other more recent breakthroughs.

**+3101 C-STEM Investigations**

**SL** The application of principles from Computer Science, Technology, Engineering and Mathematics (C-STEM) to solve unique problems is the focus of this course. Students will complete projects ranging from robotics computer programming solutions, to fabrication of mechanical/electrical devices, to C-

STEM workshop development for area public schools. Participation in relevant outreach events is required and may be used for teacher education field experience hours. Recommended for computer science, math, physical science, pre-engineering and secondary mathematics/science education majors. Pre: minimum of eight credit hours earned from Computer Science, Mathematics, and/or Science. Fall only.

**+3133 History of Computer Science**

This course is a detailed account of the evolution of simple machines and devices into the modern computer used worldwide today. Along with this, the course will cover significant historical events related to computers or involving the Computer Science world. This will include such things as the use of computers in war, business, education, politics, and leisure. Recommended Pre: CMSC 2103.

**+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.

**+3233 Website Development**

Course focuses on the understanding and development of websites. Students will use tools such as HTML5, CSS, JavaScript, JQuery, and others to develop media and feature rich websites. Throughout the course students will gain knowledge and information on why certain design choices are made. The course will also look at the development of websites from a blank state, as well as, looking at services that offer to assist in building websites. Pre: CMSC 2103.

**+3253 App Development**

App Development covers the use of tools such of XCode and Android Studio along with the platform appropriate languages such as Swift for Apple and Python or C++ for Android to model, program, and implement applications for Apple and Android phones and tablets. Pre: CMSC 2103

**+3313 Human Interface Design**

This course includes graphical user interface design, event driven programming, tool libraries, basic control structures, and dynamic arrays. Recommended Pre: CMSC 2103.

**+3353 JavaScript Programming**

JavaScript Programming introduces the basics of JavaScript programming including: Syntax and structure, including statements, expressions, variables, and operators; Collection of values using loops, arrays, and objects; Web page elements; Use of HTML5; The Document Object Model; Validating and responding to data input using functions and events; Building menus using CSS and JavaScript; Creation of dynamic, interactive, front-end web applications. 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 and 3203 or permission of the department.

**+3423 Game Design**

This course covers multiple game theories and uses the theories to build a cohesive foundation for cognition when developing a game concept. It also reviews many different types of games and includes a number of the software tools used in game designs. It is an introductory course to the subject of game design, development, and production. Pre: CMSC 2103.

**+3513 Information Security**

This is an introductory course to broad field of information security. The course covers the social and organizational skills needed to succeed in this increasingly important field as well as technical aspects of security including network and workplace security, internet security and data protection. Pre: CMSC 2103 or permission of the department.

**+4003 Server & Client Side Database Development**

Course will cover server and client side database design and development through the use of MySQL, the Apache software suite, computer servers, PHP programming and JavaScript programming. Pre: CMSC 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.

**+4213 Computer Forensics**

Computer Forensics includes an overview of laws pertaining to evidence collection, the techniques used by investigators to gather and analyze evidence, the requirements for certification as an expert witness, the rules pertaining to handling and storage of evidence, and numerous demonstrations of software used by this rapidly expanding Computer Science based profession. The role data mining and data sinks play in computer forensics software is covered as well as the methods used to access them. This course incorporates many out-of-class hands on activities including the use of Open Source Forensics Software and various techniques to recover information from damaged storage devices. Pre or CO-Req: CMSC 2103 or permission of the department.

**+4513 Advanced Computing Topics**

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**

Designed to apply the concepts learned in CMSC 3423 Game Design to the task of programming games with the Unity Game Engine and the C# programming language. Pre: CMSC 2103.

**+4533 Game Production**

This course will cover all the aspects of video game production that takes place around the actual design of the game. This course includes preplanning, team management, concept design, postproduction, client update and interaction, and post release updates. There is an emphasis placed on the initial steps needed to produce a successful game. Recommended Pre or Co-Req: CMSC 2103.

**+4543 Game Development**

This course will focus on the development of various genres of video games within the Unreal Engine 4 development system. This will include first and third person, shooters, racing games, puzzles, exploration, and action adventure games, as well as the differences and development between 2D and 3D games. The course will also explore the online resources available to the user from various websites sponsored by the makers of Unreal Engine 4. Pre: CMSC 3353 or permission of the department.

**+4593 Game Practicum**

This course is an intense, supervised, and mentored experience in the complex field of game programming. Each student develops game for entrance in collegiate programming contests and each student completes an app-based game and uploads it to either the Google or Apple app stores. Lectures on a wide variety of programming tools and languages are included. Pre: CMSC 3353 or permission of the department.

**+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 or permission of the department.

**+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 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 |   |
| <b>Required Courses:</b>                                    |      |                                  |   |   |
| 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<br>Criminal Justice or Sociology..... |      |                                  |   |   |
| <b>Total Hours ..... 45      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**

|   |      |                                 |              |
|---|------|---------------------------------|--------------|
| <b>Core Subjects:</b>                                       |      | <b>Major</b>                    | <b>Minor</b> |
| CJUS  | 1113 | Intro to Criminal Justice ..... | 3            |
| CJUS  | 1223 | Criminal Law.....               | 3            |
| CJUS  | 3333 | Org of Crim Justice Systems ... | 3            |
| CJUS  | 4603 | Crim Justice Admin & Mgmt ..    | 3            |
| SOC   | 4723 | Social Research & Evaluation .  | 3            |
| <b>Required Courses:</b>                                    |      |                                 |              |
| CJUS  | 2113 | Intro to Corrections .....      | 3            |
| CJUS  | 4403 | Prob, Par, & Comm Treatment     | 3            |
| SOC   | 3523 | Social Diversity.....           | 3            |
| SOC   | 4233 | Criminology .....               | 3            |
| SOC   | 4523 | Juvenile Delinquency .....      | 3            |
| SOC   | 4603 | Substance Abuse & Addiction.    | 3            |
| SOCW  | 3143 | Soc Welfare Policies/Sves.....  | 3            |
| POLS  | 4253 | Fed, State & Local Relations... | 3            |
| Advanced electives in<br>Criminal Justice or Sociology..... |      |                                 |              |
| <b>Total Hours ..... 45      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. Pre or CO-Req: CJUS 1113.

**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. Pre: CJUS 1113.

**+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. Pre: CJUS 1113.

**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. Pre: CJUS 1113.

**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. Pre or CO-Req: CJUS 3333.



- 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. Pre: CJUS 3333.
- 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: CJUS 1113; Recommended Pre: CJUS 3333.
- 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. Pre: CJUS 3333.
- 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; Pre or CO-Req: CJUS 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. Pre: CJUS 3333.
- 4703 Criminal Justice Internship**  
**SL** 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. Pre: CJUS 3333.
- 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).

## EDUCATION

An Associate's degree does not waive all the general education requirements for an education major. Candidates majoring in early childhood, elementary, and special education are required to successfully complete a minimum of 12 semester hours in each of the academic core areas (English, mathematics, sciences, and social sciences). These courses may be taken at a community college or university. In addition, candidates must meet the Foreign Language requirement. (OSRHE Policy 3.21.4).

## ELEMENTARY EDUCATION

Elementary Education majors must complete as part of their requirements:

|           |                                   |
|-----------|-----------------------------------|
| ENGL 4173 | English Usage                     |
| MATH 2233 | Structural Concepts of Arithmetic |
| MATH 2433 | Structural Concepts of Math       |
| MATH 2633 | 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 3043              | Found of Math Methods (K-3).....       | 3            |
| EDUC 3313              | Children's Literature (K-8).....       | 3            |
| EDUC 3413              | Emergent Literacy (K-3).....           | 3            |
| *EDUC 3913             | Principles & Methods of Teaching ..... | 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 4413               | Diagnosis of Reading Prob..... | 3         |
| <b>Total Hours .....</b> |                                | <b>27</b> |

In addition to the major requirements, the student must complete the required Professional Education courses (15 hours) and the Professional Semester (14 hours) see Section VII, pgs. 44-47.

\*Admission to Teacher Education program required prior to enrollment.

Note: Area of specialization courses for early childhood, elementary education, and special education majors must be offered by a university within an approved teacher education program. (OSRHE Policy 3.21.5)

**EARLY CHILDHOOD EDUCATION**

Early Childhood majors must complete as part of their requirements:

|           |                                   |
|-----------|-----------------------------------|
| ENGL 4173 | English Usage                     |
| MATH 2233 | Structural Concepts of Arithmetic |
| MATH 2433 | Structural Concepts of Math       |
| MATH 2633 | 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.S. Ed. Degree** **Major**

|                          |                                       |           |
|--------------------------|---------------------------------------|-----------|
| EDUC 3012                | EC Family & Comm Relations.....       | 2         |
| EDUC 3043                | Found of Math Methods (K-3) .....     | 3         |
| EDUC 3313                | Children’s Literature (K-8).....      | 3         |
| EDUC 3413                | Emergent Literacy (K-3) .....         | 3         |
| EDUC 3523                | EC Development & Learning .....       | 3         |
| *EDUC 4203               | Creative Activities.....              | 3         |
| *EDUC 3913               | Principles & Methods of Teaching..... | 3         |
| *EDUC 4413               | Diag. & Correcting Read Prob .....    | 3         |
| *EDUC 4503               | EC Curriculum Implementation .....    | 3         |
| *EDUC 4532               | EC Assessment.....                    | 2         |
| *EDUC 4543               | EC Sci & Soc Studies Methods.....     | 3         |
| <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 Professional Semester (14 hours) see Section VII, pgs. 44-47.

\*Admission to Teacher Education program required prior to enrollment.

Note: Area of specialization courses for early childhood, elementary education, and special education majors must be offered by a university within an approved teacher education program. (OSRHE Policy 3.21.5)

**SPECIAL EDUCATION**

Special Education majors must complete as part of their requirements:

|           |                                   |
|-----------|-----------------------------------|
| ENGL 4173 | English Usage                     |
| MATH 2233 | Structural Concepts of Arithmetic |
| MATH 2433 | Structural Concepts of Math       |
| MATH 2633 | 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.S. Ed. Degree** **Major**

|                         |  |           |
|-------------------------|--|-----------|
| EDUC 2413               | Socio Found of Special Educ.....       | 3         |
| EDUC 3043               | Found of Math Methods (K-3).....       | 3         |
| EDUC 3413               | Emergent Literacy (K-3) .....          | 3         |
| *EDUC 3633              | Assessment in Special Educ.....        | 3         |
| *EDUC 3913              | Principles & Methods of Teaching ..... | 3         |
| *EDUC 3932              | Proc Teach Severe/Profound Disab ..... | 2         |
| *EDUC 4313              | Interm Math Methods (4-8).....         | 3         |
| *EDUC 4343              | Interm Lang Arts Methods (4-8).....    | 3         |
| *EDUC 4403              | Prof & Ethics in Special Educ.....     | 3         |
| *EDUC 4413              | Diagnosis of Reading Prob .....        | 3         |
| *EDUC 4453              | Curr/Proc Teach Stud Mild/Mod Disab .. | 3         |
| <b>Total Hours.....</b> |  | <b>32</b> |

In addition to the major requirements, the student must complete the required Professional Education courses (11 hours) and the Professional Semester (14 hours) see Section VII, pgs. 44-47.

\*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.

Note: Area of specialization courses for early childhood, elementary education, and special education majors must be offered by a university within an approved teacher education program. (OSRHE Policy 3.21.5)

**EDUCATION COURSES (EDUC)**

**2010 Educational Seminar**

An introduction which orients and prepares the candidate for the teaching profession and the Teacher Education program at NWOSU. The seminar will introduce students to policies and procedures of the teacher education programs. The candidate’s digital professional portfolio will also be created. **This course is a prerequisite to all education courses. A minimum of 30 college credit hours are required prior to taking this course. Recommended to be taken concurrently with EDUC 2013 or EDUC 2103.**

**+2013 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. Includes thirty (30) hours of field experience. **A minimum of 30 college credit hours are required prior to taking this course. Recommended to be taken concurrently with EDUC 2010 or EDUC 2103.** Pre: PSYC 1113 and EDUC 2010.

**2103 Foundations of Education**

An overview of the historical, sociological, and philosophical foundations of public education. This course is designed to challenge students to use critical thinking about the role of education as a profession in a democratic society: the broad problems which challenge schools and teachers; traits, qualities and

interaction of schools; individual differences and diverse 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 fifteen (15) hours of field experience in the classroom. **A minimum of 30 college credit hours is required prior to taking this course. Recommended to be taken concurrently with EDUC 2013.** Pre: EDUC 2010.

**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 10 (ten) field experience hours.

**3012 Early Childhood Family and Community Relations**

This course prepares early childhood professionals to establish relationships with families through sensitivity to differences in family structures, social, and cultural backgrounds. Candidates will learn to connect families with a range of family-oriented services within the community and help develop good habits and attitudes regarding health, safety, and nutrition of young children. Includes five (5) hours of field experience.

**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 ACEI Standards. Emphasis will be placed on practical strategies for PK-3 students to construct their own knowledge using concrete manipulative, instructional planning, creating a positive learning environment, assessing student progress in learning and developing reflective practices.

**3113 Students with Exceptionalities**

*This course is a prerequisite to all other special education courses.* It surveys the characteristics of gifted students and the categories or disabilities covered by Individuals with Disabilities 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. Instruction to create environments that support individual and collaborative learning and positive social interactions, active engagement in learning, and self-motivation to meet the needs of all learners regardless of exceptionality. Individualized curriculum and instruction to meet the needs of all

students in the classroom regardless of exceptionality will be addressed. Pre: EDUC 2010.

**+3313 Children's Literature (K-8)**

**SL** 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.

**3322 Educational Psychology**

Coordination of the principles of education and psychology; application of the methods and results of the several branches of psychology to the aid in decision making and monitoring to guide the learner's behavior and decision making. Pre: EDUC 2013.

**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, curriculum, cross-disciplinary skills and pedagogy. Consideration of typical classroom problems, such as: knowledge of learners and 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.

**3523 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 five (5) hours of observation of young children in Head Start, child care centers and/or home daycares.

**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 including connecting concepts and differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues. Also consideration of the problems of communication and the application of communication technology to these problems. Includes classroom field experience of forty (40) hours. This course is taken the semester *prior* to student teaching.

**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 and employment, including assessing public transportation, cooking, shopping, laundry, functional reading and sexuality. *Required: Concurrent enrollment in EDUC 4480 for 1 credit hour.* Includes ten (10) hours of field experience.

**4122 Classroom Management & Behavior Intervention I**

Classroom management techniques and discipline approaches as well as parental involvement, school climate and community relations. Includes basic classroom rules and procedures and analysis of behavior management through exploration of the concerns for school discipline by examining human behavior, needs, motives, and controls; and techniques to create an environment to encourage in positive social interaction, active engagement in learning and self-motivation. Pre: Admission to teacher education program.

**4131 Classroom Management & Behavior Intervention II**

Methods for working with students in the classroom to create an environment to support student learning.

The focus will be on continually evaluating different methods and their effects on student learning and adapting to meet the needs of individual learners.

**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.

**4221 Educational Technology**

This course provides proficiency at utilizing technology in the P-12 classroom arena. Focus is on curriculum integration with the latest technological device to develop a variety of instructional strategies to encourage learners to develop a deeper understanding of content areas. Pre: knowledge of Office applications including, Word, Excel, and PowerPoint, and use of the Internet.

**4231 Assessment Design**

Development of various types of formal and informal assessments, i.e. rubrics, portfolios, checklists, and observation in order to engage student growth, to monitor learner progress, and to guide teachers' and learner's decision making. The Oklahoma teacher evaluation process will also be explored.

**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.

**4320 Classroom Organization**

A minimum of 10 hours during the first two weeks of the school year with a mentor teacher to learn the basics of classroom set up, school policies, year-long curriculum mapping with standards, setting up a grade book, etc. for preparation of beginning of the school year. Pass/Fail. Pre: Admission to the teacher education program.

**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.

**4332 Assessment & Evaluation Applications**

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. A variety of assessments will be implemented and evaluated to

- ensure student growth, to monitor learner's progress, and to guide instruction and decision making.
- 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.
- 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 15 (fifteen) 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.
- 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). This course is taken the semester *prior* to student teaching.
- 4503 Early Childhood Curriculum 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 five (5) hours of observation and programming with young children split between Kindergarten and 2<sup>nd</sup> or 3<sup>rd</sup> grade to observe the differences in curriculum implementation.
- 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 five (5) hours of observation and programming with young children.

**4543 Early Childhood 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, and technology. 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-3. 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 five (5) hours of observation and programming with young children in a first grade classroom.

**4582 Early Childhood Apprenticeship**

This course is designed to immerse early childhood teacher candidates in an in-depth understanding of curriculum in regard 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 Pre-K-3<sup>rd</sup> grade school setting for 40 hours of clinical experience. This course is taken the semester *prior* to student teaching.

**4821 Multicultural Education**

Consideration is given to the principles of multicultural education; strategies for program involvement, appropriate leadership roles, and collaboration with diverse families, colleagues, school professionals, community members and cultures experienced in the public schools. Pre: Admission to professional semester.

**4960 Student Teaching/Internship**

**SL** Observation, participation, and supervised teaching in P-12 schools. There are 480 contact hours required. Student teachers will volunteer ten (10) hours of service learning projects during this semester. Pre: Admission to professional semester.

**ENGLISH**

English majors must complete as part of their requirements:

- ENGL 1113 Composition I
- ENGL 1213 Composition II

**ENGLISH**

| <b>B.A. Degree</b>                    | <b>Major</b>                       |
|---------------------------------------|------------------------------------|
| ENGL 2123                             | Foundations English Studies ... 3  |
| ENGL 2543                             | British Lit to 1800 ..... 3        |
| ENGL 2653                             | British Lit since 1800 ..... 3     |
| ENGL 2773                             | Amer Lit to 1865 ..... 3           |
| ENGL 2883                             | Amer Lit since 1865 ..... 3        |
| ENGL 3103                             | Shakespeare ..... 3                |
| ENGL 3403                             | World Literature ..... 3           |
| ENGL 4163                             | Literary Criticism ..... 3         |
| ENGL 4173                             | English Usage ..... 3              |
| Writing Requirement (choose 1)..... 3 |                                    |
|                                       | ENGL 3513 Technical Writing        |
|                                       | ENGL 3523 Adv Comp: Writing Theory |

|                                |                        |           |
|--------------------------------|------------------------|-----------|
| ENGL 4113                      | Creative Writing       |           |
| ENGL 4453                      | English Capstone ..... | 3         |
| **Advanced ENGL Electives..... |                        | 9         |
| <b>Minimum Total .....</b>     |                        | <b>42</b> |

Note 1: \*\*Advanced English electives must include one British novels course and one American novels course.

Note 2: English majors may not choose the writing minor.

**ENGLISH**

| <b>B.A.Ed. Degree</b>                           | <b>Major</b>                          |           |
|---|---------------------------------------|-----------|
| ENGL 2123                                       | Foundations of English Studies..... 3 |           |
| ENGL 2543                                       | British Lit to 1800..... 3            |           |
| ENGL 2653                                       | British Lit since 1800..... 3         |           |
| ENGL 2773                                       | American Lit to 1865 ..... 3          |           |
| ENGL 2883                                       | American Lit since 1865 ..... 3       |           |
| ENGL 3103                                       | Shakespeare ..... 3                   |           |
| <b>World Requirement- choose one:..... 3</b>    |                                       |           |
|   | ENGL 3403 World Literature            |           |
|   | ENGL 3423 Topics in Multicultural Lit |           |
|   | ENGL 3473 Masterpieces of World Novel |           |
| <b>Writing Requirement – choose one:..... 3</b> |                                       |           |
|   | ENGL 3513 Technical Writing           |           |
|   | ENGL 4113 Creative Writing            |           |
| ENGL 3523                                       | Advanced Comp: Pedagogy ..... 3       |           |
| ENGL 4093                                       | Young Adult Literature..... 3         |           |
| ENGL 4163                                       | Literary Criticism..... 3             |           |
| ENGL 4173                                       | English Usage ..... 3                 |           |
| ENGL 4333                                       | Tchg English in Sec. School ..... 3   |           |
|   | **Advanced English Electives..... 6   |           |
| <b>Total Hours .....</b>                        |                                       | <b>45</b> |

Note 1: \*\*Advanced English electives must include at least one novels course in either American or British Literature.

In addition to the major requirements, the student must complete the required Professional Education courses (20 hours) and the Professional Semester (14 hours) see Section VII, pgs. 44-47.

**ENGLISH**

| <b>B.A. Degree</b>      | <b>Minor</b>                          |           |
|-------------------------|---------------------------------------|-----------|
| ENGL 2123               | Foundations of English Studies..... 3 |           |
| ENGL 2653               | British Lit since 1800 OR             |           |
| ENGL 2543               | British Lit to 1800..... 3            |           |
| ENGL 2773               | Amer Lit to 1865 OR                   |           |
| ENGL 2883               | Amer Lit since 1865..... 3            |           |
| ENGL 3513               | Technical Writing OR                  |           |
| ENGL 3523               | Advanced Composition OR               |           |
| ENGL 4113               | Creative Writing ..... 3              |           |
| ENGL 3103               | Shakespeare OR                        |           |
| ENGL 4263               | British Novel OR                      |           |
| ENGL 4273               | American Novel..... 3                 |           |
|                         | 3-4000 Level Electives* ..... 6       |           |
| <b>Total Hours.....</b> |                                       | <b>21</b> |

Note: \*Students must complete half of their credits for the minor (11 hours) in upper-level English.

**WRITING**

| <b>B.A. Degree</b>                      | <b>Minor</b>                      |
|---|-----------------------------------|
| Pre-requisites: ENGL 1113 and ENGL 1213 |                                   |
| ENGL 2123                               | Found. Of English Studies ..... 3 |
| ENGL 3513                               | Technical Writing ..... 3         |
| ENGL 3523                               | Advanced Composition..... 3       |

|      |      |  |           |
|------|------|--|-----------|
| ENGL | 4113 | Creative Writing.....                      | 3         |
| ENGL | 4163 | Literary Criticism.....                    | 3         |
| ENGL | 4173 | English Usage.....                         | 3         |
|      |      | Upper Division Electives (literature)..... | 3         |
|      |      | <b>Total Hours .....</b>                   | <b>21</b> |

## ENGLISH COURSES (ENGL)

**Note:** Rotation schedules for upper division courses are available in the office of English Department faculty and on the university website.

- +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.
- +1113 Composition I with Lab**  
Limited review of grammar and basic mechanics; focus on effective college-level personal and expository essay writing. Standard first course for beginning freshman, with lab to support student learning.
- +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 or ENGL 1114. Students are not allowed to CLEP out of Composition II under any circumstances.
- +1311 Grammar ICU**  
Grammar ICU provides an intensive review of grammar and basic mechanics. This course will focus on understanding the major parts of speech, practicing proper punctuation use, and crafting an effective writing style.
- +2123 Foundations of English Studies**  
A foundational course in literary genres, close reading techniques, and conventions for literary analysis necessary to a productive study of poetry, prose, and drama. Course emphasis is on preparing English majors and minors for discipline. Pre: ENGL 1113 and 1213.
- +2543 British 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 British 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 1865**  
A survey of American literature and American literary movements from pre-colonial writers to 1865; extensive reading. Pre: ENGL 1113 and 1213.
- +2883 American Literature since 1865**  
A survey of American literature and the American literary movements from 1865 to present with evenly distributed emphasis; extensive reading. Pre: ENGL 1113 and 1213.

- +3103 Shakespeare**  
A thematic survey of six of Shakespeare's plays, with emphasis on socio-historical contexts and afterlives. Pre: ENGL 1113, 1213, and 2123 or permission of the instructor; Recommended Pre: ENGL 2543.
- +3123 Renaissance Drama**  
A survey of English drama, exclusive of Shakespeare, from its earliest forms to the Restoration. Pre: ENGL 1113, 1213, and 2123 or permission of the instructor; Recommended Pre: ENGL 2543.
- +3173 Romantic Movement**  
History of the Romantic movement; prose and poetry of the period, with particular attention to the works of influential writers of the period. Pre: ENGL 1113, 1213, and 2123 or permission of the instructor; Recommended Pre: ENGL 2653.
- +3283 The Victorians**  
In-depth study of literature from the long reign of Queen Victoria. Pre: ENGL 1113, 1213, and 2123 or permission of the instructor; Recommended Pre: ENGL 2543.
- +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**  
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, 1213, and 2123 or permission of the instructor.
- +3423 Topics in Multicultural Literature**  
Readings of modern literature from around the world, including Europe, Asia, Africa, Latin America, and the United States, with an emphasis on topics related to issues of cultural experience and exposure. Course may be repeatable for credit if topic is changed. Pre: ENGL 1113, 1213, and 2123 or permission of the instructor.
- +3433 Nineteenth Century American Novel**  
Traces the history of the development of the novel as genre in the United States. Pre: ENGL 1113, 1213, and 2123 or permission of the instructor; Recommended Pre: ENGL 2773.
- +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, 1213, and 2123 or permission of the instructor.
- +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, Stendhal, Turgenev, Dostoyevsky, and others. Pre: ENGL 1113, 1213, and 2123 or permission of the instructor.

- +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, 1213, and 2123 or permission of the instructor.
- +3513 Technical Writing**  
**SL** A survey of the writing, research, and documentation techniques commonly used in business and industry. Pre: ENGL 1113, and 1213. Offered in the fall, odd years.
- +3523 Advanced Composition: Writing Theory**  
Intensive study of composition focusing on the principles of logic and rhetoric and their application to the analysis and production of written argumentative discourse; includes discussion of rhetorical strategies (Toulmin Paradigm, enthymeme) and heuristics (such as tagmemics, the Pentad, cubing and questioning) in the production of persuasive, informative, and interpretative written discourse. Pre: ENGL 1113, and 1213. Offered in the fall, even years.
- +3523 Advanced Composition: Pedagogy**  
Designed for education majors, this course is an intensive study of composition focusing on the principles of logic and rhetoric and their application to the analysis and production of written argumentative discourse, as well as an examination of writing pedagogy as it pertains to the secondary classroom. Additionally, education majors will prepare for the OSAT's constructed response subarea by developing writing skills structured specifically for the exam. 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, 1213, and 2123 or permission of the instructor.
- +4103 British Novel**  
A study of the development of the novel in England in the 18<sup>th</sup> and 19<sup>th</sup> centuries and British novelists from Defoe to Hardy. Pre: ENGL 1113, 1213 and 2123 or permission of the instructor: Recommended Pre: ENGL 2653.
- +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. *Course may be repeated for credit when content changes.* Pre: ENGL 1113 and 1213. Offered in the spring only.
- +4163 Literary Criticism**  
An introduction to contemporary literary theory in application to a variety of written and visual texts. Approaches may include new criticism, deconstruction, new historicism, psychological criticism, gender criticism, reader-response criticism, and reception criticism. Pre: ENGL 1113, 1213, and 2123 or permission of the instructor. Recommended in the senior year.
- +4173 English Usage**  
And advanced study of grammar to explore the systemic nature of English language. Pre: ENGL 1113 and 1213.
- +4183 History of the English Language**  
A study of the development of English, from Proto-Indo-European roots to contemporary usage, with emphasis on socio-historical contexts that generate linguistic change. Pre: ENGL 1113, 1213, and 2123 or permission of the instructor; Recommended Pre: ENGL 2543.
- +4203 Contemporary Poetry**  
The study of 20<sup>th</sup> & 21<sup>st</sup> century poetry with special emphasis on reading and analyzing contemporary poets. Pre: ENGL 1113, 1213, and 2123 or permission of the instructor.
- +4213 Nonfiction Prose**  
A survey of contemporary non-fiction prose. Pre: ENGL 1113, 1213, and 2123 or permission of the instructor.
- +4223 Contemporary Drama**  
The study of major playwrights from 1915 to the present with special emphasis placed on reading and analyzing contemporary playwrights. Pre: ENGL 1113, 1213, and 2123 or permission of the instructor.
- +4263 20<sup>th</sup> and 21<sup>st</sup> Century British Novel**  
And advanced investigation into the development of the modern novel in English literature from 1900 to the present, with an emphasis on major novelists of the period. Pre: ENGL 1113, 1213, and 2123 or permission of the instructor; Recommended Pre: ENGL 2653.
- +4273 20<sup>th</sup> and 21<sup>st</sup> Century 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, 1213, and 2123 or permission of the instructor; Recommended Pre: ENGL 2883.
- 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**  
A study of methods for teaching English Language Arts in the secondary school. Pre: ENGL 1113, 1213, and 2123.
- 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, etc. Pre: ENGL 1113, 1213, and 2123 or permission of the instructor; Recommended Pre: ENGL 2543.
- 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, 1213, and 2123 or permission of the instructor; Recommended Pre: ENGL 2543.



- 4433 Introduction to Linguistics**  
A study of the structure of language through syntax, morphology, phonetics, and phonology with application to structural and transformational grammars. Pre: ENGL 1113, 1213, and 2123 or permission of the instructor.
- 4453 English Capstone**  
A culminating experience for the major, the course requires application of skills in literary analysis and criticism to produce a project of significant length and depth through guided study of critical and literary works. Pre: Senior standing as an English major.

**FOREIGN LANGUAGE**

**SPANISH**

| <b>B.A. Degree</b> |                                     | <b>Major</b> |
|--------------------|-------------------------------------|--------------|
| SPAN 1224          | Elementary Spanish II .....         | 4            |
| SPAN 2151          | Spanish Pronunciation .....         | 1            |
| SPAN 2183          | Intermediate Spanish I.....         | 3            |
| SPAN 2193          | Intermediate Spanish II.....        | 3            |
| SPAN 3103          | Intro to Hispanic Literature .....  | 3            |
| SPAN 3113          | Peninsular/Spain Amer Culture ..... | 3            |
| SPAN 4391          | Internship.....                     | 1            |
| SPAN 4503          | Capstone.....                       | 1            |
|                    | Electives* .....                    | <u>21</u>    |
|                    | <b>Total Hours .....</b>            | <b>40</b>    |

**\*ELECTIVE COURSES:**

- SPAN 3153 Topics in Hispanic Culture and Literature
- SPAN 3183 Advanced Spanish I
- SPAN 3193 Advanced Spanish II
- SPAN 4103 Survey of Peninsular Lit
- SPAN 4183 Conversation
- SPAN 4193 Composition/Grammar
- SPAN 4223 Survey Spanish American Lit

Note: Spanish majors must complete as part of their requirements SPAN 1114, or be placed into SPAN 1224 by CLEP or Examination.

**SPANISH**

|           |                                  | <b>Minor</b> |
|-----------|----------------------------------|--------------|
| SPAN 1114 | Elementary Spanish I.....        | 4            |
| SPAN 1224 | Elementary Spanish II .....      | 4            |
| SPAN 2183 | Intermediate Spanish I <b>OR</b> |              |
| SPAN 2193 | Intermediate Spanish II.....     | 3            |
|           | *Upper division electives .....  | <u>12</u>    |
|           | <b>Total Hours .....</b>         | <b>23</b>    |

\*ELECTIVE COURSES: Select three courses (9 hours) from the 3000-level courses **AND** one course (3 hours) from the 4000-level courses listed below:

- SPAN 3103 Introduction to Hispanic Literature
- SPAN 3113 Peninsular/Spanish American Culture
- SPAN 3183 Advanced Spanish I
- SPAN 3193 Advanced Spanish II
- SPAN 4103 Survey of Peninsular Literature
- SPAN 4183 Conversation
- SPAN 4193 Composition/Grammar
- SPAN 4223 Survey of Spanish American Literature

**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. Pre: SPAN 1114 or equivalent.
- +2183 Intermediate Spanish 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 Intermediate Spanish II**  
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**  
**SL** 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.
- +3153 Topics in Hispanic Literature and Culture**  
This course, repeatable if the topic changes, focuses on the cultural or literary contributions of specific groups within the Hispanic World. Some examples of topics include Hispanic Women’s Writers, War and Revolution, the Hispanic Short Story, Food and Culture, or the Golden Age of Spanish Literature. This course may be repeated for credit if the topic changes. Pre: SPAN 3103.
- +3183 Advanced Spanish I**  
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 Advanced Spanish 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: 18 hours Spanish.
- +4183 Conversation**  
This class teaches the student to support opinions, hypothesize, and communicate spontaneously. Pre: 18 hours Spanish.
- +4193 Composition/Grammar**  
This class seeks to refine and expand skills already studied such as researching, reporting, expressing opinions, evaluating, imagining, and debating. Pre: 18 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: 18 hours Spanish.
- +4391 Internship**  
The internship in Spanish is an experimental learning course designed to provide students with opportunities to make connections between the theory and practice of Spanish and Hispanic Studies and their practical application in a professional work environment.
- +4501 Capstone**  
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. Pre: 36 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**

Health and Sports Science Education majors must complete as part of their 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 Professional Semester (14 hours) see Section VII, pgs. 44-47.

**HEALTH AND SPORTS SCIENCE EDUCATION**

**B.S. Degree**

**Option I**

|      |      |  | <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<br>include Tech of Tchg courses)..... | <u>13</u>    | <u>2</u>     |
|      |      | <b>Total Hours.....</b>  | <b>40</b>    | <b>22</b>    |

**Elective Health and Sports Science Education Theory Classes**

|      |      |  |
|------|------|--|
| H ED | 1252 | Intro to Health & P.E.                       |
| H ED | 3133 | Advanced Athletic Injuries                   |
| 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 | 1142 | Found. Sports & Lifetime Activities          |
| PE&R | 3632 | Sports Officiating                           |
| PE&R | 3650 | Elementary School Program (3 hrs)            |
| PE&R | 3662 | Recreational Leadership                      |
| PE&R | 3693 | Physiology of Exercise                       |
| 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**

Health and Sports Science majors must complete as part of their 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 Strategic Communication ..... | 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 | 2621 | Tech. of Teaching Rhythms & Aquatics     |
| H ED | 4112 | Organization & Admin. of H&PE            |
| H ED | 4470 | Indep. Study in Health Education (1-3)   |
| MCOM | 3521 | Intro to Strategic Comm. 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.

**+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**  
The study of basic techniques and practices of motor skill performance in a variety of team sport activities and movement patterns. 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.
- 2611 Techniques of Teaching Individual/Dual Sports**  
The study of basic techniques and practices of motor skill performance in a variety of individual/dual sports activities and movement patterns. 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.
- 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.
- 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.
- 3133 Advanced Athletic Injuries**  
Methods of assessing the severity of athletic injuries and the understanding of rehabilitation programs of injured athletes. Pre: H ED 3103.
- 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).

- 3242 Therapeutic Modalities**  
Skills and knowledge using a device or apparatus having curative powers in athletic training. The use of physical agents as treatments that cause some change to the body. Pre: H ED 3103.
- 4112 Organization & Administration of Health & Physical Education**  
A study of the organization of Health and Physical Education programs for the public schools.
- 4123 Lower Body Evaluation**  
Evaluation and diagnosis of injuries to the pelvis, knee, quadriceps, hamstring, gastrocnemius, ankle, and foot. Pre: H ED 3133.
- 4143 Upper Body Evaluation**  
Evaluation and diagnosis of injuries to the chest, spine, shoulder, elbow, wrist, and hand. Pre: H ED 3133.
- 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**  
SL 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**  
SL 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)**

- 1142 Foundations of Sports and Lifetime Activities**  
This course will examine the techniques, planning, and understanding of rules and organizational aspects of sports and lifetime activities.
- 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**  
Organization and leadership of recreational activities for youth groups.
- 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.

**4490 Readings in Health & Sports Science**

A critical thinking exercise in Health and Sports Science. This individual study will be comprised of a research project consisting of current issues and/or pertinent problems in Health, Physical Education, Sports, or Exercise Science.

**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 their responsibilities.

**+4603 Kinesiology/Motor Learning**

A scientific study of the mechanical and anatomical fundamentals of human motion.

**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.

**4692 Theory of Coaching Volleyball**

A study of the technique of coaching volleyball.

**4703 Athletic Internship I**

The primary purpose of this internship is to enable each student to meet his/her educational and professional objectives through participation and a well-planned and organized practical experience in the field of intercollegiate athletics. The athletic internship is an on-the-job training program and is often without classroom instruction. The internship shall provide the student with training and experience in select areas/fields within intercollegiate athletics.

**HISTORY**

History majors must complete as part of their 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 is not counted in the minimum total for a minor.

Suggested minors for this major are Political Science or Sociology.

**HISTORY**

**Global Studies Option**

| <b>B.A. Degree</b> |      | <b>Major</b>                                |
|--------------------|------|---|
| HIST               | 1233 | Non-Western Civilizations..... 3            |
| GEOG               | 2113 | World Regional Geography ..... 3            |
| HIST               | 3583 | History of Middle and Far East Asia ..... 3 |
| HIST               | 3293 | Europe, 1815-1945..... 3                    |
| HIST               | 3603 | U.S. Economic History ..... 3               |
| HIST               | 3703 | Modern Latin America..... 3                 |
| HIST               | 3723 | African American History..... 3             |
| HIST               | 4013 | World History Since 1945 ..... 3            |
| 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 .....                             |
|                    |      | <u>6</u>                                    |
|                    |      | <b>Minimum Total Hours..... 45</b>          |

**HISTORY**

**Global Studies Option**

|      |      | <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 .....               |
|      |      | Select from the following..... <u>6</u>     |
| POLS | 4113 | Comparative Government                      |
| POLS | 4123 | Comparative Government                      |
| POLS | 4313 | U.S. Foreign Policy                         |
| SOC  | 3323 | Cultural Anthropology                       |
|      |      | <b>Minimum Total Hours..... 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. Pre: HIST 1213 or HIST 1233.
- +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. Pre: HIST 1483 or HIST 1493.
- +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 or HIST1233.
- +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 or HIST 1233.
- +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. Pre: HIST 1223.
- +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. Pre: HIST 1223.
- +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. Pre: HIST 1223 or 1233.
- +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. Pre: HIST 1223.
- +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. Pre: HIST 1233.
- +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.
- +3663 Survey of Latin American History**  
This course presents an overview of the history of Latin America from the Pre-Columbian civilizations to the present. Emphasis will be placed on understanding of the development of the diverse cultural, political, and economic institutions of the region.
- +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 or 1233.
- +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 or 1233.
- +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 1483 and 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 1483 and HIST 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. Pre: HIST 1223.
- +4402 Historic Preservation**  
**SL** 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**  
**SL** 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**  
**SL** 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. Pre: HIST 4113 and 15 hours of history.
- +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 and admission to Teacher Education.
- HUMANITIES COURSES**
- +2013 World Music**  
A survey of non-western musical cultures through their folk, popular and art music. (Cross Listed-MUSI 2013).
- +2033 Art History Survey**  
Introductory survey of western art. Special focus on developments in painting and drawing. (Cross-listed-ART 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.
- +2433 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.
- +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. (Cross-listed-MUSI 3153).

| <b>LEADERSHIP</b>                                   |      | <b>Minor</b>   |
|---|------|--|
| <b>Core Area</b>                                    |      |  |
| LEAD  | 1013 | Habitudes  |
| <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<br>(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 | Intro to Mass Communication  |
| MCOM  | 3463 | Intro to Strategic Communication   |
| SCOM  | 3123 | 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 Leadership (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 and Emotion   |
| 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)**

- +1013 Habitudes: Developing Leadership and Character**  
SL In the 21<sup>st</sup> Century, culture is based upon images. Habitudes: Developing Leadership and Character will explore the use of twenty-six images students can use to help develop their leadership abilities and strengthen their respective character. Sociologists describe current generations with the acrostic EPIC: Experimental, Participatory, Image-driven, and Connected. This class will provide some basic images to help the student be enabled to discuss truths that will make him/her a better leader for others to follow.



**+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.

**LIBRARY AND INFORMATION SCIENCE      Minor**

|     |      |   |           |
|-----|------|---|-----------|
| LIS | 1021 | Information Literacy.....                 | 1         |
| LIS | 2012 | Found Library & Info Science.....         | 2         |
| LIS | 3013 | Library Public Service.....               | 3         |
| LIS | 3033 | Tech in Lib & Info Science .....          | 3         |
| LIS | 4013 | Reference Digital Age .....               | 3         |
| LIS | 4023 | Organization of Knowledge .....           | 3         |
|     |      | Electives .....                           | 6         |
|     |      | LIS 4123 Lib Mgmt & Ldrshp <b>OR</b>      |           |
|     |      | LIS 4703 Lib & Info Sci Internship        |           |
|     |      | LIS 4143 Collection Development <b>OR</b> |           |
|     |      | LIS 4163 Intro to Archives                |           |
|     |      | <b>Total Hours .....</b>                  | <b>21</b> |

**LIBRARY AND INFORMATION SCIENCE COURSES (LIS)**

- 1021 Information Literacy**  
 An introduction to the identification, location, evaluation, and use of information sources. Overviews steps of the research process including developing research questions, research planning and methods, use of electronic and print resources, and the evaluation of information relevance and reliability. Open to all students who wish to improve research skills.
- 2012 Found of Library & Information Science**  
 Introduction to the history of library science as a discipline, current use of information in society, and current issues in librarianship. Covers theories of organization, classification, and information retrieval, as well as types of librarianship, professional organizations, and career opportunities.
- 3013 Library Public Service**  
 Focusing on librarianship as a public service, this course focuses on information-seeking behavior and satisfying patron needs in a wide range of contexts. The course explores principles of research and reference, information literacy, reader’s advisory, library program development, and curation of information resources.
- 3033 Technology in Library & Information Sci**  
 An overview of technological trends in libraries, including current and emerging technologies. Provides and introduction to tools, processes, web applications, and integrated library systems.
- 4013 Reference in the Digital Age**  
 An introduction to the knowledge and skills involved in reference services. Phases of the research process and reference interviews are emphasized. Students learn types of reference sources and differences

between print and digital, and to select the most appropriate sources to meet research needs. Instruction includes database and online searching. Travel to cooperative libraries required for some assignments. Pre: LIS 1021 and LIS 2012

- 4023 Organization of Knowledge**  
 An introduction to the classification and arrangement of information resources, both print and digital. Includes a history of classification and discussion of major classification systems. Basics of cataloging, controlled vocabulary, intellectual control, and retrieval are also covered along with basics of technical service. Pre: LIS 1021 and LIS 2012
- 4123 Library Management & Leadership**  
 An overview of management and leadership as it relates to libraries. Covering a variety of libraries and information centers, this course describes organizational structure, planning, budgeting, human resources, and policy creation as well as promotion and advocacy. Pre: LIS 1021 and LIS 2012
- 4143 Collection Development**  
 Covering the basics of collection development and management, this class covers subjects of collection evaluation, selection, planning, budgeting, maintenance, weeding, and censorship. Includes overview of genres and selection of audience-appropriate material. Students will create a collection development policy for a hypothetical library. Pre: LIS 1021 and LIS 2012
- 4163 Introduction to Archives**  
 An introduction to archives and manuscripts, students will learn theories and practice of archival arrangement and description as well as basics of appraisal, intellectual control, preservation and conservation, disaster planning, access, and archival management. Both physical and digital materials are discussed. Pre: LIS 1021 and LIS 2012
- 4703 Library & Information Science Internship**  
**SL** Enables each student to meet his/her educational and professional objectives through participation with a well-planned and organized practical experience in the field of library and information science under the guidance of the faculty mentor and the supervision of a designed professional. This course requires 96 hours of supervised practical experience in a library, archives, museum, or other information center. Pre: Completion of 12 hours in LIS courses, 2.5 GPA, and permission of instructor.

**MASS COMMUNICATION**

| <b>B.S. Degree</b> |      | <b>Major/Minor</b>                      |
|--------------------|------|---|
| MCOM               | 2113 | News Reporting.....3                    |
| MCOM               | 2123 | Introduction to Mass Comm. ....3        |
| MCOM               | 3541 | Print & Online Media Practicum.....1    |
| MCOM               | 2023 | Media History .....                     |
| MCOM               | 3053 | Prin. of Advertising & Marketing .....3 |
| MCOM               | 3103 | News Editing.....3                      |
| MCOM               | 3213 | Business & Professional Comm. ....3     |
| MCOM               | 3222 | Feature Writing .....                   |
| MCOM               | 3113 | Intro to Audio & Video Production....3  |
| MCOM               | 3463 | Introduction to Strategic Comm. ....3   |

|      |      |                                   |           |
|------|------|-----------------------------------|-----------|
| MCOM | 3803 | Broadcast Writing & Announcing    | 3         |
| MCOM | 3901 | Broadcast Practicum               | 1         |
| MCOM | 3203 | Media Photography                 | 3         |
| MCOM | 4103 | Publication Design & Production   | 3         |
| MCOM | 4213 | Mass Comm Law & Ethics            | 3         |
| MCOM | 4442 | Mass Media Internship             | 2         |
| MCOM | 4463 | Mass Comm Senior Seminar          | 3         |
| MCOM | 3363 | Multimedia Journalism             | 3         |
| MCOM | 3833 | Strategic Communication Writing   | 3         |
| MCOM | 3521 | Strategic Communication Practicum | 1         |
|      |      | Prescribed Electives              | <u>18</u> |
|      |      | <b>Minimum Total Hours</b>        | <b>70</b> |

Prescribed Electives:

|      |      |                                     |
|------|------|-------------------------------------|
| ART  | 3173 | Digital Illustration/Graphic Design |
| ENGL | 3513 | Technical Writing                   |
| ENGL | 4113 | Creative Writing                    |
| ENGL | 4173 | English Usage                       |
| MCOM | 3303 | Intro to Media Theories             |
| MCOM | 3313 | Broadcast News                      |
| MCOM | 3343 | Sports Reporting                    |
| MCOM | 3521 | Strategic Comm. Practicum*          |
| MCOM | 3541 | Print & Online Media Practicum*     |
| MCOM | 3812 | Photojournalism                     |
| MCOM | 3901 | Broadcast Practicum*                |
| MCOM | 4123 | Advanced Strategic Comm.            |
| MCOM | 4413 | Advanced Audio & Video Production   |
| MCOM | 4432 | Intro to Media Research             |
| MCOM | 4442 | Mass Media Internship**             |
| MRKT | 3043 | Principles of Marketing             |
| MRKT | 3313 | Technology and Marketing            |
| MRKT | 3453 | Sports Marketing                    |
| PSYC | 3163 | Motivation and Emotion              |
| SCOM | 2763 | Voice & Phonetics                   |
| SCOM | 3113 | Advanced Speech                     |
| SCOM | 3123 | Argumentation & Advocacy            |
| SCOM | 3133 | Interpersonal Communication         |
| SCOM | 3613 | Small Group Communication           |
| SCOM | 4023 | Nonverbal Communication             |
| SOC  | 2123 | Social Problems & Issues            |

\*Must be taken for major; may be taken up to three additional times for credit within prescribed electives.

\*\*Must be taken for major; may be taken one additional time for credit within prescribed electives.

**MASS COMMUNICATION**

| <b>B.S. Degree</b> |      | <b>Major</b>                      |   |
|--------------------|------|-----------------------------------|---|
| MCOM               | 2113 | News Reporting                    | 3 |
| MCOM               | 2123 | Intro to Mass Communication       | 3 |
| MCOM               | 3541 | Print & Online Media Practicum    | 1 |
| MCOM               | 2023 | Media History                     | 3 |
| MCOM               | 3053 | Prin. of Advertising & Marketing  | 3 |
| MCOM               | 3103 | News Editing                      | 3 |
| MCOM               | 3213 | Business & Professional Comm.     | 3 |
| MCOM               | 3222 | Feature Writing                   | 2 |
| MCOM               | 3113 | Intro to Audio & Video Production | 3 |

|      |      |                                 |           |
|------|------|---------------------------------|-----------|
| MCOM | 3463 | Intro to Strategic Comm.        | 3         |
| MCOM | 3803 | Broadcast Writing & Announcing  | 3         |
| MCOM | 3901 | Broadcast Practicum             | 1         |
| MCOM | 3203 | Media Photography               | 3         |
| MCOM | 4103 | Publication Design & Production | 3         |
| MCOM | 4213 | Mass Comm Law & Ethics          | 3         |
| MCOM | 4442 | Mass Media Internship           | 2         |
| MCOM | 4463 | Mass Comm Senior Seminar        | 3         |
| MCOM | 3363 | Multimedia Journalism           | 3         |
| MCOM | 3833 | Strategic Comm. Writing         | 3         |
| MCOM | 3521 | Strategic Comm. Practicum       | <u>1</u>  |
|      |      | <b>Minimum Total Hours</b>      | <b>52</b> |

**MASS COMMUNICATION**

**Minor**

|      |      |                                |           |
|------|------|--------------------------------|-----------|
| MCOM | 2113 | News Reporting                 | 3         |
| MCOM | 2123 | Intro to Mass Communication    | 3         |
| MCOM | 3541 | Print & Online Media Practicum | 1         |
| MCOM | 2023 | Media History                  | 3         |
| MCOM | 3521 | Strategic Comm. Practicum      | 1         |
| MCOM | 3901 | Broadcast Practicum            | 1         |
|      |      | Prescribed Electives*          | <u>8</u>  |
|      |      | <b>Minimum Total Hours</b>     | <b>20</b> |

\*Prescribed Electives:

|      |  |
|------|--|
| MCOM | 3053, 3103, 3113, 3213, 3222, 3343, 3303, 3313, 3463, 3803, 3203, 4213, 3363 |
|------|--|

**MASS COMMUNICATION COURSES (MCOM)**

**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, online, 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 Introduction to Mass Communication**

Survey and history of mass communication theories and practices, including economic, social and political evolution of interrelationships of media with society.

**3053 Principles of Advertising & Marketing**

A survey of the nature, scope, and economic importance of advertising and marketing. Analysis of advertising and marketing functions, institutions, and demand creation. Pre: MCOM 2123, 3113.

**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.

- +3203 Media Photography**  
Digital imaging for journalistic media with emphasis on legal and ethical considerations. Digital photographic techniques and equipment (both hardware and software) will be addressed.
- +3213 Business & Professional Communication**  
A study of specific communication principles and methods for application in business and professional settings. 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.
- 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.
- 3313 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, 3113, and 3803.
- 3343 Sports Reporting**  
Examines and applies journalistic and performance techniques to reporting sports in print, multimedia, and broadcast outlets. Play-by-play broadcasting is emphasized. Pre: MCOM 2113, 2123, and six hours of English.
- 3363 Multimedia Journalism**  
Introduces concepts and practices necessary for working in a multi-platform media environment. Current and future media strategies will be addressed. Provides instruction in the use of photographs, graphics, audio, video, and the written word to create stories and content for print, broadcast and online media. Pre: MCOM 2023, 2113, 2123, and 3113.
- +3463 Introduction to Strategic Communication**  
**SL** A survey of all communications designed to create desired responses from given audiences. Course emphasizes history, functions, theories, ethics, and relations to marketing products, ideas, organizations, and people, and the components of strategic communication campaigns. Pre: MCOM 2123.
- 3521 Strategic Communication Practicum**  
Involvement in marketing, advertising, and public relations projects with community organizations, businesses, institutions or agencies. *Course may be repeated for a maximum four credit hours.* Pre: MCOM 3463.
- +3541 Print & Online Media Practicum**  
Participation in the production and operation of student journalistic publications including the *Northwestern News* and *RangerPulse.com*. Individual work structured to fit the needs and interests of the student. *Course may be repeated for a maximum of four credit hours.* Pre: MCOM 2113.
- 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 3203.
- 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 Broadcast Practicum**  
Participation in operating the university's radio and television stations. *Course may be repeated for a maximum of four credit hours.* Pre: MCOM 2123.
- +4103 Publication Design & Production**  
Practical study of computer software used in the production of print and online publications. Organizing, planning, designing, and laying out publications for mass media and strategic communication. Pre: MCOM 2123.
- 4123 Advanced Strategic Communication**  
A continuation of the study of specific strategic communication problems and opportunities; creation of instruments for strategic communication purposes; and research for strategic communication. 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.
- 4413 Advanced Audio & Video Production**  
A continuation of the study of techniques used in audio and video production; practical experience is emphasized. Pre: MCOM 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 communication. 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. Pre: MCOM 2023, 2113, and 2123. For Mass Communication majors only.
- 4463 Mass Communication Senior Seminar**  
Emphasis will be placed on creating professional portfolios, developing job search documents of professional quality, and participating in professional job interviews. Students will work with department faculty for job and graduate placement. Course is to be completed by mass comm. majors during final year of program. Exit activities will be completed.

**MATHEMATICS**

Mathematics majors must complete as part of their requirements:

MATH 1513 College Algebra

**MATHEMATICS**

| <b>B.S. Degree</b>               |                                  | <b>Major</b> | <b>Minor</b> |
|----------------------------------|----------------------------------|--------------|--------------|
| MATH 1613                        | College Trigonometry .....       | 3            | (3)          |
| MATH 2013                        | Statistics .....                 | 3            | (3)          |
| MATH 2215                        | Analytic Geometry & Calc I....   | 5            | 5            |
| MATH 2315                        | Analytic 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 3043                        | Math Technology .....            | 3            | 3            |
|                                  | *Elective Advanced Math .....    | 15           | 9            |
| <b>Minimum Total Hours .....</b> |                                  | <b>46</b>    | <b>22</b>    |

Note 1: \*Advanced math electives include any 3000 or 4000 level math courses excluding MATH 4442. Choose from:

- MATH 3353 Modern Algebra
- MATH 3513 College Geometry
- MATH 4033 Probability & Statistics II
- MATH 4203 Differential Equations
- MATH 4333 History of Math
- MATH 4533 Math Models & Applications

Note 2: Advanced standing tests are available in Mathematics 1513 and MATH 2215.

Note 3: Parentheses around a number indicate that, although the course is required, it is not counted in the minimum total for a minor.

**MATHEMATICS**

Mathematics majors must complete as part of their requirements:

MATH 1513 College Algebra

**MATHEMATICS**

| <b>B.S.Ed. Degree</b>            |                                   | <b>Major</b> |
|----------------------------------|-----------------------------------|--------------|
| MATH 1613                        | College Trigonometry .....        | 3            |
| MATH 2013                        | Statistics .....                  | 3            |
| MATH 2215                        | Analytic Geometry & Calc I.....   | 5            |
| MATH 2315                        | Analytic Geometry & Calc II ..... | 5            |
| MATH 3013                        | Linear Algebra.....               | 3            |
| MATH 3033                        | Probability and Statistics I..... | 3            |
| MATH 3043                        | Mathematics Technology .....      | 3            |
| MATH 3053                        | Discrete Math .....               | 3            |
| MATH 3323                        | Multivariable Calculus .....      | 3            |
| MATH 3353                        | Intro to Modern Algebra.....      | 3            |
| MATH 3513                        | College Geometry.....             | 3            |
| MATH 4333                        | History of Mathematics .....      | 3            |
| MATH 4442                        | Teaching of Sec Mathematics.....  | 2            |
|                                  | *Elective Advanced Math .....     | 3            |
| <b>Minimum Total Hours .....</b> |                                   | <b>45</b>    |

Note 1: In addition to the major requirements, the student must complete the required Professional Education courses (20 hours) and the Professional Semester (14 hours) see Section VII, pgs. 44-47.

Note 2: Advanced standing tests are available in Mathematics 1513 and MATH 2215.

Note 3: \*Majors must take one of the following elective advanced math classes:

- MATH 4033 Probability & Statistics II
- MATH 4203 Differential Equations
- MATH 4533 Math Models

**MATHEMATICS COURSES (MATH)**

**0115 Beginning Algebra**

A course to teach the basic ideas in theory and application of several areas of mathematics. Course covers real numbers, simple algebraic expressions, linear equations in one variable, polynomials, factoring and consumer multiplication as well as equations of lines, solving equations, and the quadratic formula. Course designed to prepare students for MATH 1513 College Algebra with Lab or MATH 1403 Contemporary Math. *This course does not count as a degree requirement.*

**+1403 Contemporary Mathematics**

Exploration of various topics designed to give the student an appreciation of mathematics and to expose the student to mathematical problems within numerous disciplines. Students will learn to apply concepts from multiple mathematical disciplines to real world problems (e.g. statistics, probability, geometry, mathematical finance, logic, set theory, graph theory), interpret data in multiple representations (graph, tables, visual, etc.), and communicate mathematical ideas using valid terminology. Not intended for students majoring in science, mathematics, computer science, and business. This course will fulfill the general education requirement but will not count as a prerequisite for MATH 1613 or MATH 2215. Pre: Curricular requirement from high school or appropriate placement per NWOSU placement policy.

**+1403 Contemporary Mathematics with Lab**

Exploration of various topics designed to give the student an appreciation of mathematics and to expose the student to mathematical problems within numerous disciplines. Students will learn to apply concepts from multiple mathematical disciplines to real world problems (e.g. statistics, probability, geometry, mathematical finance, logic, set theory, graph theory), interpret data in multiple representations (graph, tables, visual, etc.), and communicate mathematical ideas using valid terminology. Not intended for students majoring in science, mathematics, computer science, and business. This course will fulfill the general education requirement but will not count as a prerequisite for MATH 1613 or MATH 2215. Contemporary Math with lab includes an extra hour of class each week to support student success. Pre: Curricular requirement from high school or appropriate placement per NWOSU placement policy.

**+1513 College Algebra**

A course designed to provide techniques and concepts necessary to study applications in various fields. Course fulfills general education requirement. This course is intended to enrich student's algebra skills

- from high school or from other algebra courses at the college level. This course is also designed to prepare students for trigonometry, statistics, calculus, or courses in computer science. Topics covered include factoring, solving and graphing equations & inequalities, introduction to linear, quadratic, polynomial, exponential, logarithmic and rational functions and their associated applications, as well as systems of linear equations. Pre: Curricular requirement from high school or appropriate placement per NWOSU placement policy.
- +1513 College Algebra with Lab**  
A course designed to provide techniques and concepts necessary to study applications in various fields. Course fulfills general education requirement. This course is intended to enrich student's algebra skills from high school or from other algebra courses at the college level. This course is also designed to prepare students for trigonometry, statistics, calculus, or courses in computer science. Topics covered include factoring, solving and graphing equations & inequalities, introduction to linear, quadratic, polynomial, exponential, logarithmic and rational functions and their associated applications, as well as systems of linear equations. College Algebra with lab includes an extra hour of class each week to support student success. Course fulfills general education requirement. Pre: Curricular requirement from high school or appropriate placement per NWOSU placement policy.
- +1613 College Trigonometry**  
Trigonometric functions, identities, equations, radian measure and applications, solution of triangles. Pre: MATH 1513.
- +1715 Precalculus**  
This course covers various topics in algebra and trigonometry and is suitable for students preparing for Calculus. Algebra topics covered include: the study of equations and functions (polynomial, rational, radical, exponential, and logarithmic), graphing and solving equations, systems of equations, and elementary sequences and series. Additional topics in trigonometry include: the study of trigonometric functions and their inverses, graphs of trigonometric functions, trigonometric identities, solutions of triangles, law of sines and law of cosines, trigonometric form of complex numbers, and applications. Pre: curricular requirements from high school.
- 2013 Statistics**  
Introductory course in statistics designed to introduce students to the techniques of experimental statistics and to 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 or CO-Req: MATH 1513, MATH 1403, or permission of the department.
- +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 or CO-Req: 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 with a C or higher.
- +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 or permission of the department.
- +3023 Theory of Numbers**  
Study of integers including divisibility, primes, congruence, and number-theoretic functions. Pre: MATH 2215 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. Pre: MATH 2215 or permission of the department.
- +3043 Math Technology**  
This course will introduce students to several types of mathematics technology. In particular, students will be introduced to graphing calculators, computer software such as Mathematica, Sage, Geogebra, Smart Notebook software, Microsoft Excel, Equation Editor, and LaTeX. 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. Students will gain experience using technology to present mathematics topics as well as use technology to produce technical mathematics writing. 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 or permission of the department.
- +3101 SL C-STEM Investigations**  
The application of principles from Computer Science, Technology, Engineering and Mathematics (C-STEM) to solve unique problems is the focus of this

course. Students will complete projects ranging from robotics computer programming solutions, to fabrication of mechanical/electrical devices, to C-STEM workshop development for area public schools. Participation in relevant outreach events is required and may be used for teacher education field experience hours. Recommended for computer science, math, physical science, pre-engineering and secondary mathematics/science education majors. Pre: minimum of eight credit hours earned from Computer Science, Mathematics, and/or Science. Fall only.

**+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 or permission of the department.

**+3513 College Geometry**

Advanced plane geometry with an introduction to non-Euclidean geometrical concepts. Pre or CO-Req: MATH 2215 or permission of the department.

**+4033 Theory of Probability and Statistics II**

Continuation and extension of MATH 3033 including hypothesis testing, Analysis of Variance, Regression & Correlation, GOF tests, and an introduction to categorical data analysis. Pre: MATH 3033 or permission of the mathematics department.

**+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 2215; Pre or CO-Req: MATH 2315.

**MATHEMATICS AREA OF CONCENTRATION FOR ELEMENTARY TEACHERS (These classes will NOT satisfy general education requirements and will NOT count as electives for math majors)**

**2233 Structural Concepts in Arithmetic**

A modern introduction to the real number system and its subsystems. This will include an introduction to problem solving; an introduction to numeration systems, set operations and properties, whole

numbers, integers, rational numbers, and number theory. Pre: High School Algebra.

**2433 Structural Concepts in Mathematics**

A continuation of MATH 2233 Structural Concepts of Arithmetic. Topics covered include: proportions, decimals, percentages and associated applications, real numbers & algebraic thinking, introduction to probability, statistics, and data analysis. Recommended Pre: MATH 2233.

**2633 Geometry for Elementary Teachers**

Introduction to geometric concepts to provide the mathematical background for elementary teachers. Topics include: linear measure, polygons, symmetry, angles, congruence and similarity conditions, geometric constructions, area and volume. Recommended Pre: MATH 2233.

**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               | 3131 | University Band**                           |
|                    |      | <b>OR</b>                                   |
| MUSI               | 3121 | University Chorale** ..... 8                |
|                    |      | Piano*** ..... 0-4                          |
|                    |      | Electives in Music ..... <u>11</u>          |
|                    |      | <b>Total Hours..... 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 | 3131 | 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.

**Bachelor of Music Education (B.M.E.) Degree**

| <b>INSTRUMENTAL</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                | 3102 | Principles of Conducting .....           | 2            |
| MUSI                | 3112 | Instrumental Conducting .....            | 2            |
| HUM                 | 3153 | Music History I.....                     | (3)          |
| MUSI                | 3163 | Music History II .....                   | 3            |
| MUSI                | 4013 | Music Form and Analysis.....             | 3            |
| MUSI                | 4110 | Senior Recital* .....                    | 0            |
| MUSI                | 4422 | Marching Band Technique .....            | 2            |
| MUSI                | 4262 | Instrumental Music Literature .....      | 2            |
| MUSI                | 4442 | Music Meth. & Materials-Elem Sch .....   | 2            |
| MUSI                | 4452 | Instrumentl Meth. & Materials-Sec Sch .. | 2            |
| MUSI                | 3131 | 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>51</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.

Parentheses around a number indicate the course must be taken as part of the general education requirements. It is not counted in the minimum total hours of the major.

In addition to the major requirements, the student must complete the required Professional Education courses (20 hours) and the Professional Semester (14 hours) see Section VII, pgs. 44-47.

**Bachelor of Music Education (B.M.E.) Degree**

| <b>VOCAL</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         | 2202 | Language Diction.....                  | 2            |
| MUSI         | 2213 | Music Theory III.....                  | 3            |
| MUSI         | 2221 | Aural Skills III .....                 | 1            |
| MUSI         | 3102 | Principles of Conducting.....          | 2            |
| HUM          | 3153 | Music History I.....                   | (3)          |
| MUSI         | 3163 | Music History II.....                  | 3            |
| MUSI         | 3203 | Choral Conducting .....                | 3            |
| MUSI         | 4013 | Music Form and Analysis .....          | 3            |
| MUSI         | 4023 | Choral Literature.....                 | 3            |
| MUSI         | 4031 | Choral Arranging .....                 | 1            |
| MUSI         | 4110 | Senior Recital*.....                   | 0            |
| MUSI         | 4403 | Vocal Pedagogy .....                   | 3            |
| MUSI         | 4442 | Music Meth. & Materials-Elem Sch ..... | 2            |
| MUSI         | 4462 | Choral Meth. & Materials-Sec Sch ..... | 2            |
| 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>51</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.

Parentheses around a number indicate the course must be taken as part of the general education requirements. It is not counted in the minimum total hours of the major.

In addition to the major requirements, the student must complete the required Professional Education courses (20 hours) and the Professional Semester (14 hours) see Section VII, pgs. 44-47.

**MUSIC** **Minor**

**Required Courses:**

|      |      |                                       |           |
|------|------|---------------------------------------|-----------|
|      |      | Music Ensembles*.....                 | 4         |
|      |      | Applied Lessons** .....               | 4         |
| HUM  | 2533 | Music in Life*** .....                | (3)       |
| MUSI | 1110 | Recital Attendance** .....            | 0         |
| MUSI | 1123 | Music Theory I.....                   | 3         |
| MUSI | 1131 | Aural Skills I .....                  | 1         |
|      |      | Any Level Music Electives .....       | 2         |
|      |      | 3000/4000 Level Music Electives ..... | 7         |
|      |      | <b>Total Hours .....</b>              | <b>21</b> |

Note: Parentheses around a number indicates that, although the course is required, it may not be counted in the minimum total for a minor.

\*Continued participation in music ensembles is encouraged after completing the requirement.

\*\*Concurrent enrollment is required for lessons and recital attendance.

\*\*\*HUM 2533 Music in Life must be taken as a directed elective under “Values and Beliefs” of the general education requirements.

**Music Program Guidelines:**

1. For those pursuing an Instrumental BME, “Secondary instruments” must include at least one of each: string, woodwind, brass, and percussion.
2. Continuous enrollment in MUSI 3121 University Chorale or MUSI 3131 University Band is required every semester for music majors.
3. A semester examination (jury) for each student enrolled for applied music credit beyond the first semester of study is required. The student will be expected to show reasonable improvement and accomplishment as a player or singer to gain credit in applied music.
4. 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 theory 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 examination will determine in which piano class a student should enroll.
5. In order to successfully complete a degree in music, students must demonstrate keyboard competency. The requirements for the competency will be studies in piano class and are outlined in the Fine Arts Handbook.

**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.

**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. Pre: Pass the Music Theory Placement Exam with a “C” or better OR completion of MUSI 1002.

**+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. Pre: Pass the Aural Skills Placement Exam with a “C” or better OR completion of MUSI 1002.

**+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.** CO-Req: MUSI 3131.
- +2013 World Music**  
A survey of non-western musical cultures through their folk, popular and art music. (Cross Listed-HUM 2013).
- 2020 Jazz Ensemble**  
Jazz ensemble participation. **NO CREDIT.**
- 2100 Concert Choir**  
Choir participation. **NO CREDIT.**
- 2101 Concert Choir**  
**SL** 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.
- 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).
- 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. Pre: 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. Pre: pass MUSI 3102.
- 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.

- 3131 University Band**  
SL 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. CO-Req: MUSI 2010.
- +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. (Cross listed-HUM 3153).
- +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. Pre: pass MUSI 3102.
- +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.
- 4151 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.
- 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.
- 4442 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.
- 4452 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.

**4462 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. Enrollment with permission of the instructor.

| Voice/Keyboard       |      |      |      |      |
|----------------------|------|------|------|------|
| Applied Voice        | 1600 | 2600 | 3600 | 4600 |
| Applied Piano        | 1610 | 2610 | 3610 | 4610 |
| Applied Organ        | 1620 | 2620 | 3620 | 4620 |
| Woodwinds            |      |      |      |      |
| 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 |
| Brass and Percussion |      |      |      |      |
| 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 |
| Strings              |      |      |      |      |
| 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 |
| Applied Guitar       | 1780 | 2780 | 3780 | 4780 |

Credit in voice, keyboard, band and orchestral instruments is granted according to the following requirements:

- (a) One twenty-five-minute private lesson per week and corresponding required practice time earns one credit hour.
- (b) Two twenty-five minute or one fifty-minute lesson per week and corresponding required practice time earns two credit hours.
- (c) Three twenty-five minute or one seventy-five-minute lesson per week and corresponding required practice time earns three credit hours.

**NATURAL SCIENCE EDUCATION**

**Biology Option**

**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         |
| BIOL | 3343 | Genetics .....                            | 3         |
| BIOL | 4214 | Ecology.....                              | 4         |
| PHYS | 1114 | General Physics I.....                    | 4         |
| PHYS | 1214 | General Physics II.....                   | 4         |
| BIOL | 4163 | Sec. Sci. Tchg. Methods/Instruction ..... | 3         |
| BIOL | 3011 | Science Fair Judging.....                 | 1         |
|      |      | Upper-Level Electives .....               | 3         |
|      |      | <b>Minimum Total Hours.....</b>           | <b>48</b> |

**NATURAL SCIENCE EDUCATION**

**Chemistry Option**

**B.S.Ed. Degree**

**Major**

|      |      |                                     |           |
|------|------|-------------------------------------|-----------|
| CHEM | 1115 | General Chemistry I.....            | 5         |
| CHEM | 1215 | General Chemistry II.....           | 5         |
| CHEM | 3015 | Classical Chem. Analysis.....       | 5         |
| CHEM | 3114 | Organic Chemistry I.....            | 4         |
| CHEM | 3143 | Inorganic Chemistry.....            | 3         |
| CHEM | 4114 | Organic Chemistry II .....          | 4         |
| CHEM | 4143 | Biochemistry.....                   | 3         |
| PHYS | 1114 | General Physics I.....              | 4         |
| PHYS | 1214 | General Physics II.....             | 4         |
| CHEM | 3011 | Science Fair Judging.....           | 1         |
| CHEM | 4163 | Sec. Sci. Tchg. Mthds. & Inst. .... | 3         |
|      |      | <b>Minimum Total Hours.....</b>     | <b>41</b> |

**NATURAL SCIENCE EDUCATION**

**Physics Option**

**B.S.Ed. Degree**

**Major**

|      |      |                                      |           |
|------|------|--------------------------------------|-----------|
| PHYS | 1114 | General Physics I <b>OR</b>          |           |
| PHYS | 2114 | Physics I*.....                      | 4         |
| PHYS | 1214 | General Physics II <b>OR</b>         |           |
| PHYS | 2214 | Physics II* .....                    | 4         |
| PHYS | 3013 | Classical Mechanics.....             | 3         |
| PHYS | 4113 | Electricity & Magnetism.....         | 3         |
| PHYS | 4413 | Modern Physics.....                  | 3         |
| BIOL | 1224 | General Zoology .....                | 4         |
| CHEM | 1115 | General Chemistry I.....             | 5         |
| CHEM | 1215 | General Chemistry II.....            | 5         |
| PHYS | 3011 | Science Fair Judging.....            | 1         |
| PHYS | 4163 | Sec. Sci. Tchg. Mthds. & Instr. .... | 3         |
|      |      | Upper-Level PHYS electives.....      | 6         |
|      |      | <b>Minimum Total Hours.....</b>      | <b>41</b> |

\*Students completing PHYS 2114 and PHYS 2214 will need to take PHYS 2011 (Calculus Applications in Physics) to meet the calculus physics requirements.

In addition to the major requirements, the student must complete the required Professional Education courses (20 hours) and the Professional Semester (14 hours) see Section VII, pgs. 44-47.

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 and Secondary Science Teaching Methods & Instruction 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 create and cultivate a safe, caring, reflective environment that facilitates the growth of the student as a person, a contributing member of society, and a leader of the nursing profession.
2. To prepare professional nurses whose background in the liberal arts, the natural and behavioral sciences, technologies, and nursing science creates the capacity for initiative, self-direction, and leadership suited to providing safe, knowledgeable, culturally competent, evidence-based nursing care to individuals, families, communities, populations, and societies across the lifespan.
3. To facilitate responsibility and accountability to advocate for the needs of persons and development of health care and evidence-based nursing practice.
4. To provide a foundation of study that can serve as a basis for pursuing advanced education and/or practice in nursing.
5. To prepare students to pursue an advanced nursing role founded on evidence-based practice in order to address health disparities and provide advanced nursing care for people across the life span.

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, Enid Campus, Woodward Campus, and University Learning Center at Ponca City. The NWOSU Charles Morton Share Trust Division of Nursing assigns/arranges clinical rotations at a variety of clinical sites. Students are responsible for their own transportation to all sites.

## NURSING

Nursing majors must complete as part of their 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              | <b>OR</b> |
| NURS 3033 | Pathophysiology for Nursing  |           |

Other required courses:

|           |                               |
|-----------|-------------------------------|
| H ED 1820 | Nutrition (3 hours)           |
| MATH 1513 | College Algebra               |
| MATH 2013 | Statistics OR                 |
| PSYC 4213 | Statistics                    |
| PSYC 1113 | General Psychology            |
| PSYC 3123 | Human Life-Span Development   |
| SOC 1113  | Introductory Sociology        |
| SCOM 1113 | Intro to Speech Communication |

Additional general education requirements listed on page 60.

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 Leadership.....                   | 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.N. program must be a Certified Nursing Assistant (CNA, which can be attained at a technology center), a Licensed Practical Nurse (LPN), or a Registered Nurse (RN).

Note 3: Allied Health Articulation Program: Students applying to the B.S.N. program who have received Allied Health credit beyond the Certified Nursing Assistant (CNA) from High Plains Technology Center, Autry Technology Center, Pioneer Technology Center, or Northwest 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.N. 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 in even years.

Note 5: ADN Program: Students applying to the R.N.-B.S.N. program who have an Associate's Degree in Nursing (ADN) 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. NURS 3023 Role Transition is also required.

## 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 Nurses (ADN) will receive advanced standing for this course.

**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. 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. Students must be a Certified Nursing Assistant prior to starting this course. Pre: Admission into the Nursing Program.

**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. Course not required for Generic students. Pre: Admission into the Nursing Program.

**+3033 Pathophysiology for Nursing**

Mechanisms of health and disease. Topics covered include: cellular injury, inflammation and healing processes, neoplasia, imbalance 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. Students will also develop an understanding of the cellular and physiological mechanisms of disease or imbalanced homeostatic states. Because of the broad scope of pathophysiology, only selected areas are chosen to be covered in-depth and provide the student with a firm foundation of disease processes. With this firm foundation, the student can be expected to understand other pathological disease mechanisms encountered in the future. Designed as an upper-level course for students in nursing. Pre: BIOL 3184 and 3194. Recommended Pre: BIOL 3115.

**3037 Nursing Care of the Adult I**

**SL** 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. Licensed Practical Nurses (LPN) and Associate Degree Registered Nurses (ADN) will receive advanced standing for this course. Pre: Admission into the Nursing Program.

**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. Credit: Licensed Practical Nurses (LPN) may test to receive advanced placement for the course. Associate Degree Registered Nurses (ADN) will receive advanced standing credit for this course. Pre: Admission into the Nursing Program.

**3147 Nursing Care of the Family**

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. Credit: Associate Degree Registered Nurse (ADN) will receive advanced standing for this course. Pre: Completion of NURS 3003, 3037, and 3103.

**3226 Nursing Care in Mental Health**

**SL** Students will learn concepts related to human behavior and the psych biosocial 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. Credit: Associate Degree Registered Nurses (ADN) will receive advanced standing for this course. Pre: Completion of NURS 3003, 3037, 3103, 3337, and 3147.

- 3337 Nursing Care of the Adult II**  
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. Credit: Associate Degree Registered Nurses (ADN) will receive advanced standing for this course. Pre: Completion of NURS 3037 and 3103.
- +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. Pre: Completion of NURS 3003, 3037, 3103, 3337, 3147, and MATH 2013 or PSYC 4213.
- 4206 Nursing Care in the Community**  
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 experience/activities are designed to assist the student in providing comprehensive nursing care to clients in the community setting and may include additional experiences in the clinical simulation laboratory. Pre: NURS 3226, 4316, and 4003.
- +4216 Nursing Leadership**  
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/activities 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 Pre: NURS 3226, 4316, and 4003.
- 4316 Nursing Care of the Adult III**  
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 and may include additional experiences in the clinical simulation laboratory. Pre: NURS 3226, 4316, and 4003.

- 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 Pre: NURS 3226, 4316, and 4003.
- 4470 Independent Study**  
Directed intensive study focused on individual study and test taking needs for the students who are preparing to take the NCLEX examination. Pre: permission of the Division of Nursing.
- 4480 Seminar: Student Success**  
This course prepares students for the challenges of higher education and the nursing curriculum. It introduces students to various strategies for learning and other skills that are necessary for planning success in an undergraduate nursing program. Students will conduct self-assessments to become familiar with the styles of learning that beset suit their individualized learning. Pre: permission of the Division of Nursing.

#### 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. The laboratory component of this course is included in the regularly scheduled class times.
- +1114 General Physical Science**  
A lecture-demonstration course designed to help the student interpret his/her 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.
- +3101 C-STEM Investigations**  
**SL** The application of principles from Computer Science,

Technology, Engineering and Mathematics (C-STEM) to solve unique problems is the focus of this course. Students will complete projects ranging from robotics computer programming solutions, to fabrication of mechanical/electrical devices, to C-STEM workshop development for area public schools. Participation in relevant outreach events is required and may be used for teacher education field experience hours. Recommended for computer science, math, physical science, pre-engineering and secondary mathematics/science education majors. Pre: minimum of eight credit hours earned from Computer Science, Mathematics, and/or Science. Fall only. (Cross-listed MATH 3101 and PHYS 3101).

**+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**

**Minor**

**Required courses:**

|      |      |                                   |           |
|------|------|-----------------------------------|-----------|
| MATH | 2215 | Analytic Geometry and Calculus I  |           |
| MATH | 2315 | Analytic Geometry and Calculus II |           |
| PHYS | 2114 | Physics I*                        | 4         |
| PHYS | 2214 | Physics II*                       | 4         |
| PHYS | 3013 | Classical Mechanics               | 3         |
| PHYS | 4113 | Electricity & Magnetism           | 3         |
| PHYS | 4413 | Modern Physics                    | 3         |
|      |      | Upper-level Physics electives**   | 3-4       |
|      |      | <b>Total Hours</b>                | <b>21</b> |

\*Students completing PHYS 1114 and PHYS 1214 may complete PHYS 2011 (Calculus Applications in Physics) to waive the required PHYS 2114 and PHYS 2214 sequence.

\*\*3 hours upper division required if PHYS 2011 is completed; 4 hours upper division required if PHYS 2114 and 2214 completed.

**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 or (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).

**2011 Calculus Applications in Physics**

The application of calculus and vector mathematics in physics are investigated over a broad range of topics. This bridging course is intended for students who have completed the introductory algebra-based physics sequence and are seeking a minor in physics or obtain high school physics teaching certification. This course will not meet engineering program pre-requisites and should not be taken by pre-engineering

students. Pre: PHYS 1114 and 1214. Pre/Co: MATH 2215.

**+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 of two credit hours. Pre: three courses in biology, chemistry, and/or physics. (Cross-listed BIOL 3011 and CHEM 3011).

**+3013 Classical Mechanics**

Statics and dynamics of a particle and of rigid bodies. 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.

**+3101 C-STEM Investigations**

**SL** The application of principles from Computer Science, Technology, Engineering and Mathematics (C-STEM) to solve unique problems is the focus of this course. Students will complete projects ranging from robotics computer programming solutions, to fabrication of mechanical/electrical devices, to C-STEM workshop development for area public schools. Participation in relevant outreach events is required and may be used for teacher education field experience hours. Recommended for computer science, math, physical science, pre-engineering and secondary mathematics/science education majors. Pre: minimum of eight credit hours earned from Computer Science, Mathematics, and/or Science. Fall only. (Cross-listed MATH 3101 and PHSC 3101).

**+3114 Heat**

Theory of heat and thermodynamics. Pre: PHYS 2114, 2214, and MATH 2315.

**+3214 Light**

Geometrical and physical optics; spectroscopy and photometry; light measurements. Pre: PHYS 2114 and 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 2114 and PHYS 2214.

**4113 Electricity & Magnetism**  
Potential theory, electro-statics, currents and electromagnetism. Pre: PHYS 2114, 2214, and MATH 2315.

**4163 Secondary Science Teaching Methods and Instruction**  
Investigations of developmentally appropriate instructional strategies for secondary science educators. Exploration of secondary science issues/challenges, integration of technology in the classroom and developmental of assessment tools for secondary science education. The Oklahoma teacher evaluation process will also be explored. Pre: 20 hours of science and CMSC 1103 or equivalent. **This course does not apply to a major or minor in physics.** This is a restricted course: students must be admitted to the teacher education program prior to enrolling. (Cross-listed BIOL 4163 and CHEM 4163).

**+4173 Radiation Biology**  
An introduction to principles and concepts underlying the biological effects of ionizing radiation at the molecular, cellular, tissue, and whole-body levels. Topics covered will include an introduction to some of the concepts of radiation physics and basic biology. Other topics will include radiation damage to DNA: DNA repair mechanisms; cell-cycle effects of radiation; cell death mechanisms; clonogenic survival; relative biological effect (RBE); oxygen effects; radiation carcinogenesis; hereditary effects of radiation; clinical responses of normal tissues to radiation; cancer biology; whole-body irradiation, and aspects of differential modalities of radiation therapy used in a cancer clinic. Pre: 4 credits of biology or 4 credits of physics. (Cross-listed – BIOL 4173).

**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<br>(U.S. & Great Britain) OR                                 |
| POLS               | 4123 | Comparative Government..... 3<br>(Major European)                                   |
| POLS               | 4223 | International Relations..... 3  |
| POLS               | 4253 | Federal, State, & Local Relations..... 3  |
| SOC                | 4723 | Social Research & Evaluation ..... 3  |
|                    |      | Advanced electives from Political<br>Science, History, or Sociology ..... <u>15</u> |
|                    |      | <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..... <u>3</u>                |
|      |      | <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 is not 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. Especially recommended for pre-law students and those going to graduate school. Pre: POLS 1113.



- +3513 The American Congress**  
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. Pre: POLS 1113.
- +3543 The American Presidency**  
An analysis of the relationships of the three branches of the national government with special emphasis on the presidency. Pre: POLS 1113.
- +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: POLS 1113.
- +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. Pre: POLS 1113.
- +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. Pre: POLS 1113.
- +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. Pre: POLS 1113.
- +4703 Public Service Internship**  
**SL** 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). Pre: Junior status and 12 hours of political science.

**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               | 4223 | Research Methodology .....    | 3            |
| PSYC               | 4233 | Experimental Psychology ..... | 3            |
| PSYC               | 4261 | Field Experience .....        | 1            |
|                    |      | Electives (may include        |              |
|                    |      | 1-2000L) .....                | 6            |
|                    |      | *Adv Psy Elect (3-4000L) .... | 15           |
|                    |      | <b>Minimum Total .....</b>    | <b>40</b>    |
|                    |      |                               | <b>20</b>    |

\*At least 6 advanced elective credits must be from the following:

- PSYC 3143 Social Psychology
- PSYC 3243 Biopsychology
- PSYC 4113 Abnormal Psychology
- PSYC 4163 Personality
- PSYC 4253 Cognitive Psychology
- PSYC 4293 Psychopharmacology
- PSYC 4183 Evolutionary Psychology

**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 and Emotion
- PSYC 4043 Current Topics 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    |
| CJUS | 1113 | Intro to Criminal Justice |
| SOC  | 2123 | Social Problems & Issues  |

Select from the following..... 6

|      |      |                             |
|------|------|-----------------------------|
| PSYC | 4013 | Addictions Counseling       |
| PSYC | 4293 | Psychopharmacology          |
| SOC  | 4603 | Substance Abuse & Addiction |

Select from the following..... 3

|      |      |                                   |
|------|------|-----------------------------------|
| PSYC | 3153 | Theories of Psychological Testing |
| PSYC | 4223 | Research Methodology              |
| SOC  | 4723 | Social Research & Evaluation      |

### Electives:

Select from the following..... 9

|      |      |   |
|------|------|---|
| CJUS | 4403 | Prob, Parole & Comm Treatment   |
| H ED | 3202 | Therapeutic Recreation <b>AND</b> 1 add'l hr.<br>in Rdgs. in Therapeutic Recreation--4490 |
| PSYC | 4113 | Abnormal Psychology   |
| PSYC | 4123 | Psychotherapy   |
| SOC  | 4233 | Criminology   |
| PSYC | 4173 | Positive Psychology   |
| SOC  | 3703 | Deviant Behavior  |
| SOC  | 4523 | Juvenile Delinquency  |

**Total Hours ..... 24**

Note 1: The substance abuse minor is available to psychology, sociology, social work, and criminal justice majors.

## 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.

### +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

A general survey of psychology's development, focusing largely on the history of modern psychology (mostly American psychology), from the establishment of experimental psychology laboratories in the late 1800's to modern times. Pre: PSYC 1113.

### 3113 Human Sexuality

The course explores human sexuality from biological, psychological, and social perspectives. Topics covered include human sexual anatomy and physiology, arousal and response, conception and

contraception, sexually transmitted diseases, and gender as it is related to sexuality and society.

### +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: PSYC 1113.

### 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 and Emotion

Principles of motivation, the underlying causes of behavior are investigated through theory and research in human and animal motivation.

### +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: 9 hours of Psychology.

### 3253 Foundations of Grief and Bereavement

Introduction to death, dying, grief, and bereavement. Among other topics covered are the dying process; grief and mourning and end-of-life decision making.

### 3413 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.

### 3513 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.

### 3533 Grief in Children and Teens

This course examines the responses of children and teens to death and grief and the strategies for facilitating communication with families of terminally ill children/teens. Pre: PSYC 3253.

- 3553 Diversity Issues in Death, Grief, and Bereavement**  
Includes a broad multicultural, interdisciplinary approach to death, dying, and bereavement across the lifespan. Pre: PSYC 3253.
- 4013 Addictions 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.
- 4043 Current Topics in Exercise and Sports Psychology**  
This course will involve directed reading and discussion of current topics and issues in exercise and sports psychology.
- 4053 Current and Critical Topics in Death and Loss**  
This course discusses complicated grief; helping the bereaved after special losses such as suicide, stillbirth and murder; attending to individual spiritual needs; cross-cultural considerations; setting appropriate boundaries; self-care for the caregiver; confidentiality; and clinical ethics. Pre: PSYC 3253.
- 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: PSYC 1113.
- +4123 Psychotherapy**  
The methods and techniques of the major forms of psycho-therapy are studied and demonstrated. Prerequisite or concurrent: Pre or CO: 6 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: PSYC 1113.
- 4173 Positive Psychology**  
This course will introduce the area of positive psychology, which is related to human strengths. Major topics will include positive emotional states, positive cognitive states and processes, prosocial behavior, and the “me/we” balance.
- 4183 Evolutionary Psychology**  
Investigates the scientific study of how human and animal nature has evolved. Discusses how sexual behaviors of humans and other animals have changed, adapted, and evolved over time. Examines the history, research methods, and theories and how these are applied to behavior within individuals, families, and closely related groups. Examines the dynamics of social evolution as they operate between groups, the struggle for dominance, and how territorial defense has shaped behavior, both within and between societies.
- 4213 Statistics**  
An introduction to hypothesis testing in preparation for experimental research. Parametric and non-parametric procedures are learned.
- +4223 Research Methodology**  
The study of the experimental approach, its problems, its consequences, and the ethics involved. Pre: PSYC 4213.
- 4233 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 4223.
- 4253 Cognitive Psychology**  
An examination concentrating on human learning and problem solving with an emphasis on memory and current models of information processing. Pre: PSYC 1113.
- 4261 Field Experience**  
**SL** 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 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 student’s unique experiences in the field. Students should be senior level psychology majors prepared to actively seek practical experience.

**4263 Palliative and Hospice Care**  
This course will explore the history, theory, and practice of hospice and palliative care. The course will also examine communication with healthcare providers, families and caretakers.

**4293 Psychopharmacology**  
This is a senior or graduate level course designed to provide students with a working knowledge of various psychotropic drug categories including legal/illegal drugs and alcohol. Students will learn concepts related to drug effects, mechanisms and sites of function, drug interactions, addiction, tolerance, and abuse. Pre: Undergraduate advanced standing or graduate status.

**4313 DSM**  
Evaluation of psychopathology through utilization of the current Diagnostic & Statistical Manual. Analyze new diagnostic categories, differential diagnoses, and dimensional approaches when evaluating clinical diagnoses and creating treatment plans in a clinical setting.

**RELIGION COURSES (REL)**

**Religion Courses May Be Taken For Elective Credit**

**+2013 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.

**+2023 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.

**+2033 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.

**+2323 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.

**+2413 Comparative Religions (World)**  
A comparative study of the religions of the world, including Christianity, Judaism, Hinduism, Buddhism, Islam, Confucianism, and others.

**+2423 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.

**+2443 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.

**+3103 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.

**+3213 Christian Ethics**  
A survey of moral norms and principles by which people make practical decisions with reference to contemporary social issues and problems.

**+3223 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**

Social Science majors must complete as part of their requirements:

- HIST 1223 Modern World Civilization
- HIST 1233 Non-Western Civilizations
- HIST 1483 U.S. History to 1877
- HIST 1493 U.S. History Since 1877
- GEOG 1113 Fundamentals of Geography
- SOC 1113 Intro to Sociology

**SOCIAL SCIENCE**

| <b>B.A. Ed. Degree</b> |   | <b>Major</b> |
|------------------------|---|--------------|
| HIST 1213              | Early World Civilization.....           | 3            |
| HIST 3123              | OK History & Government.....            | 3            |
| HIST 3583              | Middle and Far East Asia.....           | 3            |
| HIST 3603              | U.S. Economic History .....             | 3            |
| HIST 4013              | World History Since 1945 .....          | 3            |
| HIST 4113              | U.S. Diplomatic History .....           | 3            |
| HIST 4441              | Global Transformations in History ..... | 1            |
| HIST 4442              | Tehr's Course in Soc. Stds. ....        | 2            |
|                        | History Group I.....                    | 3            |
|                        | History Group II .....                  | 12           |
| ECON 2113              | Prin of Macroeconomics .....            | 3            |
| POLS 3013              | Political Theory <b>OR</b>              |              |
| POLS 3103              | Am. Constitutional Law.....             | 3            |
| SOC 3523               | Social Diversity <b>OR</b>              |              |
| SOC 3323               | Cultural Anthropology .....             | 3            |
|                        | <b>Minimum Total .....</b>              | <b>45</b>    |

**History Group I Electives (3 hours)**

- HIST 3693 Colonial Latin America
- HIST 3713 Native American History
- HIST 3723 African American History

**History Group II (12 hours)**

- HIST 3703 Modern Latin America
- 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 Professional Semester (14 hours) see Section VII, pgs. 44-47.

**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 Foundations of 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.

**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            | Service Learning in 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 3543            | Diversity & Social Justice .....                     | 3            |              |
| SOCW 4023            | Soc Work Prac Groups/Fam.....                        | 3            |              |
| SOCW 4113            | Soc Work Prac Organizations/<br>Communities.....     | 3            |              |
| SOCW 4143            | Social Research & Evaluation                         | 3            |              |
| SOCW 4205            | Field Experience I .....                             | 5            |              |
| SOCW 4215            | Field Experience II .....                            | 5            |              |
|                      | Advanced Social Work or<br>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.

**COMMUNITY SOCIAL SERVICES** **Minor**

**Required Courses:**

Select from the following.....6-7

|           |   |
|-----------|---|
| SOCW 2113 | *Social Work: A Helping Profession                |
| SOCW 2121 | *Service Learning in Social Work<br>*(See Note 2) |
| SOC 3353  | The Family  |

|           |                      |
|-----------|----------------------|
| SOC 4303  | Social Psychology    |
| CJUS 2113 | Intro to Corrections |

**Electives:**

Select from the following ..... 15

|           |                                      |
|-----------|--------------------------------------|
| SOCW 3143 | Social Welfare Policies & Services   |
| SOCW 4043 | Domestic Violence                    |
| SOCW 4053 | Child Abuse and Neglect              |
| SOCW 4133 | Social Work and Mental Health        |
| SOC 3603  | Social Gerontology                   |
| SOC 3703  | Deviant Behavior                     |
| SOC 4523  | Sociology of Juvenile Delinquency    |
| SOC 4603  | Substance Abuse and Addiction        |
| CJUS 3333 | Org. of Criminal Justice System      |
| CJUS 4223 | Court Procedures                     |
| CJUS 4403 | Prob., Parole, & Community Treatment |
| CJUS 4713 | Public Service Leadership            |

**Total Hours..... 21-22**

Note 1: SOC 1113 must be taken as part of the general education requirements. It may not be counted in the minimum total for this minor.

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. Must be concurrently enrolled in SOCW 2121.

**2121 Service Learning in Social Work**

**SL** This course provides students with the opportunity to participate in 20 hours of service learning in a project designed to increase the students’ knowledge of micro, mezzo, and macro social practice areas. This course is designed as the service-learning component for social work majors. Must be concurrently enrolled in SOCW 2113.

**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. Pre: SOCW 2113 and SOCW 2121.

**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. Pre: SOCW 2113 and SOCW 2121.

**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. Pre: Social Work major; SOCW 2113 and 2121.

**3543 Diversity and Social Justice**

This course is designed to increase student awareness, knowledge, and understanding of issues related to diversity, human rights, social, economic, and environmental justice. An integrated approach to theory, values, and skills of working with diverse populations is explored while strategies to engage diversity and difference in practice and advance human rights and social, economic, and environmental justice are presented. Pre: Social Work major; SOCW 2113 and 2121.

**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. Pre: Admission to the social work major. Pre: Social Work major; SOCW 2113 and 2121.

**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. Pre: Social Work major; SOCW 2113 2121, 3293 and 4023.

**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 or social work. Pre: Social Work major; SOCW 2113 and 2121.

**4153 Social Work Ethics and Law**

This course examines the issues of social work professionalism, the process of becoming a social work professional, the tensions inherent in the goals of social work, and the ways these interrelate to produce conflicts of values and ethics in social work practice. The course focuses on acquiring and practicing the skills of ethical decision-making, including values clarification, application of ethical theory, utilization of codes of ethics, and models of ethical analysis.

**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. Pre: Admission to the social work major and admission to field experience. Pre: Social Work major; SOCW 3293 and 4023.

**4215 Field Experience II**

Continuation of Social Work 4205. This course serves as the capstone of the social work program. Pre: Social Work major; SOCW 3293 and 4023. Pre or CO: SOCW 4205.

**SOCIOLOGY**

**B.A. Degree**

| <i>Core Subjects:</i>    |                                       | <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                      | 4723 Social Research & Evaluation..   | 3            |              |
| <i>Required Courses:</i> |                                       |              |              |
| SOC                      | 4203 Advanced Social Theory           |              |              |
| <b>OR</b>                |                                       |              |              |
| SOC                      | 4303 Social Psychology.....           | 3            |              |
| SOC                      | 4713 Public Ser Ldrshp Institute..... | 3            | 3            |
|                          | Statistics elective.....              | 3            |              |
|                          | Advanced Sociology                    |              |              |
|                          | Electives .....                       | 19           | 8            |
|                          | <b>Minimum Total .....</b>            | <b>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 2013, or Psychology 4213.

**SOCIOLOGY – Juvenile Services option**

**B.A. Degree**

| <i>Core Subjects:</i>    |  | <b>Major</b> |
|--------------------------|--|--------------|
| SOC                      | 1113 Introductory Sociology .....      | 3            |
| SOC                      | 2123 Sociological Problems .....       | 3            |
| SOC                      | 3203 Social Theory.....                | 3            |
| SOC                      | 4723 Social Research & Evaluation..... | 3            |
| <i>Required Courses:</i> |  |              |
| SOC                      | 3353 Sociology of the Family.....      | 3            |
| SOC                      | 3423 Rural Sociology .....             | 3            |
| SOC                      | 3703 Deviant Behavior .....            | 3            |

|      |      |  |           |
|------|------|--|-----------|
| SOC  | 4233 | Criminology .....  | 3         |
| SOC  | 4523 | Juvenile Delinquency .....   | 3         |
| SOC  | 4603 | Substance Abuse & Addiction.....   | 3         |
| CJUS | 4403 | Prob., Parole, Comm. Treatment .....   | 3         |
| SOCW | 4053 | Child Abuse & Neglect .....  | 3         |
|      |      | 3-4000 level electives from:<br>Sociology, Criminal Justice, Social<br>Work or Psychology..... | 4         |
|      |      | <b>Total Hours .....</b>   | <b>40</b> |

**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. 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 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 SL 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).

**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.

**SPEECH AND THEATRE**

Speech and Theatre majors must complete as part of their requirements:

HUM 2403 Theatre Appreciation

**SPEECH AND THEATRE**

**B.A. Degree Major**

|           |  |   |
|-----------|--|---|
| SCOM 2763 | Voice & Phonetics.....                   | 3 |
| SCOM 3133 | Interpersonal Communication .....        | 3 |
| SCOM 3123 | Argumentation & Advocacy.....            | 3 |
| SCOM 3613 | Small Group Communication.....           | 3 |
| SCOM 4023 | Nonverbal Communication.....             | 3 |
| TCOM 1413 | Stage Makeup Design.....                 | 3 |
| TCOM 1441 | Theatre Production I*.....               | 2 |
| TCOM 2503 | Acting I.....                            | 3 |
| TCOM 3013 | Hist of Theatre & Dramatic World Lit I.. | 3 |
| TCOM 3423 | Principles of Directing.....             | 3 |
| TCOM 3463 | Scenic Design.....                       | 3 |
| TCOM 3483 | Lighting Design.....                     | 3 |
| TCOM 4013 | Hist of Theatre & Dramatic World Lit II. | 3 |
| TCOM 4453 | Senior Capstone.....                     | 3 |
| SCOM 4423 | Senior Seminar .....                     | 3 |
|           | Prescribed Electives Below .....         | 6 |

**Minimum Total..... 50**

Choose electives from the following:

|           |                                       |
|-----------|---------------------------------------|
| ART 1103  | Fund. Of 2-Dimentional Art            |
| ENGL 3103 | Shakespeare                           |
| ENGL 3123 | English Drama                         |
| MUSI 1431 | Class Voice                           |
| SCOM 3213 | Business & Professional Communication |
| TCOM 1441 | Theatre Production I*                 |
| TCOM 3033 | Acting II                             |
| TCOM 3101 | Theatre Production II**               |
| TCOM 3862 | Children's Theatre                    |

\*TCOM 1441 Must be taken two times for credit in major area. May be taken up to two additional times for credit within prescribed electives.

\*\*TCOM 3101 May be taken up to four times for credit within prescribed electives.

**SPEECH COMMUNICATION**

**Minor**

|           |                                   |           |
|-----------|-----------------------------------|-----------|
| SCOM 3123 | Argumentation & Advocacy.....     | 3         |
| SCOM 3133 | Interpersonal Communication ..... | 3         |
| SCOM 2763 | Voice & Phonetics.....            | 3         |
| SCOM 3613 | Small Group Communication.....    | 3         |
| SCOM 4023 | Nonverbal Communication.....      | 3         |
|           | Prescribed Electives Below .....  | 6         |
|           | <b>Total Hours .....</b>          | <b>21</b> |

Choose electives from the following:

|           |                                       |
|-----------|---------------------------------------|
| ENGL 4173 | English Usage                         |
| SCOM 3113 | Advanced Speech Communication         |
| SCOM 3913 | Language & Speech Develop.            |
| SCOM 4733 | Communication Disorders               |
| SCOM 3213 | Business & Professional Communication |

**THEATRE**

**Minor**

|           |  |           |
|-----------|--|-----------|
| SCOM 2763 | Voice & Phonetics .....                  | 3         |
| TCOM 1413 | Stage Makeup Design .....                | 3         |
| TCOM 1441 | Theatre Production I .....               | 1         |
| HUM 2403  | Theatre Appreciation .....               | (3)       |
| TCOM 2503 | Acting I.....                            | 3         |
| TCOM 3013 | Hist of Theatre & Dramatic World Lit I . | 3         |
| TCOM 3423 | Principles of Directing .....            | 3         |
| TCOM 3463 | Scene Design.....                        | 3         |
| TCOM 3483 | Lighting Design .....                    | 3         |
|           | <b>Minimum Total .....</b>               | <b>22</b> |

Note: Parentheses around a number indicate that, although the course is required, it is not counted in the minimum total for a minor.

**MUSICAL THEATRE**

**Minor**

|           |                                  |           |
|-----------|----------------------------------|-----------|
| HUM 2403  | Theatre Appreciation .....       | (3)       |
| TCOM 2503 | Acting I.....                    | 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         |
|           | <b>Total Hours.....</b>          | <b>21</b> |

Note: Parentheses around a number indicate that, although the course is required, it is not counted in the minimum total for a minor.

\*Theater Appreciation must be taken as a directed elective under "Values and Beliefs" of the general education requirements.

\*\*Continuous enrollment for two semesters required.

**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.

**+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 theory, practice, and criticism of public advocacy. The course will provide a combination of theory and practice with a focus on persuasive speaking and issues. Accordingly, the course will include lectures designed to identify and elaborate the theoretical precepts of public advocacy, the norms and assumptions that tend to guide successful public argumentation, and exercise designed to allow students to practice fundamental skills. Pre: SCOM 1113.
- +3133 Interpersonal Communication**  
A study of the principles and theories of communication in dyadic interaction. Emphasis will be on increasing student awareness of verbal and nonverbal communication behaviors in one-on-one context and other interpersonal situations. Pre: SCOM 1113.
- +3213 Business & Professional Communication**  
A study of specific communication principles and methods for application in business and professional settings. Pre: SCOM 1113 (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.
- +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.
- +4023 Nonverbal Communication**  
Focuses on the nonverbal behaviors and relevant contextual cues associated with human communication such as physical behavior, distance, facial expression, eye contact, paralanguage, the physical environment, touch, and cultural variables. Communication properties and characteristics of cultural and social groups will be explored. Pre: SCOM 1113.
- 4423 Senior Seminar**  
Emphasis will be placed on learning effective methods for seeking professional job opportunities, creating job search documents of professional quality, and participating in professional job interviews. Students will work with departmental faculty for job and graduate placement. Exit activities will be completed. Course is to be completed by Speech & Theater majors during final year of program.
- +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.

## THEATRE COURSES (TCOM)

- 1010 Theatre Participation I**  
Participation in the production and/or performance of NWOSU theatre presentation. Must participate for a minimum of 8 weeks or 60 hours (may be repeated).
- 1020 Theatre Participation II**  
Participation in the production and/or performance of NWOSU theatre presentation. Must participate for a minimum of 8 weeks or 60 hours (may be repeated).
- 1413 Stage Makeup 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. Recommended Pre: TCOM 2413 or HUM 2403.
- 1441 Theatre Production I**  
**SL** 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 45 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 Acting I**  
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. Recommended Pre: TCOM 2413 or HUM 2403.
- 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. Recommended Pre: TCOM 2413 or HUM 2403.
- 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. Pre: TCOM 2503.

**3101 Theatre Production 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 45 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. Pre: TCOM 3201.

**3423 Principles of Directing**

Study of script analysis and the principles, methods, and techniques of directing. Student directs class assignments. Recommended Pre: TCOM 2413 or HUM 2403.

**3463 Scenic Design**

Theory and history as well as practical experience in the techniques of scenic design. (Lab hours required). Recommended Pre: TCOM 2413 or HUM 2403.

**3483 Lighting Design**

Theory and history as well as practical experience in the techniques of lighting design. (Lab hours required). Recommended Pre: TCOM 2413 or HUM 2403.

**3862 Children's Theatre**

SL 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. Pre: TCOM 2503.

**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. Pre: TCOM 3013.

**4453 Senior Capstone**

Application of knowledge & skills to plan, prepare, organize, and present a minimum of a one act play; production must demonstrate knowledge and performance skills in makeup & costume design, scene design, acting, lighting design, and directing. Course is to be completed by speech & theatre majors during final year of program. Pre: TCOM 1413, 2503, 3463, and 3483 or HUM 2403.

**UNIVERSITY COURSES (UNIV)****1010 Online Program Orientation**

A brief orientation for students who are part of an online program. This is a no credit class. NOTE: There is a non-refundable online program fee assessed when the student enrolls in this class. See Section XI of this catalog for details.

**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.

**1020 Peak Performance**

Designed to assist first-time entering freshman who have been admitted to the university by appeal and who are at risk based on previous academic performance at the high school level.

**1031 Academic Enhancement**

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.

**1050 SSS Academic Success**

Academic Success is the First-Year-Experience course for the Student Support Services grant. All incoming freshmen accepted into the program will take this course. Academic Success meets in large groups, small groups and individually with project advisors and student coaches. The goal of the course is to ensure freshmen successfully transition to college and have the skills necessary to be successful. Offered Spring only. **NO CREDIT.**

**1051 SSS Academic Success**

Academic Success is the First-Year-Experience course for the Student Support Services grant. All incoming freshmen accepted into the program will take this course. Academic Success meets in large groups, small groups and individually with project advisors and student coaches. The goal of the course is to ensure freshmen successfully transition to college and have the skills necessary to be successful. Offered Fall only.

**1910 Honors Special Topics**

An honors course concentrating on a special topic or subject. The special topics course will be designated as substituting for a particular general education requirement. This course is only open to students in the Honors Program.

**1913 Honors Special Topics**

An honors course concentrating on a special topic or subject. The special topics course will be designated as substituting for a particular general education requirement. This course is only open to students in the Honors Program.

**1923 Honors Special Topics**

An honors course concentrating on a special topic or subject. The special topics course will be designated as substituting for a particular general education requirement. This course is only open to students in the Honors Program.

**1933 Honors Special Topics**

An honors course concentrating on a special topic or subject. The special topics course will be designated as substituting for a particular general education requirement. This course is only open to students in the Honors Program.

**1943 Honors Special Topics**

An honors course concentrating on a special topic or subject. The special topics course will be designated as substituting for a particular general education requirement. This course is only open to students in the Honors Program.

**2013 Global Citizenship**

This course utilizes an interdisciplinary approach to ensure students gain a broader understanding of the global environment, their place in the world, and the issues within that world. Students will have the opportunity to immerse themselves in a foreign country through study abroad or conducting intensive research conducive to understanding a foreign country. Course consists of 1/3 classroom contact and 2/3 cultural immersion/research. Locations of focus are announced on a yearly basis and coincide with the University Study Abroad program.

**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 XIV

## 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 120-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..... 6 hours

Any course with a HUM or REL prefix (at least 3 hours must be a HUM or equivalent course).

##### III. SOCIAL AND BEHAVIORAL SCIENCE... 12 hours

- A. American History Survey 1483 or 1493
- B. Political Science 1113
- C. Economics 2113
- D. Economics 2123

##### IV. MATH and NATURAL SCIENCE ..... 14 hours

Choose **ONE** course from **EACH** of the following areas:

1. MATH 1513
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..... 41-42 hours

The general education curriculum consists of 41-42 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 Vice-President for Academic Affairs. Note: Any course substitution in a major course area must be approved by the major area department division chair, the Dean and the Vice-President for Academic Affairs.

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 ..... 41-42  
At least 3 hours should be 3000/4000 level courses.
  - II. Electives ..... 6-25  
At least four 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 | 1021 | Business Environment              | .....1         |
| GBUS | 2013 | Business Math                     | .....3         |
| GBUS | 2903 | Legal Environment of Business     | .....3         |
| GBUS | 3953 | Business, Society, and Government | .....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         |
| MATH | 2013 | Statistics                        | .....3         |
| MIS  | 3413 | Management Information Systems    | .....3         |
| CMSC | 3003 | Data Management Systems           | .....3         |
|      |      | Directed Upper Level Classes      | .....9         |
|      |      | <b>Total Hours</b>                | <b>.....49</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 .....41-42  
At least 3 hours should be 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. Electives.....4-5  
At least four hours must be selected from 3000/4000 courses and determined by student and advisor.

- III. 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

IV. Technical Management Core

|      |      |                                   |                |
|------|------|-----------------------------------|----------------|
| ACCT | 2123 | Financial Accounting              | .....3         |
| ACCT | 2133 | Managerial Accounting             | .....3         |
| GBUS | 1021 | Business Environment              | .....1         |
| GBUS | 2013 | Business Math                     | .....3         |
| GBUS | 2903 | Legal Environment of Business     | .....3         |
| GBUS | 3953 | Business, Society, and Government | .....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         |
| MATH | 2013 | Statistics                        | .....3         |
| MIS  | 3413 | Management Information Systems    | .....3         |
| CMSC | 3003 | Data Management Systems           | .....3         |
|      |      | Directed Upper Level Classes      | .....9         |
|      |      | <b>Total Hours</b>                | <b>.....49</b> |

The notes below apply to both Option 1 and Option 2.

Note 1: 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 2: Upper Level Electives are directed and consist of appropriate hours from any of the following areas: Business, Computer Science, Accounting, or Economics.

Note 3: 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 4: At least 40 semester credit hours in courses numbered 3000/4000 are required.

Note 5: Liberal Arts Requirement: a minimum of 40 semester hours.

**TECHNICAL MANAGEMENT Major B.A.A.S. Degree**

**OPTION 3:** Designed for students transferring from a community college with an *Applied Associate Degree in an area related to alternative energy.*

- I. \*General Education ..... 41-42  
\*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. Electives ..... 3-5

- III. 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.

- Wind Turbine Technology
- Renewable/sustainable Energy
- Power Transmissions & Distribution Technology
- Power Generation

IV. Technical Management Core

|      |      |  |   |
|------|------|--|---|
| ACCT | 2123 | Financial Accounting .....                                     | 3 |
| ACCT | 2133 | Managerial Accounting .....                                    | 3 |
| MATH | 2013 | Statistics .....   | 3 |
| GBUS | 1021 | Business Environment .....                                     | 1 |
| GBUS | 2013 | Business Math .....  | 3 |
| GBUS | 2903 | Legal Environment of Business .....                            | 3 |
| GBUS | 3953 | Business, Society, and Government .....                        | 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 |
| GBUS | 4223 | Current Issues in Alternative Energy                           |   |
|      | OR   | .....  | 3 |
| GBUS | 4233 | Current Environmental Issues                                   |   |
| GBUS | 4913 | Alternative Energy Law .....                                   | 3 |
| CMSC | 3003 | Data Management Systems .....                                  | 3 |
|      |      | Upper-level Bus. Electives (with advisor/chair approval) ..... | 3 |

**Total Hours..... 49**

Note 1: 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 2: At least 40 semester credit hours in courses numbered 3000/4000 are required.

Note 3: 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. Pre: Concurrent registration in or successful completion of GBUS 2013.

**2133 Managerial Accounting**  
An introductory course regarding the use of accounting data by managers. Pre: ACCT 2123 and GBUS 2013.

**CMSC**

**+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 1103 or permission of the department.

**ECON**

**+2163 Introduction to Statistics**  
Principles of statistics: frequency, distributions, measures of central tendency, measures of dispersion, probability, probability distribution, confidence intervals, and hypothesis testing. Pre: MATH 1513.

**GBUS**

**1021 Business Environment**  
This course provides a foundation to students for success in their Business education and careers. This class is a co-requisite/prerequisite for all classes offered by the Division of Business except ACCT 2003 Survey of Accounting, GBUS 1013 Introduction to Business, ECON 2103 Survey of Economics, FIN 1113 Personal Finance, FIN 3013 Survey of Finance and all ORGL classes. [This so-requisite/prerequisite does not apply to students in the 2012-13 or earlier undergraduate catalog.]

**+2903 Legal Environment of Business**  
Survey of the areas of our legal system and laws that impact today's business environment.

**2013 Business Math**  
This course emphasizes practical applications of arithmetic and mathematical concepts appropriate to business. Pre: MATH 1513 and concurrent registration in ACCT 2123.

**3953 Business, Society and Government SL**  
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.

**4223 Current Issues in Alternative Energy**

This class will examine current issues regarding alternative energy. Each time the class is offered it will examine different issues. May be taken no more than twice for academic credit.

**4233 Current Environmental Issues**

This class will examine current issues regarding the environment. Each time the class is offered it will examine different issues. May be taken no more than twice for academic credit.

**4913 Alternative Energy Law**

A look at legal and regulatory issues involving alternative energy.

**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.

**MATH**

**2013 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.

**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 Foundation Core and 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.

**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: MGMT 3063.

# SECTION XV

## 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 nine 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 is 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. Bo Hannaford at 580-327-8455 for more information about the program. Sheila Smith, Reach Higher Administrator, can be contacted at 405-225-9151.

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 120 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<br>and Free Electives..... | 33-38 credit hours* |
| Total .....                                      | 120 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 or 1114 and English 1213 or 3513
  - 2. Speech 1113

- B. Humanities .....6 hours**  
Any course with a HUM or REL prefix (at least three hours must be a HUM or equivalent course)

**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 2013 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 | Sales                             |
| 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 XIII 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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