



2016

## Sayre: Undergraduate Catalog 2016-2017

Southwestern Oklahoma State University

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# Southwestern Oklahoma State University

at  
Sayre, Oklahoma



409 East Mississippi Avenue, Sayre, Oklahoma 73662  
(580)928-5533  
Visit our Web site at <http://www.swosu.edu/sayre>

2016 - 2017

## Table of Contents

Curricula Changes.....	1	Enrollment Procedures.....	16
Fee Statement.....	1	Retention of Students Pursuing Academic Programs .....	16
Affirmative Action Compliance Statement.....	1	Grades.....	17
Accreditation Statement .....	1	Academic Forgiveness Provisions.....	17
Academic Calendar .....	2	Repeated Course Policy .....	17
State Officials and Governing Boards .....	3	Academic Reprieve Policy .....	17
Administrative Officers of the University .....	4	Grade Reports .....	18
Administrative and Professional Staff .....	4	Honor Rolls.....	18
University Faculty .....	5	Graduation .....	18
Mission Statement.....	6	Degrees Granted .....	19
Students With Disabilities .....	7	Articulation Policy .....	19
The Oscar McMahan Library .....	7	General Education Program .....	19
Information Technology.....	8	Associate in Science Degree General Studies .....	20
Student Organizations .....	8	Associate in Science Degree General Business .....	21
Tuition and Fees for All Enrolled Students .....	10	Associate in Science Degree with Emphasis on Pre-Nursing .....	22
Admissions.....	11	Associate in Science Degree Computer Science .....	23
Remedial Courses .....	11	Associate in Science Degree Criminal Justice- Corrections .....	24
Transfer Students .....	12	Associate in Applied Science Degree Medical Laboratory Technician .....	25
Special Admission for Non-degree Seeking Students.....	13	Associate in Applied Science Degree Radiologic Technology (X-Ray).....	26
Student Financial Services .....	14	Course Descriptions .....	27
Scholarship Programs.....	15		
Veterans Affairs .....	15		

### **Curricula Changes**

*The University reserves the right to recommend changes in curricula, degree requirements, course offerings, and all academic regulations at any time when such changes are for the best interest of the students and the University. All changes must be approved by the Regional University System of Oklahoma Colleges and the Oklahoma State Regents for Higher Education. Certain program modifications reflected in this publication are pending approval.*

### **Fee Statement**

*Fees stated in this catalog are those in effect during the 2014-2015 school years. Current schedule of fees is available upon request.*

### **Affirmative Action Compliance Statement**

*Southwestern Oklahoma State University, to the extent required by law, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans With Disabilities Act Amendments Act of 1990, the American with Disability Act as Amended of 2009, and other federal laws and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, gender, sexual orientation, genetic information or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial assistance, housing, and educational service.*

### **Accreditation Statement**

*Southwestern Oklahoma State University-Sayre and its academic programs are accredited by the following agencies:*

Higher Learning Commission, North Central Association of Colleges and Secondary Schools (NCA)  
230 South Lasalle Street, Suite 7-500, Chicago, Illinois 60604-2504 800-621-7740

Oklahoma State Regents for Higher Education  
655 Research Parkway, Suite 200, Oklahoma City, OK 73105-3418 405-225-9100 <http://www.okhighered.org/>

Accrediting Bureau of Health Education Schools  
7777 Leesburg Pike, Suite 730, Falls Church, VA 22043 703-917-9503 [info@abhes.org](mailto:info@abhes.org)

Joint Review Committee for Education in Radiologic Technology (JRCERT) of the United States Department of Education  
20 North Wacker Drive, Suite 900, Chicago, IL 60606-2901 312-704-5300

## Southwestern Oklahoma State University Academic Calendar 2016-2017

*Fall Semester 2016		
August 17	Wednesday	New Faculty Orientation
August 18	Thursday	New Student Orientation; New Faculty Orientation (continued)
August 19	Friday	Faculty Workshop; Enrollment for students who did not pre-enroll
August 22	Monday (8:00 a.m.)	Classwork begins
August 26	Friday (4:30 p.m.)	Last day to add classes
September 2	Friday (4:30 p.m.)	Last day to drop a class or totally withdraw for a refund
September 5	Monday	Labor Day Holiday
October 14	Friday	1st 8 week classes end
October 17	Monday	2nd 8 week classes begin
October 19	Wednesday (10:00 p.m.)	Fall break begins
October 24	Monday (8:00 a.m.)	Classwork resumes
November 4	Friday (4:30 p.m.)	Last day to drop with a guaranteed "W" and last day to add CAI courses
November 22	Tuesday (10:00 p.m.)	Thanksgiving vacation begins
November 28	Monday (8:00 a.m.)	Classwork resumes
December 7	Wednesday (4:30 p.m.)	Last day to drop with Instructor permission
December 12-16	Monday - Friday	Final exams
December 16	Friday (10:00 p.m.)	Semester break begins
December 19	Monday (5:00 p.m.)	Final grades due
December 20	Tuesday	Semester ends

*Spring Semester 2017		
January 6	Friday	Enrollment for students who did not pre-enroll
January 9	Monday (8:00 a.m.)	Classwork begins
January 13	Friday (4:30 p.m.)	Last day to add classes
January 16	Monday	Martin Luther King Jr. Day (Holiday)
January 23	Monday (4:30 p.m.)	Last day to drop a class or totally withdraw for a refund
March 3	Friday	1st 8 week classes end
March 6	Monday	2nd 8 week classes begin
March 10	Friday (5:00 p.m.)	Spring break begins
March 20	Monday (8:00 a.m.)	Classwork resumes
March 31	Friday (4:30 p.m.)	Last day to drop with a guaranteed "W" and last day to add CAI courses
April 26	Wednesday (4:30 p.m.)	Last day to drop with Instructor permission
May 1-5	Monday - Friday	Final exams
May 6	Saturday (10:00 a.m.)	Convocation
May 8	Monday (5:00 p.m.)	Final grades due
May 9	Tuesday	Semester ends

*Summer Semester 2017		
June 2	Friday	Enrollment for students who did not pre-enroll
June 5	Monday (8:00 a.m.)	Classwork begins
June 6	Tuesday (4:30 p.m.)	Last day to add classes
June 12	Monday (4:30 p.m.)	Last day to drop a class or totally withdraw for a refund
June 29	Thursday	Final exams for the 1st 4 week classes
July 3-4	Monday and Tuesday	Independence Day Holiday
July 5	Wednesday	2nd 4 week classes begin
July 14	Friday (4:30 p.m.)	Last day to drop with a guaranteed "W" and last day to add CAI courses
July 24	Friday (4:30 p.m.)	Last day to drop with Instructor permission
July 26-27	Wednesday and Thursday	Final exams for the 2nd 4 week & 8 week classes
July 28	Friday (5:00 p.m.)	Final grades due
July 31	Monday	Semester ends

\*See early enrollment dates listed here: <http://www.swosu.edu/resources/schedules.aspx>

## State Officials and Governing Boards

### GOVERNOR

The Honorable Mary Fallin ..... Oklahoma City

### OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

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Cindy Koss, Deputy Superintendent of  
Academic Performance & Planning ..... Oklahoma City  
Michael Tamborski, Executive Director  
of Accountability ..... Oklahoma City  
Vacant, Executive Director of S.T.E.M. .... Oklahoma City  
Vacant, Executive Director  
of Literacy Team ..... Oklahoma City  
Rene Axtell, Assistant State Superintendent  
of Special Education Services ..... Oklahoma City

### STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

(continued)

Phil Bacharach, Executive  
Director of Communications ..... Oklahoma City  
Kim Richey, Legal, General Counsel ..... Oklahoma City  
Megan Clifford, Executive Director  
of Student Information ..... Oklahoma City  
Mathangi Shankar, Director  
of Financial Services ..... Oklahoma City

### STATE BOARD OF EDUCATION

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Jana Martin, RN, MS, CNE ..... Member  
Mandy Nelson, MS, APRN-CNS ..... Member  
Madonna Newcomer, RN, MS, NE-BC ..... Member  
Carmen Nickel, MS, RN ..... Member  
Rena Sexton, LPN ..... Member  
Marilyn Turvey, LPN, BS ..... Member  
Marla Ellis, CPA ..... Public Member  
Keith Oehlert ..... Public Member

### STATE UNIVERSITIES

Governed by the Regional University System of Oklahoma

East Central University, Ada ..... Dr. John Hargrave, President  
Northeastern State University, Tahlequah ..... Dr. Steve Turner, President  
Northwestern Oklahoma State University, Alva ..... Dr. Janet Cunningham, President  
Southeastern Oklahoma State University, Durant ..... Dr. Sean Barrage, President  
Southwestern Oklahoma State University, Weatherford ..... Dr. Randy Beutler, President  
University of Central Oklahoma, Edmond ..... Dr. Don Betz, President

## EXECUTIVE, ADMINISTRATIVE AND ACADEMIC OFFICERS

### Executive Officers

RANDY BEUTLER (2006).....	President B.A., M.Ed., J.D., Southwestern Oklahoma State University J.D., Taft Law School
TOM FAGAN, C.P.A. (1989) .....	Executive Vice President B.S., M.B.A., Southwestern Oklahoma State University B.S., Panhandle State University
JAMES SOUTH (1995).....	Provost & Vice President for Academic Affairs B.M.Ed., Northwestern University M.M., D.M.A., University of North Texas
RUTH BOYD (2004).....	Vice President for Student Affairs B.S., Southwestern Oklahoma State University M.B.A., Southwestern Oklahoma State University Ph.D., University of Oklahoma
BRIAN ADLER (1986).....	Vice President of Public Relations and Marketing B.A., University of Oklahoma
BRENDA BURGESS (2000) .....	Vice President for Administration & Finance/Director of Business Affairs/Comptroller B.S., University of Central Oklahoma M.B.A., Southwestern College
MONICA VARNER (2015) .....	Associate Provost B.S., Oklahoma State University M.S., Oklahoma State University Ph.D., Oklahoma State University
SHERRON MANNING (2004).....	Dean of Associate and Applied Programs and Sayre Campus A.S., Southwestern Oklahoma State University B.S., Southwestern Oklahoma State University M.Ed., Southwestern Oklahoma State University

### Administrative and Professional Staff

CATHY BAKER (2015) .....	Director of Counseling & Assessment B.A., M.Ed., Southwestern Oklahoma State University
JOLENE BALES (2014) .....	Custodian
TERRY BILLEY (1995) .....	Registrar A.S., Sayre Junior College B.S., Southwestern Oklahoma State University
MICHAEL BRINKLEY (2015) .....	Information Technology Technician A.S., Southwestern Oklahoma State University B.S., Southwestern Oklahoma State University
JERRY DONNELL (2015).....	Maintenance Tech/Groundskeeper
LAWANDA KIRK (2015) .....	Administrative Assistant to the Registrar
APRIL MILLER (2008) .....	Librarian B.A., Southwestern Oklahoma State University MLIS, University of Oklahoma
NANCY SANDERS (2008) .....	Financial Aid Counselor
ALAN SHOCKEY (1992).....	Safety/Security/Maintenance C.L.E.E.T. Certified
LINDA WOODRUFF (1981).....	Business Officer A.S., Sayre Junior College B.S., Southwestern Oklahoma State University

## University Faculty

RENAE BAGZIS (2012).....Business  
A.S., B.S., M.Ed., Southwestern Oklahoma State University

LANDRY BREWER (1999) ..... Fine Arts/Humanities  
A.S., B.S.Ed., B.A., M.Ed., Southwestern Oklahoma State University

E. ROXANN CLIFTON (1988)..... Medical Technology  
Program Director  
A.S., Sayre Junior College  
M.T. (AMT); B.S., M.Ed., Southwestern Oklahoma State University

DAYNA COKER (1999) ..... Math/Computer Science  
A.S., Sayre Junior College  
B.S., M.Ed., Southwestern Oklahoma State University

TOMMYE DAVIS (1990) ..... Science  
B.S., M.Ed., Southwestern Oklahoma State University

MICHELE A. ERVIN (2015)..... Medical Technology  
A.S., Seward County Community College  
M.T. (AMT); B.S., Oklahoma State University

TERRY FORD (2004) ..... Language Arts  
B.A., University of Oklahoma  
M.Ed. Southwestern Oklahoma State University

SCOTT FRONEBERGER (1989)..... Psychology/Social Science  
B.A., M.Ed., Southwestern Oklahoma State University

JUDY HAUGHT (1988) ..... Language Arts  
B.A., M.Ed., Southwestern Oklahoma State University

JESS PARKER (1999).....Radiologic Technology  
Program Director  
A.A.S., M.Ed., Southwestern Oklahoma State University  
B.S., Oklahoma State University

BILL SWARTWOOD (1998) ..... Math/Science  
A.S., Sayre Junior College  
B.S., M.Ed., Southwestern Oklahoma State University

SHEANA THOMPSON (2015) .....Radiologic Technology  
A.A.S. Radiologic Tech., Southwestern Oklahoma State University  
R.T.(R)(M)(ARRT); B.S.R.S., Midwestern State University

KIM ZACHARY (2015) ..... Computer Science/Math  
A.S., Western Oklahoma State University  
B.S., Cameron University  
M.Tech, Southeastern Oklahoma University

## University Adjunct Faculty

ANDREA ACRE .....Science  
B.S.,M.Ed. Northwestern Oklahoma State University  
M.S., University of Wisconsin-Oshkosh  
ED.D., Northeastern University

HOLLEY BREWER .....Language Arts  
B.S., University of Oklahoma  
M.S., Northern Oklahoma State University

DAVID BROOKS .....Social Science  
B.A., Southwestern Oklahoma State University  
J.D., The University of Tulsa

LAUREN SHELTON .....Social Science  
B.A., Southwestern Oklahoma State University  
M.Ed., West Texas A&M University

## MISSION, VALUES AND VISION

Southwestern Oklahoma State University is one of twenty-five institutions in the Oklahoma State System of Higher Education (Oklahoma Constitution, Article XIII-A, Section 1). The Oklahoma State Regents for Higher Education is the legal structure for public education at the collegiate level and is the coordinating board of all state institutions for higher education. Southwestern is one of six state supported regional universities governed by the Regional University System of Oklahoma. Southwestern Oklahoma State University provides access to higher education for all individuals without discrimination on the basis of race, national origin, gender, or disability status.

The mission of Southwestern Oklahoma State University, a member of the Regional University System of Oklahoma, is to provide educational opportunities, research, scholarly and creative activities, and service in a safe, accessible, nurturing learning environment that meets the needs of the state and region and contributes to the educational, economic, and cultural environment. SWOSU provides traditionally strong programs of study leading to a variety of degrees, from associate to doctoral degrees. The University's areas of study, nationally accredited programs, general education curriculum, service and experiential learning activities, and participation in student activities and organizations provide students with opportunities to obtain skills, knowledge, and cultural appreciation that promote achievement by students and alumni.

SWOSU confirmed its values with its stakeholders.

- We value our standing as a premier Oklahoma institution of higher education that meets the needs of the state and the region by providing accessible, affordable, high-quality associate's, bachelor's, master's, and professional degree programs.
- We are committed to high standards for instruction, administrative services, research, scholarly and creative activities, and service to the university and community.
- Our faculty, staff, and administration are committed to fostering a safe, healthy, and diverse intellectual, cultural, and social environment for student success.
- We are dedicated to the economic stability and growth of our region, and we cherish our role as a center for arts, culture, science, and technology.
- We guide our actions by fairness, honesty and integrity as we meet our obligations through wise use of the financial and natural resources entrusted to us.

As a premier university responding to an ever-changing world, SWOSU will provide an environment for faculty, student and graduate success and public service through a variety of elements:

- Innovative and accessible academic programs;
- Student activities and opportunities;
- Cultural inclusion and diversity;
- Expanded international programs, opportunities for international students, and promotion of global awareness;
- Community and private sector partnerships that benefit students, faculty and staff and the community;
- Student and faculty research, scholarly, and creative activities that expand bodies of knowledge and enhance quality of life;
- Activities and investments that promote ethical, intellectual, professional, and personal growth;
- Promotion of university and community health and wellness;
- Commitment to advancing and maintaining technologies that optimizes university operations and classroom and student distance learning;
- Management of our financial resources and establishment of new avenues to support and preserve quality programs; and
- Expansion of alumni relations, recognition, partnerships and support.

## Campus Location

Southwestern Oklahoma State University at Sayre is approximately 125 miles west of Oklahoma City and 60 miles west of the SWOSU main campus in Weatherford. Located along historic Highway 66, Sayre has about 3,500 residents according to the U.S. census and is the county seat of Beckham County. The community has a municipal park with a public swimming pool, tennis courts, playgrounds, picnic areas, overnight camping facilities, an exercise track, and a nine-hole golf course; a hospital; an airport; the Shortgrass Museum; churches of various denominations; a Chamber of Commerce, Kiwanis, Rotary, and other civic clubs. Nearby are museums, historic sites, and the recreational facilities of the Sandy Sanders Wildlife Management Area, Quartz Mountain State Park, Black Kettle National Grassland Park, and Foss Reservoir State Park.

## Historical Background

Southwestern Oklahoma State University at Sayre was founded as Sayre Junior College in 1938 under legislative authorization which permitted public high schools to add a 13th and 14th year of study to their curricula. In 1940, the college name was changed to Oklahoma Western Junior College; however, the original name was soon adopted again, and in May 1940 the first degrees were conferred.

America's entry into World War II decimated the ranks of both faculty and students. Consequently, the college closed during the war years, but reopened in 1946. In 1956, Sayre Junior College moved from facilities occupied jointly with Sayre High School into separate facilities, a gymnasium and a classroom building, in the northeast corner of Sayre. In 1960, two additional classroom buildings were added, and in 1968 the Mackey Hall dormitory was opened. Changes in the physical plant have continued with expansion of the main classroom building; the addition of new classrooms, conference room, and student services facilities; and the conversion of Mackey Hall to classroom space and library facilities.

In July 1987, by act of the Oklahoma legislature, Sayre Junior College was merged with Southwestern Oklahoma State University. The campus serves western Oklahoma and the Texas panhandle within a 60 mile radius of Sayre. It offers open admission to high school graduates as well as to students who do not hold a high school diploma. Fully accredited, SWOSU at Sayre offers Associate of Science and Associate of Applied Science degrees in both general and specialized areas of study.

## Campus Description

The Southwestern Oklahoma State University at Sayre campus is located in the northeast section of Sayre, Oklahoma. Campus facilities include:

**ADMINISTRATION:** Completed in 1994, and remodeled in 2014, the building is located south of Patterson Field House and houses the administrative offices of the Dean, Business Office, Counseling and Assessment, Financial Aid, and Registrar and Admissions.

**ALEXANDER:** This building was completed in 1956 and named after former president of Sayre Junior College, Arch Alexander. It contains the Information Technology office, classrooms, laboratory facilities for biological and physical sciences, faculty offices, and a student lounge.

**CONNER:** The Conner Building was built in 1965 and named after former Sayre Junior College President, Paul Conner. The building was completely remodeled in 1991. It now houses the Medical Technology lecture rooms, laboratory, faculty offices and a large seminar room.

**MACKEY HALL:** Mackey Hall, built in 1968, is a combination of classrooms equipped for business and computer science courses and large lecture rooms. Additionally, conference and activity rooms, laboratories, special skills services, and offices for faculty and the Radiology Program are located in this building. The Oscar H. McMahan Library is located in the northwest wing of Mackey Hall.



**PATTERSON FIELD HOUSE:** This building was completed in 1957 and was named for former Sayre Junior College President, Harry Patterson. The building houses the Security office, physical education facilities, a 350-seat gymnasium, and a fitness center.  
**CAPPS:** The former student center, this building houses a computer science classroom. The building has been named for Senator Gilmer Capps for his outstanding services to education.

**FITNESS CENTER AND WALKING TRACK:** Located in the Patterson Field House, the SWOSU at Sayre Fitness Center is equipped with a variety of equipment to cover a broad range of workouts. A walking/jogging track and small park that includes a sand-based volleyball court are located behind the Conner and Alexander Building.

### **In-Service Education**

The University offers four types of in-service education.

- Conferences, short courses, and workshops
- Evening campus classes
- Adult education classes
- Continuing education programs for registered Medical Laboratory Technicians and Radiologic Technologists

### **Educational Information Center**

The basic purpose of the Educational Information Center is to make information about post-secondary educational and occupational programs readily available to citizens. The EIC office, located in the Counselor's Office, is a significant source of support for traditional students, as well as for the large number of adults seeking upgrading of skills, retraining for new jobs, education for entry or re-entry into the job market, and enjoyment of retirement leisure time. Computerized programs are available to provide college and career guidance. The EIC offers access to academic advisement, career information and guidance, and related educational services.

### **Students With Disabilities**

The Americans with Disabilities Act Amendments Act (ADAAA) requires the provision of "reasonable accommodations" to those qualified individuals with disabilities by providing equal, non-discriminatory program access in the academic setting.

Students need to present the verifying documentation to the Office of Counseling and Assessment, where it will be kept confidential and private. In most cases, verifying documents can be obtained from doctors, licensed psychologists or other professionals licensed to determine the existence, severity and characteristics of the disability or disabilities. This documentation should include the functional impact of the disability. It is the student's responsibility to request documentation from such professionals, and to request a record of accommodations received at any other educational institution. If accommodations are needed, the student should provide the information and documentation in a reasonably early manner to allow time for the development and arrangement of appropriate accommodations. In some cases, as when books on tape need to be requested, documentation should be provided several weeks prior to the beginning of each semester so accommodation arrangements can be made in a timely manner.

### **Equal Employment Opportunity Compliance Statement**

Southwestern Oklahoma State University to the extent required by law, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans With Disabilities Act Amendments Act of 1990, the American with Disability Act as Amended of 2009, and other federal laws and regulations does not discriminate on basis of race, color, national origin, gender, age, religion, disability, genetic information or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial assistance, and educational service.

### **The Oscar H. McMahan Library**

Named for former superintendent of Sayre schools and founder of Sayre Junior College, Oscar H. McMahan, the library is located in Mackey Hall room 118 and is easily accessible to all patrons. The library's goal is to provide materials and services that will support course instruction and stimulate individual reading and research. An on-line library catalog and current research information via the Internet are made possible by fiber optics. A variety of databases are available through the library homepage. The library subscribes to SIRS, an on-line database, and shares many on-line databases with the Weatherford campus library. The library homepage also shows current business hours and holiday schedules. Students can take advantage of the inter-library loan services to borrow or return books. Periodicals on paper and microfiche also enhance the library's collection. Staff personnel keep the library collection current and shelf ready.

### **Step Ahead Program**

The Step Ahead program provides area high school students with the opportunity to earn college credit while still in high school. Students may enroll in summer, fall, or spring semesters if they meet criteria approved by the State Regents for Higher Education and their high schools. For more information see the section on Concurrent Enrollment in this catalog.

### **Advanced Standing Exams**

The Office of Counseling and Assessment serves as a clearing house for students wishing to take advanced standing examinations. The advanced standing plan at Southwestern Oklahoma State University was established to give students an opportunity to begin college work on the level commensurate with their demonstrated achievement. With certain limitations, all such achievement, once certified to be at the college level by this institution, receives appropriate academic credit. For more information, see the section on Placement by Advanced Standing in this catalog.

### **Freshman Orientation**

Freshman Orientation is required for first-time freshmen to assist in their adjustment to the university. This course will be taken the first fall semester of enrollment and will cover basic skills assessment and an introduction to degree programs and other information relevant to university orientation and success. The one-credit-hour course meets for the first eight weeks of the semester and covers topics of interest to the university student such as campus orientation, time management, study techniques, library skills, note-and-test-taking skills and career guidance.

### **Academic Assessment and Advisement**

One of the goals at SWOSU at Sayre is to provide the best opportunities for success. Academic success is closely related to how well students read, write, and perform mathematical computations. Therefore, when students come on campus to enroll, they are asked to provide counselors with ACT scores proving their competency in these areas and/or undergo on-site testing in the basic skills of reading, writing, and mathematics. Scores from these tests are used to determine course placement to match level of instruction with the students' academic skills.

The Oklahoma State Regents for Higher Education have established that an ACT score of nineteen (19) or better is an indicator for student readiness for college-level coursework. Scores below nineteen (19) on the ACT exam indicate a deficiency and require the student to undergo remediation. Developmental courses are offered and required for students who are deficient in the areas of study of mathematics, English and reading. For exemption from developmental coursework, first time entering freshmen must score either 19 or above on the ACT subtests in the areas of mathematics, English and reading or pass an appropriate assessment exam.

The counselor or faculty advisor assigned to the student at enrollment counsels and guides the student in planning academic work. The University counselor or faculty advisors assist students in selecting courses to meet academic program requirements and in following proper procedures for schedule adjustments. Students are encouraged to work closely with faculty advisors or the counselor throughout their academic careers at SWOSU at Sayre. Well informed academic decisions will help students successfully reach their goals. The students are reminded that although instructional faculty advisors, the counselor, and others are available to assist in planning, the students have the ultimate responsibility for planning their programs of study and for fulfilling all requirements and regulations of the college.

The Oklahoma State Regents for Higher Education require all colleges to administer additional “outcomes” assessment. Our mid-level assessment is accomplished within the general education courses.

Faculty use curriculum-embedded methods such as exams, papers, projects, etc., for improvement of instruction. Students' performances on the National Registry exams also provide data for outcomes assessment. Assessment directly benefits the students because it provides a means of actively involving the students in their learning process.

## Information Technology

Access to and knowledge of electronic resources are increasingly important for college students. State-of-the-art electronic technology provides students on the Sayre Campus a variety of classroom settings and learning tools as well as access to learning resources around the world, through the university's web-based course software, and faculty online course support pages.

A local area network makes library resources accessible from across the campus. It also makes applications software and general information available from any computer on campus. In addition, students may access the main campus library in Weatherford, on-line databases, and electronic search resources on campuses worldwide. The Sayre Campus is one of many statewide hubsites for OneNet, the telecommunications and information network for Oklahoma, which links public schools, vocational-technical schools, colleges and universities, libraries, courts, and local, county, state, tribal and federal government agencies across the state. OneNet provides video teleconferencing and long-distance learning as well as access to public records, government agencies, and the Internet. OneNet is a partnership between the State and private telecommunications companies.

Using the latest fully interactive equipment, the Interactive Video Laboratories allow students on either the Sayre or Weatherford campus to enroll in selected classes generated on the other. This technology has increased course offerings on both campuses and allows students in Sayre to enroll in certain upper division classes not offered locally. It also provides general education course offerings to students in cooperative programs at selected vocational-technical schools. Additionally, students in rural high schools can participate in college courses without leaving their own campuses.

All students attending SWOSU-Sayre have access to a computer lab staffed each week day. Students have access to the latest technologies including LAN, Digital Imaging, Desktop Publishing, advanced programming and the Internet. In addition, students may use application software to prepare classroom assignments. Students are assigned email accounts with an SWOSU address once they apply for admission.

## University Publications

*The Faculty Handbook* is published by the office of the Vice President for Academic Affairs.

The Student Handbook is published by the VP for Student Affairs Office.

The *University Catalog* for the Sayre Campus is compiled by a committee appointed by the Dean of the Sayre Campus.

*Westview* is a literary journal featuring short stories, poetry, and essays. It is published by the College of Arts and Sciences on the Weatherford campus.

*The Staff Handbook* is published by the Human Resources office. *The WatchDawg* is the official newsletter of the Sayre campus, and is written, edited, and published by students enrolled in Student Publications I and II under the direction of the Language Arts Department.

Strategic Plans are published by the President's Office.

## University Sponsored Websites

In addition to faculty and administrative web sites, the University houses the web sites of the Oklahoma/Arkansas Region of *Phi Theta Kappa* and *Westview*, the university literary journal.

## Student Organizations

All students are encouraged to become active in one or more campus organizations. In doing so, each student is able to associate with people who share common interests. Student organizations include the following:

### Student Government Association (SGA)

The purpose of SGA is to bring about a closer relationship between the students and faculty and to promote student activities. Activities sponsored by SGA in the past include cookouts, entertainment assemblies, dances, playdays, campus improvement projects, parade participation to advertise the campus at Sayre, dress-up days, and other activities thought to be beneficial to those on campus. The SGA consists of a President, Vice President, Secretary, and representatives from each class. The offices of President, Vice President, and Secretary are filled by a vote of the student body in April. Class Representatives are elected by a vote of the student body each September. SGA officers must have completed 24 hours and maintain a 3.0 grade point average. Class representatives must also maintain a 3.0 grade point average.

### Radiologic Technology Club

The Radiologic Technology Club promotes the advancement of careers in the field of Radiologic Technology; active participation in professional organizations; attendance at scheduled professional meetings, both regionally and statewide; and the sponsorship and support of educational seminars. The Radiologic Technology Club consists of all active members of the Radiologic Technology Program, in addition to two program faculty members acting in the capacity of sponsors. The Radiologic Technology Club is a non-profit, professionally-affiliated organization. Officers include: the President, a sophomore student, elected annually by a majority vote of the members; duties include conducting scheduled meetings, acting as liaison between the club and other organizations, and coordinating club-sponsored activities; the Vice-president, a freshman student elected annually by a majority vote of the members; duties include conducting meetings in the absence of the president and assisting the president in various ways; a Secretary, a freshman student, elected annually by a majority vote of the members; duties include taking minutes at scheduled meetings and handling all correspondence and announcements pertinent to the club. (On occasion when the secretary is unavailable for meetings, the faculty sponsor will be responsible for the duties of Secretary); a Treasurer, a sophomore student, elected annually by majority vote of the members; duties include maintaining an accurate accounting of funds and reporting financial status at scheduled meetings, accepting dues, and, with the sponsors, maintaining the checking account for the club.

### Medical Technology Club

Membership in the Medical Technology Club is required of all students enrolled in the Medical Technology Program. The club provides educational and social opportunities through participation in state and national seminars and workshops sponsored by the American Medical Technologists. Offices are: President—Sophomore member, Vice President—Freshman member, Secretary—Sophomore member, Treasurer—Sophomore member, two Sophomore representatives, and two Freshman representatives. The sophomore officers are elected in the spring semester,

and the freshman officers are elected in the fall semester. All officers hold office for a one-year term. All officers must maintain an overall 2.0 grade point average to remain in office. Club dues of \$10.00 per year are collected in the fall semester.

Fund raising events are held each year. Monies raised are used for community projects and to off-set costs of attending scientific seminars/conventions. Sophomore members are required to attend one state meeting. Each year a Medical Technology student is nominated for Medical Laboratory Technician Student of the Year. This student's application and qualifications are submitted to the American Medical Technologists to be considered for the National MLT Student of the Year.

### ***Phi Theta Kappa International Honor Society of the Two Year College Beta Iota Gamma Chapter***

*Phi Theta Kappa* offers students opportunities for leadership, scholarship, university and community service, and fellowship. Membership is by invitation only to students with a grade point average above 3.5. Officers include a chapter President, Vice President/Treasurer, Recording Secretary, Parliamentarian, and Public Relations Secretary all elected by the members annually in the Spring. Invitations and inductions into the society occur each semester. In addition, society members are automatically included on the National Dean's List of the American Association of Community Colleges.

### ***Phi Beta Lambda***

*Phi Beta Lambda* is an association of post-secondary students who are preparing for careers in business. PBL is organized on the local, state, and national levels and includes chartered chapters in the U.S., Puerto Rico, Virgin Island, U.S. Territories, and Department of Defense Dependent Schools worldwide. Members participate in a broad range of projects and ventures including state and national conferences. Students have the opportunity to compete in state and national contests in their areas of expertise. Through participation in PBL, students are better prepared for careers, graduate school, and for life.

### **Computer Club**

The Computer Science Club (CSC) encourages students to utilize their computer knowledge and skills. The club offers educational and social opportunities and is open to students majoring in Computer Science and Business. Elections are held each fall for the offices of President, Vice President and Secretary.

### **Wesley Foundation**

The Wesley Foundation encourages spiritual growth by providing opportunities for fellowship and support for all students. It is supported by the United Methodist Church and is closely affiliated with the Wesley Foundation on the main campus.

### **College Ministry Association**

The College Ministry Association (CMA) is an interdenominational Christian fellowship sponsored by the state ministry of the General Baptist Convention. The CMA is open to all students who are seeking to develop their spiritual lives as they pursue their academic objectives. Located just north of the O.H. McMahan Library, the CMA provides a place where students can study, talk, have lunch, or play a game of ping-pong or foosball in a friendly environment. Some of the weekly activities include free lunches on Wednesdays; Bible studies; and occasional fellowships. Some other activities that students have opportunities to participate in are: weekend retreats, mission trips, sporting events, and conferences designed for college students and their needs. CMA officers consist of a president and two council members. They are chosen from students who attend a fall leadership training conference.

## TUITION AND FEES

Tuition and other fees are established by the Oklahoma State Regents for Higher Education. **The charges listed in the catalog are those in effect at the time of publication and are subject to change** (refer to academic schedule for current fees). A student's registration is complete only when all fees are paid or when payment arrangements have been made with the Business Office (SAM 106, 580-928-5533 ext 108 or ext 140).

Tuition and fees\* include all charges for enrollment with the exception of those listed under "Charges for Special Services".

Rates shown are per credit hour.

### Tuition\*(1-2-3-4000 Level Courses)

Resident Students, per credit hour .....	\$210.00
Tuition Lock.....	\$233.00
Non-Resident Students, per credit hour .....	\$435.00

**\*Tuition rates include the following mandatory fees per credit hour (\$33.50 Total):**

Sayre Student Center Facility fee, per semester hour .....	\$3.50
Facility fee, per semester hour.....	\$7.50
Student Activity Fee, per semester hour .....	\$11.50
Technology Service Fee, per semester hour .....	\$11.00

### Charges For Special Services

ACT Residual Exam .....	\$50.00
Application Fee .....	\$15.00
Art, Technology, Instructional Media .....	Cost of material used
Art Supply Fee (per course) .....	\$90.00
Arts and Sciences Academic Fee.....	\$10.00
(per hour on classes under Arts & Sciences)	
Audit (without credit), each credit hour.....	Same charge as tuition
Biology Lab Fee (per credit hour).....	\$5.00
Blended/ITV Course Fee.....	\$30.00
Business & Technology Academic Fee.....	\$12.00
(per hour on School of Business classes)	
Certification/Software Fee .....	\$60.00/95.00/100.00
CLEP Exams.....	\$95.00
Distance Learning Fee.....	\$40.00
(per hour plus regular tuition charges)	
GED Exam (subject to change).....	\$136.00
New Student Orientation Fee .....	\$5.00
Nursing – Test of Essential Academic Skills (TEAS) Exam .....	\$60.00
Parking Fee .....	\$25.00
Pharmacy Organization Activity Fee.....	\$1.00
(per hour on Professional Pharmacy Classes)	
Pharmacy Software Fee (Fall and Spring Semester).....	\$35.00
Proctoring Fee.....	\$10.00
Professional & Graduate Studies Academic Fee .....	\$9.75
(per hour on classes under Professional & Graduate Studies)	
Radiologic Tech Clinical Fee (per credit hour).....	\$15.00
Remedial Course Fee (per hour).....	\$40.00
Science Laboratory Course.....	Cost of breakage
Supplies Fee.....	Varies by department
(applies to some Art, Biology, Chemistry, Communications, Computer, Geology, and P.E. classes; Fee is in lieu of supplies being purchased by student)	

### Refunds

Refunds for approved withdrawals from the institution are as follows (see current class schedule for calendar dates):

#### I. Complete Withdrawal from SWOSU

- 100 percent** refund for dropping all courses before the courses begin. In order to receive a refund for courses shorter in duration than four weeks, the student must drop the course before the course begins.
- 85 percent** refund for dropping all courses during the first 10 class days for a regular term course, first five class days of a regular summer or eight-week course, or first two class days of a four-week course.
- No** refund for students withdrawing after the tenth class day for a regular term course, after the fifth day of a regular summer or eight-week course, or after the second class day of a four-week course. For interim/seminar courses, there is no refund if the student drops after the course begins.

#### II. Schedule Adjustments (DROP)

- 100 percent** refund for dropping class(es) during the first ten days of a regular term course, during the first five days of a summer or eight-week course, during the first two days of a four-week course, or prior to the first class meeting of a course less than four weeks in length.
- No** refund for dropping class(es) after the tenth day of a regular term course, after the fifth day of a summer or eight-week course, or after the second day of a four-week course. Courses shorter in duration than four weeks must be dropped before the course starts in order to receive a refund.

Refunds are based upon the day the classes are dropped or the official student withdrawal is completed, not on the date that the student stopped attending classes. To officially withdraw from all courses, student must contact the Registrar's Office in person or by their SWOSU email.

Tuition refunds will not be processed until after the tenth class day of each semester or the fifth class day of the summer. Refunds are disbursed to students via Higher One.

For schedule adjustments (not complete withdrawals):

- 16 week – 10 days to drop for a refund
- 8 week – 5 days to drop for a refund
- 4 week – 2 days to drop for a refund
- Interim/seminar courses (courses less than 4 weeks) – prior to the first day of class

**NOTE: Fees and tuition stated are those in effect when the catalog was published. Since charges are subject to change, a current schedule of fees is available upon request.**

### Guaranteed Tuition Rate Program

The Bursar's Office coordinates, monitors, and records tuition payments including the guaranteed tuition rate program established with the start of the 2008-2009 academic year. This will allow students to guarantee their tuition rate for four years. If a student chooses to participate in the guaranteed tuition rate program, tuition (excluding fees) will be guaranteed for four years at 115% of the current tuition rate at the time of initial enrollment. The program is only available to full-time, undergraduate students entering college for the first time. Students must be enrolled full-time each fall and spring semester at SWOSU for four years to remain in the guaranteed tuition rate program. If a student qualifies for a tuition scholarship, the scholarship will be calculated at the regular or non-guaranteed tuition rate. The student will be responsible for the balance of tuition and fees.

Examples and forms are available in the Bursar's Office, Admissions and Recruitment Office, and the Registrar's Office that may assist a student to determine if this program will benefit them. Students choosing to participate in the guaranteed tuition rate program should understand that they could possibly pay more in tuition in some cases (e.g. if at some point within the four-year guaranteed period they stop attending, drop below full-time enrollment, transfer to/from another institution, or if they are later admitted into the College of Pharmacy). Pre-Pharmacy majors who choose to participate in the program will not be able to continue with the guaranteed tuition rate upon admittance into the College

of Pharmacy. However, in most cases, students who choose to lock in their tuition rate, continue their undergraduate fulltime enrollment and progress satisfactorily to graduate with a degree in four years may pay less in tuition than if they did not lock in their tuition rate. The program is only available to undergraduate students.

If a student chooses to participate in the guaranteed tuition rate program, they must return the completed form prior to enrollment. This

form must be signed and documented in the Registrar’s Office prior to enrolling or attending one of the designated New Student Orientation sessions. Students may return this form as they register on the morning of the New Student Orientation session they choose to attend.

## ADMISSIONS

**All matters regarding admission to the University are handled by the Registrar's Office which is located in the Administration Building.**

**Southwestern Oklahoma State University at Sayre follows a non-restrictive policy of admission. Applicants may be admitted under either of two programs, General Admission or Provisional Admission.**

### General Admission Requirements

- Graduation from an accredited high school or a certificate program of high school equivalency (GED).
- Graduates of unaccredited high schools or home study programs may satisfy admission requirements by meeting the minimum ACT (or SAT) score and satisfying curricular requirements.
- Participation in the American College Testing Program. It is recommended that the ACT be taken during the senior year of high school, but it may be taken during the first semester after admission. SWOSU at Sayre has been designated as a national testing center and administers the ACT on six national test dates annually. SWOSU at Sayre also administers the residual ACT. Contact the Office of Counseling and Assessment for further information.
- Southwestern Oklahoma State University considers the following nonacademic criteria in admitting first time, transfer, or readmission students: (a) whether applicants have been expelled, suspended, or denied admission or denied readmission by any other educational institution; (b) whether the applicants have been convicted of a felony or convicted of a lesser crime involving moral turpitude; (c) whether the applicant’s conduct has been such that if the applicant was a student at the time of the conduct in question, the conduct would have been grounds for expulsion, suspension, dismissal; or denial of readmission at the University.
- Completion of high school curricular requirements.

UNITS (Years)	COURSE AREAS
4	English (Grammar, Composition, Literature)
3	Mathematics (from Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus)
3	Lab Sciences (may not include general science)
3	History and Citizenship Skills (including 1 year of American History and 2 additional years from the subjects of history, economics, geography, government, non-Western culture)
2	Additional units (computer Science, foreign language, or an Advanced Placement course except applied courses in fine arts)

\*Foreign Language is not required for admission to SWOSU, but is recommended (2 years of the same language) for students pursuing a major in the education field.

- All students with ACT scores within the State Regents’ guidelines for remediation will be required to remove curricular deficiencies through testing or through remedial coursework. Students will be notified by the counselor's office of this situation and will be advised accordingly to remediate coursework within 24 hours.

### Adult Admission

General admission requirements apply to all students seeking admission to Southwestern Oklahoma State University. Adult students who are 21 years of age or older or on active military duty who do not meet general admission requirements may be admitted under adult admission criteria. The ACT, SAT or second level assessment scores are required for placement in classes. The class placement listed under Second Level Assessment/Remedial Courses will be used.

### Second Level Assessment/Remedial Courses

The Oklahoma State Regents for Higher Education established an ACT score of 19 as the “first cut” in determining student readiness for college level coursework. Students must score 19 or above in the four subject areas of mathematics, English, reading, and science reasoning in order to avoid second level testing and/or remedial courses. Students who score below 19 on an ACT subtest must complete second level testing. The computer placement test (CPT) is used as a second level test. Students may contact the Director of Counseling & Assessment for information about testing, remediation through the Placement Roadmap to Success, and possible placement in required remedial courses. CPT scores have been established for remedial course placement as follows:

<u>CPT TEST</u>	<u>SCORE</u>	<u>COURSE</u>
<b>ENGLISH</b>	Below 70	0123 Fundamentals of English
<b>READING</b>	Below 75	0123 Improvement of Reading
<b>MATH if 1513 College Alg. is required for your major:</b>		
<b>Elem. Alg.</b>	Below 75	0114 Fund. of Algebra I and 0133 Fundamentals of Algebra II
<b>or</b>	Below 92	0133 Fundamentals of Algebra II
<b>MATH if 1513 College Alg. is not required for your major:</b>		
<b>Arithmetic</b>	Below 90	0114 Fund. of Math Reasoning
<b>or</b>		
<b>Elem. Alg.</b>	Below 75	0144 Found. of Math Reasoning
<b>SCIENCE</b>		Students with ACT science reasoning score below 19 must satisfy all remediation requirements before enrolling in science courses. The first science course must be a general education science course.

Some courses may be recommended based on students’ CPT scores.

Students requesting to enroll in a college level course based on the completion of a remedial course(s) at another institution must have successfully completed an acceptable remedial course(s) that is subject to approval from the appropriate department chair. Please contact the Registrar’s office to find out if the successful completion of a specific remedial course(s) at another institution will meet the prerequisite requirement for enrollment in a college level course at SWOSU. Students who completed a remedial transfer course(s) that is not an acceptable prerequisite for enrollment in a college level course at SWOSU should contact the Director of Counseling & Assessment to enter the Placement Roadmap to Success.

## Provisional Admission Requirements

Admission to the university in the following categories may be granted to those who are not high school graduates:

- **ADULTS WHO ARE NOT HIGH SCHOOL GRADUATES**

Any adult resident of Oklahoma (18 years of age or older) who has had his/her high school education interrupted before graduation is eligible for provisional admission as a special student to an institution in the State System as follows:

- a. His/her high school class must have graduated prior to the date of application.
- b. The applicant is considered academically worthy to enroll in the institution to which she/he is applying according to the judgment of a responsible institutional official or committee.

- **ADULTS WHO HAVE BEEN OUT OF HIGH SCHOOL TWO YEARS:**

Any adult resident of Oklahoma (18 years of age or older) who has been out of high school two years or longer is eligible for provisional admission as a special student to an institution in the State System as follows:

- a. The applicant must meet all of the criteria for the institution to which he/she is applying as set forth in Part 1 of this policy.
- b. An adult given provisional admission under this policy will be on probation for a period of two semesters. If, at the end of that time, the student has made satisfactory progress (see retention standards), the student may continue to enroll as a regular college student.

ALL STUDENTS pursuing admission to Associate in Science and Associate in Applied Science degree programs must meet the new curricular requirements listed under general admission requirements and remove any curricular deficiencies within the first twenty-four semester hours attempted, or they will be permitted to enroll in deficiency-removal courses only. Courses taken to remove deficiencies will not count toward satisfaction of degree program requirements.

NO STUDENT is officially enrolled until all required records are on file. Failure to provide these records in a timely manner may result in a cancellation of enrollment or a delay in future enrollment or transfer.

## OKLAHOMA TAXPAYER & CITIZEN PROTECTION ACT OF 2007 (HB 1804 IMMIGRATION LAW)

HB 1804 provides that an individual who is not lawfully present in the United States shall not be eligible on the basis of residence within Oklahoma for any postsecondary education benefit, including but not limited to, scholarships or financial aid, or for resident tuition, except as provided under new law set forth in other provisions of HB 1804 and under the revised State Regents' policy (3.18.9) which conforms with that new law. However, HB 1804 also provides that this provision regarding eligibility for resident tuition and state financial aid shall not apply to an undocumented immigrant student enrolled in a degree program during the 2006-07 school year or any prior school year who received a resident tuition benefit pursuant to the pre-HB 1804 statute and pre-HB 1804 State Regents policy regarding undocumented immigrant students. In addition, SB 820 of the 2007 legislative session creates unique treatment of undocumented immigrant students participating in Oklahoma's Promise.

The new legislation identifies three categories of undocumented immigrant students:

**Category I** – students enrolled in a degree program during the 2006-07 year or any prior school year who received a resident tuition benefit pursuant to the pre-HB 1804 statute and pre-HB 1804 State Regents' policy.

These students are "grandfathered" and remain eligible for resident tuition and state financial aid under the pre-HB 1804 law and pre-HB 1804 policy.

**Category II** – students enrolling in a postsecondary education institution in 2007-08 and thereafter. These students are subject to the new restrictions under HB 1804 and the State Regents' policy that became effective November 1, 2007.

**Oklahoma's Promise** – While students participating in Oklahoma's Promise also fall into either Category I or Category II, SB 820 provides unique treatment of these students with respect to their eligibility to receive the Oklahoma's Promise award.

## International Students

Southwestern Oklahoma State University can accommodate only a limited number of international students and therefore requires a high academic background achievement and a high level of English proficiency for admissions consideration.

- Before being considered for admission as a first time freshman, the applicant must provide the Office of Admissions with a certification that s(he) earned a minimum TOEFL score of 500 and a satisfactory ACT or SAT score.
- International student applicants must provide a financial certificate on a university-provided form showing sufficient resources to pay for the student's entire program of study and living expenses. A deposit is required at the time of application.
- Application deadlines for international students are June 1 for fall semesters, October 1 for spring semesters, and March 1 for summer semesters.
- The student is responsible for notifying the Admissions Office and personally seeing that correct forms are supplied to the Immigration Service at the proper time. The I-20 and I-538 forms are kept in supply, but the student must provide other necessary forms required for the course of study.
- Any foreign student under a student visa is required to pay non-resident tuition and fee costs each semester while at Southwestern Oklahoma State University.
- It is assumed by the required financial statement that resources are adequate, and the foreign student will not ordinarily be permitted to work while a student at Southwestern Oklahoma State University.
- Financial aid is not ordinarily available to foreign students at Southwestern Oklahoma State University and should not be expected.
- Evaluation of foreign college and university transcripts cannot be made prior to a student's enrollment. At the student's request, an effort will be made during the first year to give a fair evaluation of credits felt to be equal to those at Southwestern Oklahoma State University. Generally, however, the student will be asked to substantiate such credit with CLEP (College Level Exam Program) tests or departmentally prepared Advanced Standing tests. Southwestern Oklahoma State University will accept credits which have been evaluated and posted to the student's transcript by a regionally accredited U.S. institution from which the student transfers as long as these credits are in keeping with institutional policies.
- A non-citizen who has attained a "permanent" resident immigrant status, and whose citizenship is pending, will be treated as a U.S. citizen for admission purposes. The regular admissions criteria for in-state or out-of-state students, as applicable, would then apply. (Students for whom English is a second language will be required to prove English proficiency.)
- Medical insurance is required.

## Transfer Students from Accredited U.S. Institutions

- International students seeking transfer from accredited U.S. Institutions must have a grade-point average of 2.0 (on a 4.0 scale) in all hours attempted and meet other specified requirements to be considered for admission.
- International students must show English Proficiency as specified by TOEFL or IELTS.
- International students must provide a financial certificate.

## Resident Transfer Students

Transfer students from other accredited colleges and universities who are legal residents of Oklahoma may transfer to Southwestern under the following conditions:

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

## Required Residency Hours

A minimum of fifteen credit hours of resident credit applied towards the associate degree must be taken at Southwestern at Sayre. Transfer hours must be applicable to the degree being pursued.

## Non-resident Transfer Students

Transfer students who are not residents of Oklahoma may transfer from an out-of-state institution if they meet the following requirements:

Meet university admission requirements.

Have a cumulative college grade point average of at least a 2.0 on a 4.0 scale

Be in good standing at the institution from which they are transferring.

**NOTE: Transfer students whose scholastic records do not meet minimum standards may be admitted on probation for a semester on the same basis as SWOSU students.**

## Transfer Credit Policy

Transcripts of record from colleges or universities accredited by the Higher Learning Commission or other regional associations will be given full value when appropriate to the student's degree program. Transcripts of record from institutions not accredited by a regional association may be accepted in transfer when appropriate to the student's degree program and when Southwestern Oklahoma State University has had the opportunity to validate the courses or programs. Validation of credits may include, but is not limited to, the completion of college level courses and/or evaluation by an appropriate academic department. Credit accepted in transfer that is not in semester credit hours will be converted to semester credit hours. All transfer credit is calculated in the cumulative grade point average.

Evaluation of military service may be accomplished by submitting service records to the Office of the Registrar. Credit is granted based on recommendations from guidelines of the American Council of Education.

## Concurrent Enrollment of High School Students

A student enrolled in an accredited Oklahoma high school may, if the student meets the requirements set forth below, be admitted provisionally to SWOSU at Sayre.

- The student must meet the published criteria of the State Regents (other than high school graduation) for admission to the institution to which he or she applies.
- To help insure that high school students have the prerequisite skills to be successful in college, the student assessment policy is that high school students must meet the minimum ACT scores in each of the areas of science reasoning, reading, mathematics, and/or English to enroll in coursework in the respective subject areas as required by the Oklahoma State Regents for Higher Education. Additional information on these requirements is available from the Registrar's Office.
- The student must be enrolled in less than a full-time load (fewer than six credit courses per semester) at the high school which the student is attending, as attested by the high school principal.
- The student must be eligible to complete requirements for graduation from high school no later than the spring of his/her senior year as attested by the high school principal.
- A high school student admitted under the provisions set forth above 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. One high school credit course shall be equivalent to three semester credit hours of college work. The collegiate portion of the student's workload must be taken on the SWOSU at Sayre Campus or by interactive video under regular faculty members of the institution.
- A student who is otherwise eligible under this policy may enroll in a maximum of nine semester credit hours during a summer session or term at a college or university of the State System following the end of the junior year of high school, without the necessity of being concurrently enrolled in high school classes during the summer term. The completion of the high school curricula requirements set forth above shall not be required of concurrently enrolled high school students.
- Following high school graduation, such a student may continue enrollment or may transfer to another institution in the State System, provided that during the provisional enrollment period the student has achieved a college grade-point of 2.0 or above on a 4.0 scale and meets the entrance requirements of the receiving institution, including the high school curricular requirements

## Special Admission for Non-degree Seeking Students

Individuals having no intent to pursue a degree may enroll in a maximum of nine credit hours without submitting academic credentials or meeting the academic performance or curricular requirements. Retention standards will be enforced. Before enrolling in hours beyond the nine credit hour maximum, students must be formally admitted to the university.

## STUDENT FINANCIAL SERVICES

Financing a college education today can be challenging but does not have to be overwhelming. Our objective is to work with students and create a financial service package that will help them attend Southwestern Oklahoma State University at Sayre. Since educating a student is a family responsibility, the financial service resources in this catalog are not designed to replace family assistance, but to supplement it. Although students and parents are expected to be contributors toward educational expenses, over sixty percent of students at Southwestern Oklahoma State University at Sayre receive some kind of financial assistance.

Financial assistance consists of scholarships, grants, loans and work-study opportunities. Scholarships are generally merit-based awards. They are awarded to a student on the basis of his/her abilities. Scholarships are generally not cash awards, but instead fee waivers applied toward charges incurred at the university. Other financial service programs described are awarded to a student on the basis of financial need, taking into consideration the expected family contribution (EFC) and the cost of attending school. Grants, loans and work-study programs fall into this category.

Students who are convicted of possession or sale of illegal drugs while receiving federal financial assistance will lose eligibility for continued assistance.

### HOW TO APPLY FOR FINANCIAL ASSISTANCE

Students should complete a Free Application for Federal Student Aid (FAFSA) which is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Once the federal processor has completed calculations, the University will automatically receive the student's data. When the University receives this data, the Office of Student Financial Services will notify the student via the My SWOSU portal and student webmail regarding necessary steps in the application process. It is important that the student respond in a timely manner to prevent any delay in completion of the financial aid process.

Financial aid is not automatically renewed each year. Typically, a student is awarded financial aid for the Fall/ Spring semesters. A student needs to reapply after October 1 of prior year for financial aid consideration for the following Fall/Spring terms.

### Financial Aid Recommended Completion Dates

Many financial aid programs at Southwestern Oklahoma State University are administered on a first-come first-served basis. For best consideration, students should strive to complete the appropriate paperwork by the following dates:

Freshman Scholarship for students admitted by	March 1
Foundation Scholarship Application	March 1
Free Application for Federal Student Aid-Fall/Spring	October 1 of Prior Year

### Satisfactory Academic Progress

Federal law requires that all students who receive financial aid must maintain the requirements of the Satisfactory Academic Progress (SAP) policy of the University to continue receiving financial aid from the following programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Oklahoma Tuition Aid Grant, Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan and Federal Parent PLUS Loan. State law now also requires that students meet the Federal (SAP) policy to receive OHLAP or Oklahoma Promise.

For a copy of the Southwestern Oklahoma State University Satisfactory Academic Progress (SAP) policy, contact the Office of Student Financial Services.

### Return of Title IV Funds

Federal law requires that students who receive financial aid and completely withdraw before the 60% point of a semester may be subject to pay back some of the financial aid that they received. If the situation arises where a student may need to completely withdraw, he/she should consult with the Office of Student Financial Services before doing so to see what implications withdrawal will affect the student. Federal law also requires that students who receive financial aid and fail to earn any credit hours must document scholastic activity after the 60% point of a semester. If students cannot verify scholastic activity they will be required to pay back 50% of the aid received.

### Financial Services and Scholarship Programs

#### Federal Pell Grant

The largest federal grant program is the Federal Pell Grant Program. Federal Pell Grants are available to help undergraduate students pay for their education. For Federal Pell Grant Programs, an undergraduate is one who has not earned a bachelor's degree. The amount a student can receive depends on the cost of attendance determined by the University, whether the student is full-time, half-time or less than half-time, and the student's Expected Family Contribution (EFC) number on the Student Aid Report (SAR). To renew a Federal Pell Grant, a student must reapply each academic year to have his/her eligibility assessed and be making satisfactory academic progress. Other than in the case of a complete withdrawal by the student, Federal Pell Grants do not have to be repaid.

#### Federal Supplemental Educational Opportunity Grant (SEOG)

The Federal Supplemental Educational Opportunity Grant (SEOG) is a federal grant program limited to undergraduate students who are enrolled at least half-time with exceptional financial need. It must be awarded to Federal Pell Grant recipients who have the lowest Expected Family Contribution (EFC). The amount a student can receive depends on the student need, the availability of Federal Supplemental Educational Opportunity Grant funds and the amount of other financial assistance the student is receiving. Other than in the case of a complete withdrawal by the student, Federal Supplemental Educational Opportunity Grants do not have to be repaid.

#### Federal Work-Study Employment

Funded by the federal government, this is a program that provides jobs for students who are eligible for need-based financial assistance. The amount of the offer depends on the student's need, the availability of funds for the program and the amount of assistance the student receives from other programs. Students generally work 10 to 20 hours per week during each semester. The student must be enrolled at least half-time to be eligible for this program. In addition to Federal Work-Study jobs on the campus, there are also a limited number of opportunities for students to participate in a reading and math tutoring program.

#### Federal Stafford Loans

##### Subsidized

Subsidized Federal Stafford loans are low-interest, need-based loans made to the student by a lender, such as a bank, credit union or savings and loan association to help pay for the student's education. A student must be enrolled at least half-time to be eligible to receive a loan and must complete an entrance interview before receiving student loan funds. Loan amounts vary depending on the student's grade level. The student does not have to begin repayment on the loan for six months after they have either graduated or dropped below half-time enrollment.



## **Unsubsidized**

Unsubsidized Federal Stafford loans are low-interest, non-need based loans made to the student by a lender, such as a bank, credit union or savings and loan association to help pay for the student's education. A student must be enrolled at least half-time to be eligible to receive a loan and must complete an entrance interview before receiving student loan funds. Loan amounts vary depending on the student's grade level. The student is responsible for paying the interest on the loan while in school. Repayment of the principal balance begins six months after the student either graduates or drops below half-time enrollment.

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

The Oklahoma State Regents for Higher Education sponsor the Oklahoma Tuition Aid Grant Program. This program is based on a student's financial need. The student must be a resident of the state of Oklahoma and be enrolled at least half-time to be eligible. The student uses the Free Application for Federal Student Aid to apply for this grant, and traditionally the application must be received by March 1 to qualify for available funds.

## **Oklahoma Promise**

This state funded program pays for up to full general tuition for those students who qualify. Fees are not paid by this program. Students had to have signed up during their 8th, 9th or 10th grade with a validated household income of less than \$50,000 and complete the required coursework and conditions outlined by the Oklahoma State Regents Office in order to qualify.

A second determination of eligibility is done at the second income check. The family income for an entering college freshman cannot exceed \$100,000 to maintain eligibility. Students must complete the Free Application for Federal Student Aid so that the second income check can be completed. This second income check is performed one time before the student enters as a freshman.

Oklahoma residents who meet Oklahoma Promise financial need criteria during high school may qualify for payment of their tuition (no fees). Students must also be on the Official Oklahoma Promise Scholarship Eligibility Report. Students who graduated from high school starting with May 2010 will have to maintain a Cumulative GPA of 2.0 for classes attempted through the first 60 hours. For hours attempted beyond 60 hours, students must maintain a 2.5 GPA. All Oklahoma Promise students must also meet the Federal Satisfactory Academic Progress Requirements. For further eligibility information contact the Oklahoma State Regents Office at (405) 524-9153.

## **Scholarships**

### **Freshman Scholarship**

This scholarship is available to Oklahoma residents who are first-time freshmen. Students must apply for admission and be admitted to the university. The Application for Admission can be submitted at no charge, and should be completed online at [www.swosu.edu/sayre/admissions/apply.asp](http://www.swosu.edu/sayre/admissions/apply.asp). The deadline to be considered for the Freshman Scholarship is March 1.

### **Foundation Scholarship**

A limited number of scholarships are funded by private donors. These scholarships are available for freshmen and upperclassmen. These scholarship applications are available from the Office of Student Financial Services, located in the Administration Building. The completed application must be submitted to the Office of Student Financial Services, postmarked no later than March 1.

### **Continuing Fee Waiver Scholarship**

This scholarship is available to Oklahoma residents who have completed at least 24 credit hours at Southwestern Oklahoma State University during the Fall and/or Spring terms. To receive this award, a student must complete the FAFSA online and enroll in at least 12 hours before July 15<sup>th</sup>. Awards are competitively assigned based upon a point total comprised 50% of the student's retention grade point average, 25% by the most recent fall semester grade point average and 25% by the most recent spring semester grade point average.

### **Veteran Affairs**

All students attending the University under the Veterans Administration (VA) program may obtain assistance from the Registrar's Office. Areas covered are entrance requirements, official records, and subsistence payments. For additional assistance, a toll free number to the VA is available.

## ACADEMIC INFORMATION

### Enrollment Procedures

Southwestern Oklahoma State University at Sayre's enrollment system makes pre-enrollment both possible and desirable. Complete details for this procedure, as well as specific pre-enrollment and regular enrollment dates can be found online with current class schedule. These are also available from the Registrar's Office in advance of any given semester. Students begin their enrollment in the Registrar's Office in the Administration Building.

### Enrollment Steps

The step-by-step procedures for officially enrolling at Southwestern Oklahoma State University at Sayre are as follows:

#### Step One:

Admission Requirements include providing the following information:

- Official high school transcript or GED scores.
- ACT scores on file or arrangements made to take the ACT exam during the first semester.
- An official transcript from all other colleges previously attended, if the student is transferring from another institution of higher education.
- Immunization Records for Hepatitis B and MMR.

#### PLEASE NOTE:

**No student is officially enrolled until all of the required records indicated above are on file. Failure to provide these records in a timely manner may result in a cancellation of enrollment or a delay in future enrollment or transfer.**

#### Step Two:

First time students must complete the online Application for Admission at [www.swosu.edu/sayre/admissions/apply.aspx](http://www.swosu.edu/sayre/admissions/apply.aspx).

#### Step Three:

The student must meet with an assigned faculty advisor or counselor to obtain assistance in developing an individual class schedule. The schedule will require the approval and signature of the faculty advisor or counselor.

**NOTE: Freshmen Orientation will be required for all first-time freshmen.**

#### Step Four:

The student should return all forms and a completed schedule to the Registrar's Office for processing. A print-out will be provided indicating the class schedule and tuition amount. The print-out should be taken to the Office of Student Financial Services for review if the student is receiving financial aid.

#### Step Five:

Finally, the student should go to the Business Office and pay tuition and fees.

### Retention of Students Pursuing Academic Programs

The following standards relating to retention of students pursuing study in undergraduate programs will apply at Southwestern Oklahoma State University at Sayre.

#### 1. Academic Notice

Academic Notice is designed to alert students to new retention standards and does not become part of the official record. Students with 1-30 hours attempted with GPA between 1.70 and 1.99 will be placed on Academic Notice.

#### 2. Academic Probation

Students not maintaining satisfactory academic progress, 1-30 credit hours attempted and less than 1.70 GPA or 31 or more credit hours attempted and less than 2.00 GPA will be placed on Academic Probation.

#### 3. Minimum Performance While on Academic Probation

The probationary student must increase his overall grade point average above probationary GPA's listed above or earn at least a 2.00 grade point average during the next semester (not to include activity courses or performance courses) in order to continue enrollment on academic probation.

#### 4. Academic Suspension

Students who fail to meet retention standards while on Academic Probation will be suspended for one regular semester (fall or spring). After the semester of suspension, students may re-enroll on Academic Probation. Students suspended a second time will not be permitted to re-enroll at Southwestern until they establish a satisfactory record at another university.

**NOTE: A student suspended for the first time at the end of the spring semester may attend the following summer semester. Enrollment in this summer semester will be limited to "core academic courses that meet the general education or degree requirements." If work taken in the summer raises the overall retention GPA to 2.00, the student will be removed from probation. If not, the student will be "continued on suspension" for the fall semester.**

**NOTE: Remedial courses are zero level and do not count in overall grade point average or the graduation and retention grade point average. Grades of "W", "I", "S", "U", "P", and "NP" are GPA neutral.**

**Exception--** A student who achieved a grade-point average of 2.00 or above in the last semester in which the student was enrolled will be considered to be making satisfactory progress, regardless of the cumulative grade-point average. (Under these circumstances, a student will remain on probation until a 2.00 cumulative grade-point average is achieved.)

### Placement by Advanced Standing Examination

Southwestern will award credit to students whose background and achievements merit beginning at an advanced level. Southwestern Oklahoma State University at Sayre offers tests which will allow capable students to receive college credit through examination. A list of SWOSU courses for which advanced-standing examinations may be taken is available in the Office of Counseling and Assessment. Courses passed by Advanced-Standing Examinations will be recorded on the transcript with a letter "S". Advanced-standing credit toward a degree is limited to 31 hours within each of the upper and lower division levels. A minimum of 12 semester hours of satisfactory traditional credit must be completed at Southwestern before advanced-standing credits may be recorded on the SWOSU transcript. In most cases, advanced-standing examinations are administered through the College-Level Examination Program (CLEP). Southwestern is a CLEP testing center and accepts credit earned by CLEP Subject Examinations; however, SWOSU does not recognize credit earned through CLEP General Examinations. Registration for CLEP tests should be made one week prior to the test. Any person interested in participating in this program should contact the Office of Counseling and Assessment. In all cases, students are advised to consult with their faculty advisor as to how credit by advanced standing will apply to degree programs.

## Course Load

An undergraduate student must be enrolled in at least 12 credit hours in the fall or spring semester or at least 6 credit hours in the summer term to be considered a full-time student. Students who plan to earn an associate degree in two years should enroll in an academic course load of at least 16 credit hours each fall and spring semester. Enrollments that exceed nineteen (19) hours during the fall and spring semesters and nine (9) hours during the summer term are exceptions and must be approved by the Provost or Dean.

## Student Classification

Freshman:	Students with fewer than 30 semester hours of college credit
Sophomore:	Students with 30 or more hours of college credit and fewer than 60 semester hours

## Credit Hours

All credits are given in terms of semester hours. A semester hour represents 16 hours of class work or 32 (or in some cases, 48) hours of laboratory work. The last digit in a course number represents the number of semester hours for that course.

## Grades

Grade Schedule: The quality of work done in classes is designated by the following schedule of grades:

A .....	Excellent
B .....	Good
C .....	Average
D .....	Below Average
F .....	Failure
I.....	Incomplete Grade
W .....	Withdrawal
AW.....	Administrative Withdrawal
S.....	Satisfactory
P.....	Pass
U .....	Failure
N .....	Grade Deferred
X .....	Thesis in Progress
AU .....	Audit Status

Students earn grade points on this schedule.

A .....	4 points per semester hour
B .....	3 points per semester hour
C .....	2 points per semester hour
D .....	1 point per semester hour
F.....	0 points per semester hour
U .....	0 points per semester hour
S.....	0 points per semester hour

If a course is repeated, both grades are used in computing the student's grade-point average (GPA). A grade of "S," "P," "I," "U," "NP," or "W" has no effect on the average.

**Incomplete:** A grade of "I" will be given to students who, because of illness or other unavoidable circumstances, cannot complete a course by the end of the semester. "I" grades not changed by the instructor to a credit-bearing grade or an "F" will remain a permanent "I" and not contribute to the GPA.

**Withdrawal:** Students may withdraw within the first eleven (11) weeks of class work during a regular semester or within the first six (6) weeks of class work during a summer term to receive a grade of "W." Instructors have the right to give a "W" as a final grade.

Students may withdraw with instructor permission up to five (5) days prior to the beginning of finals and receive a "W" for courses in which they are doing passing work and an "F" for courses in which they are failing.

Students who leave school without officially withdrawing may receive the grade of "F" for courses in which they are enrolled.

## Academic Forgiveness Provisions

The Oklahoma State Regents for Higher Education grading policy for state colleges and universities includes three academic forgiveness provisions. The repeated courses policy, the academic-remediation policy and the academic renewal policy may help a student overcome low-academic standing by establishing a retention and graduation grade-point average in addition to the cumulative grade-point average. Although the academic transcript will continue to be a full and accurate reflection of the student's academic performance, the academic forgiveness provision will be reflected in such matters as how the retention and graduation grade-point average is calculated. Students who believe the academic forgiveness provisions outlined below will assist them in meeting academic goals should contact the Registrar's Office for application forms and additional information.

## Repeated Course Policy

The policy applies to all repeated courses and all students who are pursuing a degree.

Students may repeat courses in which original grades were "D" or "F" and have only the second grades count in the retention and graduation grade-point average. The first four courses (18 hour maximum) repeated are the only hours that can be considered under the Repeated Course Policy.

Students must apply at the Registrar's Office in order to have hours considered under the Repeated Course Policy.

If a course is repeated more than once, all grades earned, with the exception of the first grade, will be counted in the retention and graduation and cumulative grade-point average.

Students may repeat courses above the first four courses (18 hour maximum); however, both the original grade and repeat grade will be included in all grade-point averages.

In cases where students believe courses to be identical, although the course number or title may differ, it will be necessary to obtain validation from the department offering the course.

Students should not assume that the retention and graduation grade-point will be used for admission to or retention in programs such as Pharmacy, Nursing, and Teacher Education. Students should contact the appropriate department chair or advisor to obtain specific information about admission requirements.

## Academic Remedy Policy

- 1) The semester's work to be considered for remedy may have been completed at any accredited college or university;
- 2) At least three years must have elapsed between the period in which the semester being requested remedied was completed and the remedy request;
- 3) Prior to requesting the academic remedy, the student must have earned a grade point average of 2.0 or higher with no grade lower than a "C" in all performance courses completed since the "remedied semester." This course work may have been completed at any accredited higher-education institution;
- 4) Only one semester's work may be remedied;
- 5) Academic Remedy is a provision allowing a student who has experienced extraordinary circumstances to disregard one semester in the calculation of his or her retention/graduation GPA. The academic remedy removes all grades earned during the remedied semester from the retention and graduation grade-point average. All work in the remedied semester will be counted in the cumulative grade-point average;
- 6) A student may not receive more than one academic remedy;

7) Academic reprieves granted by other colleges and universities are not recognized. Students who received academic reprieves from other colleges and universities may apply for academic reprieves under SWOSU guidelines;

8) Students who receive an academic reprieve are not eligible to graduate with honors;

9) Students should not assume that an academic reprieve will be considered when applying for admission to programs such as Pharmacy, Nursing, and Teacher Education.

## Academic Renewal

Academic Renewal is a provision allowing a student who has had academic trouble in the past and who has been out of higher education for a number of years to recover without penalty and have a fresh start. A student may request renewal from public State System institutions with academic renewal policies consistent with these guidelines:

1) At least five years must have elapsed between the last semester being renewed and the renewal request;

2) Prior to requesting Academic Renewal, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses;

3) The request will be for all courses completed before the date specified in the request for renewal;

4) The student must petition for consideration of Academic Renewal according to institutional policy; and

5) All courses 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.

## Attendance

Students are expected to attend class at all possible times. Attendance policies are set in each class by the instructor. The instructor is expected to provide students with a written statement of these policies. In emergencies, notification of instructors of such absences may be made through the campus switchboard. An instructor may drop a student from class for excessive absences through the Office of the Registrar.

## Student Conduct Requirements

Students are expected to abide by the laws and norms of society, the rules of the University, and the rules issued by the Regional University System of Oklahoma board.

## Cheating

All forms of dishonesty such as cheating, plagiarism, unauthorized possession of examinations, using unauthorized materials, information or aids, knowingly furnishing false information to the institution, forgery, alteration or misuse or being party to the forgery, alteration or misuse of institution records or documents, including university identification cards, constitute violations of university regulations for which students are subject to disciplinary action. The penalties imposed by an individual instructor or the University may range from an unsatisfactory grade on a particular assignment or examination to expulsion from the University.

## Plagiarism

An essential rule in any university is that all printed and spoken work which a student submits should be entirely his/her own, or properly documented. If it is not, the student is guilty of plagiarism. The following are two types of plagiarism that the student should be aware of:

Word for word copying, without acknowledgement, of the language of another person. Obviously, having another person write or dictate all or part of one's printed or oral work is plagiarism of this kind. In addition, a student should copy NO printed, spoken or elec-

tronic passage, no matter how brief, without acknowledging its source. This applies to even the briefest of phrases if they are truly individual and distinctive.

Another type of plagiarism is the unacknowledged paraphrasing of another's ideas. A student should no more take credit for another's thoughts than for another's language. Any distinctively original idea taken from another should be credited to its author. If the student does not know whether another's idea is distinctively original, he/she should incline to believe that it is; no fault attaches to over-acknowledgement, but under-acknowledgement is plagiarism.

## Grade Reports

Final grade reports are no longer mailed at the end of each semester. Grades are available online through Campus Connect. Campus Connect allows student access to unofficial transcripts, grades, billing information, financial aid information, personal demographic information, and course availability information.

## Honor Rolls

The undergraduate student's semester record must have no grade of "I," "U," "D," or "F" to be considered for the honor rolls. Grades of "S" are neutral and are not included in the student's semester grade-point average. Types and qualifications for honor rolls are as follows:

*President's Honor Roll:* Undergraduate students who complete 12 or more hours during a semester and earn a 4.00 grade point average qualify for this honor roll.

*Dean's Honor Roll:* Undergraduate students who complete 12 or more hours during a semester and earn a 3.50 or higher grade point average qualify for this honor roll.

## Computer Proficiency

Students must demonstrate computer proficiency (high school Computer Science course, SWOSU computer proficiency exam, or COMSC 1023 Computer & Information Access)..

## Graduation

All graduating students are encouraged to participate in the graduation ceremony which is held annually at the close of the spring semester. Students completing graduation requirements during the fall, spring, or following summer session participate in that annual event.

Each individual is responsible for ascertaining that all requirements for graduation are met. Students are encouraged to request a "graduation check" from the Registrar's Office prior to enrolling for the final semester, in addition to carefully planning their enrollment programs based on catalog and graduation check sheet requirements. Any questions concerning requirements should be clarified with the Dean or Registrar. Degree awards are recorded on the student's permanent academic record. Transcripts are available one week after the close of each semester.

Southwestern Oklahoma State University at Sayre grants degrees "with honors" as follows:

Summa Cum Laude 3.90-4.0 GPA  
Magna Cum Laude 3.75-3.89 GPA  
Cum Laude 3.5-3.74 GPA

Honors standing are determined by calculating the grade-point average using all credit hours attempted. The cumulative GPA, not the retention/graduate GPA is used in the calculation.

Application for Graduation forms should be completed online via the Registrar section of the university web page. Students finishing in either the fall or spring semester should apply for graduation at the beginning of the semester. Students completing degrees during the summer term should apply for graduation by mid-term of the spring semester.

Degrees are recorded on the student's permanent academic record. Transcripts are available approximately one week after the close of each semester or term.

## DEGREE PROGRAMS

### Degrees Granted

Southwestern Oklahoma State University at Sayre awards degrees to students who successfully complete the program plans approved by the institution and maintain a 2.0 grade point average.

Two types of degrees are awarded on the Sayre campus, Associate in Science (AS) and Associate in Applied Science (AAS).

The AS degree conforms to and exceeds standards of the articulation agreement explained below. Students planning to transfer their coursework to a senior campus should select programs leading to this degree to satisfy the general education requirements of a higher degree program.

The AAS degree is awarded primarily in co-occupational or technical programs. Students receiving this degree usually go directly into the work force. Courses are transferable but will be evaluated individually by the institution to which they are transferred.

All degrees and certificates are awarded at the regular spring commencement exercises.

**Notice: Students are responsible for taking the proper courses leading to a degree.**

### Articulation Policy

Southwestern Oklahoma State University at Sayre cooperates fully with the requirements of the Oklahoma State Regents for Higher Education Articulation Policy for transfer of students among institutions in the Oklahoma State System of Higher Education.

Although every effort is made to present accurate offerings, the listing of a course in this catalog is not a guarantee of availability. Degree requirements may be revised from time to time.

All programs offered by Southwestern Oklahoma State University have the approval of the Oklahoma State Regents for Higher Education.

Teacher Education and certain professional programs may specify additional requirements. Students are advised to check such program requirements in the catalog for the college or university at which they plan to complete their final degree.

**A maximum of 60 hours may be counted toward a higher degree at a four-year campus, including the Weatherford campus of Southwestern Oklahoma State University.**

### GENERAL EDUCATION PROGRAM

General Education at Southwestern Oklahoma State University emphasizes the learning of facts, values, understandings, skills, attitudes, and appreciations believed to be meaningful to all students because of their involvement as human beings and citizens preparing for the future. The General Education program incorporates the following outcomes:

- Proficiency in communication – these include skills and abilities to communicate effectively in writing and the ability to understand the ideas of others; to communicate one's ideas through writing, speech, and symbols; to demonstrate clear and cohesive thought formulated for a specific audience; to think logically, critically, and creatively; and to use computers and other information technologies for inquiry and complex problem solving.
- Competency in scientific and quantitative reasoning – this includes an understanding of basic laws and concepts of science to solve issues encountered by society; a knowledge of the basic methodologies and phenomena of natural science; ability to analyze scientific discoveries and the advancement of technology with respect to its impact on social change; and application of quantitative concepts, principles, and symbols that draw meaningful conclusions from mathematical or statistical analysis.

- Appreciation of the fine arts, history, and humanities – this includes the analysis and comparison of important historical movements in the arts and humanities; the ability to explain and evaluate conceptual differences of important landmark contributions and creative works; and the ability to analyze meanings associated with human culture and their significance in social development.
- Knowledge of social and cultural beings and their institutions – this includes studies of behavioral aspects of individuals and society and past and present world cultures; a knowledge of current social issues and trends of international interaction and strategies to enhance global relationships; the ability to communicate social responsibility of issues and identify ethical perspectives that guide solutions; and analyze key historical events and their impact on social, cultural, and global change.
- Achievement of intellectual and professional aptitudes – this includes the construction of systematic investigation of content, theories, and practices that evaluate real life settings; development of authentic creative works related to studies of interest; the engagement of collaborative group activities that contribute information and resources to accomplish group goals; participation in community service activities and reflection on individual and collective solutions to community problems; and the communication of collective understanding of diverse views and the ability to integrate differing perspectives into a cohesive solution for real life circumstances.

### GENERAL EDUCATION GUIDELINES

- All students must complete an approved General Education program in order to graduate from a college or university in the Oklahoma State System of Higher Education. At Southwestern Oklahoma State University, because of differing curriculum and/or accreditation requirements, some degree programs follow slightly different course sequences than the General Education requirements listed on this page. **The specific General Education requirements approved for each degree program are listed with the academic requirements.**
- Students entering Southwestern must meet General Education requirements listed in the current catalog for graduation. (For certification and license requirements, refer to specific programs.)
- Courses satisfying General Education course requirements cannot be used to satisfy requirements in the major, major/minor, and/or minor.
- Some General Education course requirements may be met via CLEP, AP, International Baccalaureate, and other advanced standing tests.
- A maximum of 10 credit hours of General Education credit may be substituted through alternative courses. Any substitution of alternative courses must address all General Education outcomes indicated for the General Education course for which the substitution is requested. All alternative courses must be approved by the appropriate academic departments for course content equivalency, the General Education Committee, and the Vice President for Student Affairs.
- Mid-level assessment is accomplished within the General Education courses. Faculty use curriculum-embedded methods such as exams, papers, projects, etc. for improvement of instruction.

## Associate in Science Degree General Studies (60 Credit Hours Required)

**TOTAL GENERAL EDUCATION HOURS.....Min. 40**  
**REQUIRED CORE COURSES.....31-35**

**Written Communication.....6**  
ENGL 1113 English Composition I  
ENGL 1213 English Composition II

**Mathematics.....3**  
MATH 1143 Mathematical Concepts  
MATH 1153 Mathematical Applications  
MATH 1513 College Algebra  
*Or a higher numbered math course*

**U. S. History.....3**  
*Select one course.*  
HIST 1043 U.S. History to 1877  
HIST 1053 U.S. History since 1877

**American Government.....3**  
POLSC 1103 American Government & Politics

**Science.....7-8**  
*Select one course from Life Science and one course from Physical Science. One Science course must be a lab science.*

**Life Science.....3-4**

BIOL 1004 Biological Concepts w/Lab  
BIOL 1054 Principles of Biology w/Lab  
BIOL 1013 Current Issues in Biology

**Physical Science.....3-4**

ASTRO 1904 Astronomy  
CHEM 1004 General Chemistry w/Lab  
GEOL 1934 Physical Geology w/Lab  
SCI 1513 Concepts of Physical Science (*can be taken w/wo lab*)  
SCI 1501 Concepts of Physical Science Lab  
PHY 1044 Basic Physics I  
PHY 1063 General Physics  
*or a higher numbered chemistry or physics course*

**Humanities.....6**  
HUM 1103 Introduction to Humanities  
**OR**  
HIST 1033 World History

**AND one of the following:**

ART 1223 Art Survey  
COMM 1263 Introduction to Theatre  
LIT 2333 Introduction to Film  
LIT 2413 Introduction to Literature  
MUSIC 1013 Introduction to Music I  
MUSIC 1103 Music and Culture  
PHILO 1453 Introduction to Philosophy

**Human, Cultural & Social Diversity.....3-4**

*Select one course.*

ASL 2163 American Sign Language  
CATC 1204 Cheyenne Language (*or higher number*)  
CATC 1254 Arapaho Language I (*or higher number*)  
COMM 1313 Introduction to Public Speaking  
ECONO 2263 Intro to Macroeconomics  
ECONO 2363 Intro to Microeconomics  
GEOG 1103 World Cultural Geography  
ITAL 1004 Elementary Italian I  
KINES 1133 Wellness Concepts & Exercise Appl  
LATIN 0154 Elementary Latin I (*or higher number*)  
PSYCH 1003 General Psychology  
SOCIO 1003 Introduction to Sociology  
SPAN 1054 Elementary Spanish I (*or higher number*)  
TECH 1223 Technology and Society

**Computer Proficiency.....0-3**

Students must demonstrate computer proficiency (high school Computer Science course, SWOSU computer proficiency exam, or COMSC 1023 Computer & Info Access).

Electives should be taken from at least two of the areas listed above.

**NOTE:** Students who plan to work toward a bachelor's degree and know what their major will be should contact that department on the Weatherford campus for information regarding specific coursework that should be completed by the end of the sophomore year as elective credit, or they should contact their advisor on the Sayre campus and ask about specific electives they might take for their declared major since some of those electives may be available through interactive video courses and other distance education alternatives.

## Associate in Science Degree General Business (60 Credit Hours Required)

This program provides a background in business education to prepare students for immediate employment or for further course work toward a higher degree in the field of business.

**Written Communication.....6**

ENGL 1113 English Composition I  
ENGL 1213 English Composition II

**Mathematics.....3**

Select one course.

MATH 1513 College Algebra  
or a higher numbered math course

**U. S. History.....3**

Select one course.

HIST 1043 U.S. History to 1877  
HIST 1053 U.S. History since 1877

**American Government.....3**

POLSC 1103 American Government & Politics

**Science.....7-8**

Select one course from Life Science and one course from Physical Science. One Science course must be a lab science.

**Life Science.....3-4**

BIOL 1004 Biological Concepts w/Lab  
BIOL 1054 Principles of Biology I w/Lab  
BIOL 1013 Current Issues in Biology

**Physical Science.....3-4**

ASTRO 1904 Astronomy  
CHEM 1004 General Chemistry w/Lab  
GEOL 1934 Physical Geology w/Lab  
SCI 1513 Conc of Phy. Science (may also take w/lab)  
SCI 1501 Concepts of Phy. Science Lab  
PHY 1044 Basic Physics I  
PHY 1063 General Physics  
a higher numbered chemistry or physics course

**Humanities.....6**

HUM 1103 Introduction to Humanities  
**OR**  
HIST 1033 World History  
**AND one of the following:**  
ART 1223 Art Survey  
COMM 1263 Introduction to Theatre  
LIT 2333 Introduction to Film  
LIT 2413 Introduction to Literature  
MUSIC 1013 Introduction to Music I  
MUSIC 1103 Music and Culture  
PHILO 1453 Introduction to Philosophy

**Human, Cultural, & Social Diversity.....3-4**

Select one course.

COMM 1313 Introduction to Public Speaking

**Computer Proficiency 0-3**

Students must demonstrate computer proficiency (high school Computer Science course, SWOSU computer proficiency exam, or COMSC 1023 Computer & Info Access).

**GE electives (from at least two different categories)..... to total 40**

**Business Electives.....21**

COMSC 1033 Computer Science I  
COMSC 1053 Computer Science II  
ENTRP 1123 Intro to Business  
COMSC 1433 Visual Basic Programming  
COMSC 2011 PC Software  
ACCTG 2213 Principles of Financial Accounting†  
ENTRP 2253 Business Communications†  
ECONO 2263 Introduction to Macroeconomics† (required)  
ENTRP 2273 Business Math/Office Machines  
ACCTG 2313 Principles of Managerial Accounting †  
ECONO 2363 Introduction to Microeconomics† (required)  
ENTRP 2723 Computer Business Applications†  
COMSC 2813 Web Development  
ENTRP 3123 Legal Environment of Business†  
MRKTG 3143 Marketing†  
MNGMT 3233 Management†

† Courses which are required for the bachelor's degree in business on the main campus of SWOSU in Weatherford. 3000 & 4000 level courses are offered via interactive video from Weatherford.

**TOTAL HOURS.....61**

## Associate in Science Degree General Studies with Emphasis on Pre-Nursing (60 Credit Hours Required)

### Written Communication.....6

ENGL 1113 English Composition I  
ENGL 1213 English Composition II

### Mathematics.....3

MATH 1143 Mathematical Concepts  
MATH 1153 Mathematical Applications  
MATH 1513 College Algebra  
*Or a higher numbered math course*

### U. S. History.....3

*Select one course.*

HIST 1043 U.S. History to 1877  
HIST 1053 U.S. History since 1877

### American Government.....3

POLSC 1103 American Government & Politics

### Science.....8

*Select one course from Life Science and one course from Physical Science. One Science course must be a lab science.*

#### Life Science.....4

BIOL 1004 Biological Concepts w/Lab

#### Physical Science.....4

CHEM 1004 General Chemistry w/Lab

### Humanities.....6

HUM 1103 Introduction to Humanities

**OR**

HIST 1033 World History

**AND** one of the following:

ART 1223 Art Survey  
COMM 1263 Introduction to Theatre  
LIT 2333 Introduction to Film  
LIT 2413 Introduction to Literature  
MUSIC 1013 Introduction to Music I  
MUSIC 1103 Music and Culture  
PHILO 1453 Introduction to Philosophy

### Human, Cultural & Social Diversity.....3

PSYCH 1003 General Psychology

**GE electives (from at least two different categories).....to total 40**

### Computer Proficiency.....0-3

Students must demonstrate computer proficiency (high school Computer Science course, SWOSU computer proficiency exam, or COMSC 1023 Computer & Info Access).

### Pre-Professional Requirements.....24

ALHLT 2443 Medical Terminology  
ALHLT 2355 Microbiology  
BIOL 2104 Human Anatomy  
BIOL 2304 Human Physiology  
NURS 2212 Intro to Professional Nursing  
PSYCH 2433 Psychological Statistics **OR**  
ALHLT 3043 Health Statistics  
PSYCH 2313 Developmental Psychology **OR**  
a lifespan growth and development course

**NOTE: Students who plan to work toward a bachelor's degree and know what their major will be should contact that department on the Weatherford campus for information regarding specific coursework that should be completed by the end of the sophomore year as elective credit, or they should contact their advisor on the Sayre campus and ask about specific electives they might take for their declared major since some of those electives may be available through interactive video courses and other distance education alternatives.**



## Associate in Science Degree Computer Science

<b>Written Communication</b> .....	<b>6</b>	<b>Degree Program Core Courses</b> .....	<b>18</b>
<b>ENGL 1113 English Composition I</b>		COMSC 1033 Computer Science I	
<b>ENGL 1213 English Composition II</b>		COMSC 1053 Computer Science II	
		COMSC 1433 Visual Basic Programming	
<b>Mathematics</b> .....	<b>3</b>	COMSC 2063 Operating Environments	
<i>Select one course.</i>		COMSC 2153 Intro to Networking	
<b>MATH 1513 College Algebra</b>		COMSC 2053 Java Programming	
<b>or a higher numbered math course</b>			
<b>U. S. History</b> .....	<b>3</b>	<b>Guided Elective (choose one)</b> .....	<b>3</b>
<i>Select one course.</i>		MATH 1613 College Trigonometry	
HIST 1043 U.S. History to 1877		COMSC 2813 Web Development	
HIST 1053 U.S. History since 1877		COMSC 2213 Web Site Design	
<b>American Government</b> .....	<b>3</b>	ACCTG 2213 Principals of Financial Accounting	
<b>POLSC 1103 American Government &amp; Politics</b>		ENTRP 2253 Business Communications	
<b>Science</b> .....	<b>7-8</b>	ACCTG 2313 Principles of Managerial Accounting	
<i>Select one course from Life Science and one course from Physical</i>		ENTRP 2723 Computer Business Applications	
<i>Science. One Science course must be a lab science.</i>		<b>TOTAL HOURS</b> .....	<b>61</b>
<b>Life Science</b> .....	<b>3-4</b>		
BIOL 1004 Biological Concepts w/Lab			
BIOL 1054 Principles of Biology I w/Lab			
BIOL 1013 Current Issues in Biology			
<b>Physical Science</b> .....	<b>3-4</b>		
ASTRO 1904 Astronomy			
CHEM 1004 General Chemistry w/Lab			
GEOL 1934 Physical Geology w/Lab			
SCI 1513 Conc of Phy. Science (may also take			
w/lab)			
SCI 1501 Concepts of Phy. Science Lab			
PHY 1044 Basic Physics I			
PHY 1063 General Physics			
a higher numbered chemistry or physics course			
<b>Humanities</b> .....	<b>6</b>		
HUM 1103 Introduction to Humanities			
<b>OR</b>			
HIST 1033 World History			
<b>AND one of the following:</b>			
ART 1223 Art Survey			
COMM 1263 Introduction to Theatre			
LIT 2333 Introduction to Film			
LIT 2413 Introduction to Literature			
MUSIC 1013 Introduction to Music I			
MUSIC 1103 Music and Culture			
PHILO 1453 Introduction to Philosophy			
<b>Human, Cultural, &amp; Social Diversity</b> .....	<b>3-4</b>		
<b>COMM 1313 Introduction to Public Speaking</b>			
<b>Computer Proficiency</b> .....	<b>0-3</b>		
<b>COMSC 1023 Computer &amp; Info Access</b>			
<b>GE electives (from at least two different categories) ....to total</b>	<b>40</b>		
<b>TECH 1223 Technology and Society</b>			

## Associate in Science Degree Criminal Justice – Corrections

**Written Communication.....6**  
**ENGL 1113 English Composition I**  
**ENGL 1213 English Composition II**

**Mathematics .....3**  
*Select one course.*  
 MATH 1143 Mathematical Concepts  
 MATH 1153 Mathematical Applications  
 MATH 1513 College Algebra  
 or a higher numbered math course

**U. S. History .....3**  
*Select one course.*  
 HIST 1043 U.S. History to 1877  
 HIST 1053 U.S. History since 1877

**American Government.....3**  
**POLSC 1103 American Government & Politics**

**Science.....7-8**  
*Select one course from Life Science and one course from Physical Science. One Science course must be a lab science.*

**Life Science .....3-4**  
 BIOL 1004 Biological Concepts w/Lab  
 BIOL 1054 Principles of Biology I w/Lab  
 BIOL 1013 Current Issues in Biology

**Physical Science.....3-4**  
 ASTRO 1904 Astronomy  
 CHEM 1004 General Chemistry w/Lab  
 GEOL 1934 Physical Geology w/Lab  
 SCI 1513 Conc of Phy. Science (may also take w/lab)  
 SCI 1501 Concepts of Phy. Science Lab  
 PHY 1044 Basic Physics I  
 PHY 1063 General Physics  
 or a higher numbered chemistry or physics course

**Humanities.....6**  
 HUM 1103 Introduction to Humanities  
**OR**  
 HIST 1033 World History  
**AND one of the following:**  
 ART 1223 Art Survey  
 COMM 1263 Introduction to Theatre  
 LIT 2333 Introduction to Film  
 LIT 2413 Introduction to Literature  
 MUSIC 1013 Introduction to Music I  
 MUSIC 1103 Music and Culture  
 PHILO 1453 Introduction to Philosophy

**Human, Cultural, & Social Diversity .....3-4**  
*Select one course.*  
 ASL 2163 American Sign Language  
 CATC 1204 Cheyenne Language I (or higher number)  
 CATC 1254 Arapaho Language I (or higher number)  
 COMM 1313 Introduction to Public Speaking  
 ECONO 2263 Intro to Macroeconomics  
 ECONO 2363 Intro to Microeconomics  
 GEOG 1103 World Cultural Geography  
 ITAL 1004 Elementary Italian I  
 KINES 1133 Wellness Concepts & Exercise Applications  
 LATIN 1054 Elementary Latin I (or higher number)  
 PSYCH 1003 General Psychology  
**SOCIO 1003 Introduction to Sociology (req)**

SPAN 1054 Elementary Spanish I (or higher number)  
 TECH 1223 Technology and Society

**Computer Proficiency..... 0-3**  
 Students must demonstrate computer proficiency (high school Computer Science course, SWOSU computer proficiency exam, or COMSC 1023 Computer & Info Access).

**GE electives (from at least two different categories).... to total 40**

**Technical Occupational Specialty Courses .....16-18**  
 CRMJS 1113 Introduction to Criminal Justice  
 SOCIO 2103 Social Problems  
 PSYCH 2313 Developmental Psychology  
 POLSC 2623 Criminal Law & Procedure  
 POLSC 2803 Judicial Process  
 CRMJS 2503 Criminal Justice Administration  
 SPAN 1054 Elementary Spanish I (required for Bachelor's degree)  
 KINES 1133 Wellness Concepts & Exercise Applications

**Electives ..... 2-4**

**TOTAL HOURS.....60**

## Associate in Applied Science Degree Medical Laboratory Technician

This program is designed to prepare students for entry level positions as medical laboratory technicians. To enter the program, students must meet the general admission requirements of the University as well as meet with program faculty for advisement and enrollment. Information packets are available from the program director or registrar. Upon satisfactory completion of the MLT program, graduates will receive the Associate in Applied Science Degree and are eligible to sit for the American Medical Technologists' (AMT) MLT and/or the American Society for Clinical Pathology (ASCP) MLT certification exams. Students must complete the program with a minimum 2.0 GPA. This program is accredited by the Accrediting Bureau of Health Education Schools.

**NOTE: This program requires specific course sequencing, so students interested in the MLT degree program should see program advisors for proper enrollment.**

<b>Composition</b> .....			<b>6</b>
ENGL	1113	English Composition I	
ENGL	1213	English Composition II	
<b>Mathematics</b> .....			<b>3</b>
MATH	1143	Math Concepts OR	
MATH	1513	College Algebra	
<b>Natural Sciences</b> .....			<b>12</b>
BIOL	1004	Biological Concepts	
BIOL	2503	Parasitology	
BIOL	2205	Human Anatomy & Physiology	
<b>Chemistry</b> .....			<b>8</b>
CHEM	1004	General Chemistry	
CHEM	2044	Clinical Chemistry	
<b>U.S. History &amp; Government</b> .....			<b>6</b>
POLSC	1103	American Government & Politics	
HIST	1043	American History to 1877 OR	
HIST	1053	American History Since 1877	
<b>Allied Health</b> .....			<b>41</b>
ALHLT	1034	Hematology I & Phlebotomy	
ALHLT	1044	Hematology II	
ALHLT	1202	Urinalysis & Body Fluids	
ALHLT	1314	Lab Clinical I	
ALHLT	2024	Lab Clinical II	
ALHLT	2033	Blood Banking	
ALHLT	2104	Lab Clinical III	
ALHLT	2355	Microbiology	
ALHLT	2404	Pathogenic Microbiology	
ALHLT	2412	Immunology and Serology	
ALHLT	2441	Registry Preparation I	
ALHLT	2541	Registry Preparation II	
ALHLT	2443	Medical Terminology	

**NOTE: Only students who meet graduation requirements may sit for the national certification examination. Immunization against Hepatitis B is required before entrance into the MLT program.**

*(Although the job outlook in the medical laboratory profession continues to be strong and job placement help is available, graduation from the MLT Program is not a guarantee of employment.)*

## Associate in Applied Science Degree Radiologic Technology (X-Ray)

This program is designed to prepare students to function as radiologic technologists. A separate application for admission to the Radiologic Technology Program must be submitted by established deadlines. Acceptance into the program is based upon ACT/SAT scores, grade-point averages, interviews, transcripts and other evidence of potential for success in the program. Application packages can be requested from program faculty or be downloaded from the Radiologic Technology webpage on the SWOSU@Sayre web site at <http://www.swosu.edu/sayre/index.aspx>. Information about program effectiveness is also available on the program webpage, or at [www.jrcert.org](http://www.jrcert.org), the program's accrediting agency. Admission to the program is a prerequisite for all professional courses listed under program requirements. Upon satisfactory completion of the course requirements, the student will receive the AAS Degree and is eligible to apply for the American Registry of Radiologic Technologists exam. Students must complete the course of study with a 2.0 GPA. **NOTE: This program requires specific course sequencing. Students interested in the program should see a member of program faculty for proper enrollment.**

### Composition..... 6

ENGL 1113 English Composition I  
ENGL 1213 English Composition II

### Mathematics ..... 3

Select one course.

MATH 1143 Mathematical Concepts  
MATH 1153 Mathematical Applications  
MATH 1513 College Algebra  
or a higher numbered math course

### Natural Sciences ..... 5

BIOL 2205 Human Anatomy & Physiology

### U.S. History & Government ..... 6

POLSC 1103 American Government & Politics  
HIST 1043 American History to 1877 OR  
HIST 1053 American History Since 1877

### Allied Health..... 3

ALHLT 2443 Medical Terminology

### Program Requirements.....56

ALHLT 1021 Radiation Safety & Protection  
ALHLT 1053 Radiographic Positioning I  
ALHLT 1062 Intro to Radiologic Technology  
ALHLT 1071 Patient Care  
ALHLT 1082 Radiographic Exposure I  
ALHLT 1116 Clinical Practice I  
ALHLT 1126 Clinical Practice II  
ALHLT 1131 Radiographic Exposure II  
ALHLT 1142 Imaging and Processing  
ALHLT 1151 Radiographic Positioning II  
ALHLT 1162 Radiologic Pathology  
ALHLT 2116 Clinical Practice III  
KINES 2212 First Aid  
ALHLT 2223 Intro to Radiologic Physics  
ALHLT 2122 Radiation Biology  
ALHLT 2132 Special Procedures and Modalities  
ALHLT 2142 Image Recognition & Critique  
ALHLT 2216 Clinical Practice IV  
ALHLT 2231 Quality Assurance & Control  
ALHLT 2221 Registry Preparation I  
ALHLT 2242 Registry Preparation II  
ALHLT 2315 Clinical Practice V

### TOTAL HOURS .....82

## Course Descriptions

(F = Classes offered in the Fall, S = Classes offered in the Spring, SU = Classes offered in the Summer, D = Classes offered upon Demand, O = Odd years, E = Even years)

### Explanation of Course Numbers

The course number indicates the degree of advancement. Generally, courses with the lowest numbers should be completed first. Lower-division courses (1000-2000) are generally considered freshman and sophomore courses. Upper-division courses (3000-4000) are generally considered junior and senior courses, these may be taken on the Weatherford campus or on the Sayre campus via Interactive Video.

Prerequisites are noted by bold print.

### ARTS AND SCIENCES

#### ART

##### ART 1113 FUNDAMENTALS OF ART

Examination of the basics in art. Foundation laid for future participation in drawing and painting. This is an elective course, not for art majors or minors. **D**

##### ART 1163 BASIC DRAWING

Experience with tools, materials, and techniques commonly used in graphic expressions, such as pencil, pen, brush and crayon. This is a general education course, not for art majors or minors. **D**

##### ART 1223 ART SURVEY

A brief survey of multi-cultural developments in the visual arts from prehistory to the present. Purpose, influences, and evaluation are emphasized. This is a general education course, not for art majors or minors. May be used for humanities requirement. **F,S**

##### ART 2001-4 INDIVIDUAL STUDY IN ART (Topic)

Individual study of specified topic for undergraduate students. Credit: 1 to 4 semester hours.

##### ART 2011-4 SEMINAR IN ART (Topic)

Group study of specified topic for undergraduate students. Credit: 1 to 4 semester hours.

### BIOLOGICAL SCIENCES

#### BIOL 1004 BIOLOGICAL CONCEPTS

An introduction to the concepts and methods of biology needed to understand biological issues faced by society. Upon completion of the course, students will be able to apply the scientific method to problem solving and to explain natural phenomena. Students will also understand such concepts as the role of the cell in maintaining conditions essential for life. In addition, students will be able to describe the interactions between living organisms and the environment at the population, ecosystem, and biosphere levels and to identify potential impacts on society of biotechnology, world population growth, and human influences on global biogeochemical cycles. **F,S,SU**

#### BIOL 1013 CURRENT ISSUES IN BIOLOGY

Students will be introduced to how basic knowledge of biological sciences can contribute to their growth as informed global citizens. The course focuses on biological principles that have immediate applications in our everyday lives. The course will also require that students use the knowledge they received to debate important issues, solve problems, and communicate complex issues to their peers. **D**

#### BIOL 2104 HUMAN ANATOMY

A study of the normal functional anatomy of the human body and the changes which occur in various clinical conditions. The laboratory includes extensive use of human models and cat dissection. This course is designed for students pursuing health career majors. **Prerequisite: 1004 Biology. F**

#### BIOL 2204 INTRODUCTORY ZOOLOGY

The diversity of the protist and animal kingdoms will be examined with respect to their evolution, classification, and the comparative morphology, physiology, and behavior of major phyla. **D**

#### BIOL 2205 HUMAN ANATOMY & PHYSIOLOGY

A study of the structure and function of the human body. This course is designed to meet the needs of students in Medical Laboratory Technology and Radiologic Technology and others who need a working knowledge of the human body and its functions. This course fulfills the Anatomy and Physiology requirement for Health Information Management majors. **Prerequisite: 1004 Biology or 2204 Zoology or permission of Instructor. F**

#### BIOL 2304 HUMAN PHYSIOLOGY

A study of the normal function of the human body. Strong emphasis is placed on homeostasis. **Prerequisite: BIOL 2104 or 2205 or Permission of Instructor. S**

#### BIOL 2404 INTRODUCTORY BOTANY

This course is a study of the structure, physiology, and ecology of higher plants and also includes a survey of the plant kingdom. **Prerequisite: BIOL 1004. D**

#### BIOL 2503 PARASITOLOGY

A study of the identification, isolation, morphology and life cycles of those parasites that affect man; includes both helminthology and protozoology. **Prerequisites: BIOL 1004. F**

#### BIOL 2001-3 INDIVIDUAL STUDY IN BIOLOGICAL SCIENCE (Topic)

Individual study of specified topic for undergraduate students. Credit: 1 to 4 semester hours.

#### BIOL 2011-4 SEMINAR IN BIOLOGICAL SCIENCE (Topic)

Group study of specified topic for undergraduate students. Credit: 1 to 4 semester hours.

### CHEMISTRY

#### CHEM 1004 GENERAL CHEMISTRY

A survey course in general chemistry for students requiring a single chemistry course (4 hours or fewer) in their major or for students requiring a preparatory course for CHEM 1203 and CHEM 1252, (General Chemistry I). Topics include measurements, atomic theory, bonding, naming/writing formulas of solids/liquids/gases, energy (primarily light/heat), reactions (including balancing equations, stoichiometry, equilibrium), solutions/concentrations, and acids/bases. The laboratory is designed to fortify the understanding of the major topics of the course. No prerequisites, although a minimal algebra background is helpful. **S**

#### CHEM 1203 GENERAL CHEMISTRY I (LECTURE)

An introduction to chemical principles for students intending to major in science areas. Topics include concentration, stoichiometry, thermodynamics, atomic and molecular theory, properties of gases, liquids and solids. **Prerequisite: Completion of or concurrent enrollment in MATH 1513. S,O**

#### CHEM 1252 GENERAL CHEMISTRY I (LAB)

Laboratory for General Chemistry I. Experimental investigation of those topics introduced in CHEM 1203 and introduction to visible spectroscopy. **Co requisite: CHEM 1203.**

#### CHEM 1303 GENERAL CHEMISTRY II (LECTURE)

A continuation of chemical principles for students intending to major in science areas. Topics include kinetics, equilibria, acids and bases, second law, electrochemistry, and nuclear chemistry. Offered on demand. **Prerequisite: CHEM 1203 and completion of, or concurrent enrollment in, CHEM 1252. D**

#### CHEM 1352 GENERAL CHEMISTRY II (LAB)

Laboratory for General Chemistry II. Experimental Investigation of those topics introduced in CHEM 1303. **Prerequisites: CHEM 1203 and CHEM 1252. Co requisite: CHEM 1303. D**

#### CHEM 2044 CLINICAL CHEMISTRY

The study of various chemical analyses of body fluids. Emphasis is on reactions, reagents and reference ranges of analytes measured in the clinical chemistry lab. **S**

**CHEM 2001-4 INDIVIDUAL STUDY IN CHEMISTRY (Topic)**  
Individual study of specified topic for undergraduate students. Credit: 1 to 4 semester hours.

**CHEM 2011-4 SEMINAR IN CHEMISTRY (Topic)**  
Group study of specified topic in chemistry for the undergraduate students. Credit: 1 to 4 semester hours.

## COMPUTER SCIENCE

**COMSC 1023 COMPUTERS AND INFORMATION ACCESS**  
Introduction to computers, computer software, and the use of computers to access information for general education students. Includes an introduction to computer concepts and security, operating systems, and computer applications, including Word, Excel, PowerPoint, and Access. **F,S,SU**

**COMSC 1033 COMPUTER SCIENCE I**  
This course is an introductory programming course using the Java language. It covers an overview of Java Virtual Machine. This course focuses on algorithm design, problem solving strategies and program design. Topics covered include variables, types, expressions and control structures. Additional topics are standard input/output; file input/output; file streams; single and multi dimensional arrays; searching; sorting; and recursion and its relation to iteration. This course also introduces object oriented programming concepts such as classes and objects; syntax of class definitions; methods and parameter passing.. **F**

**COMSC 1053 COMPUTER SCIENCE II**  
This course is a continuation of Computer Science I. Object-oriented programming concepts such as class inheritance, encapsulation and polymorphism are covered using the Java language. Topics covered using Java include abstract classes; interfaces; GUI programming; event-driven programming; data abstraction through use of classic data structures list, stack and queue; and Object oriented thinking and design. Emphasis will be on program design, modularity, debugging, and documentation. **Prerequisite: COMSC 1033. S**

**COMSC 1433 VISUAL BASIC PROGRAMMING**  
This course provides students with the knowledge and skills needed to develop applications in Microsoft Visual Basic .NET for the Microsoft.NET platform. The course focuses on user interfaces, object-oriented programming, language syntax, and implementation details. It also introduces ADO.Net for database access and files input/output and dynamic arrays. **F,S**

**COMSC 2053 JAVA PROGRAMMING**  
Introduction to programming in Java for students with programming experience. Topics include an introduction to object-oriented programming in Java, Java applets, graphics, and multimedia applications. **Prerequisite: COMSC 1053, or departmental consent. D**

**COMSC 2063 OPERATING ENVIRONMENTS**  
This course will concentrate on Windows operating systems. Topics covered will include installation and customization of Windows, upgrading to newer versions of Windows, performance optimization, mouse operations, icon based file and program management operations, linking technologies, macros, installing and using application software, and some in-depth work with directory structures and file management. Integrated along with this graphical interface will be an introduction to DOS and many DOS commands. **Prerequisite: COMSC 1023 Computers and Information Access. D**

**COMSC 2153 INTRODUCTION TO NETWORKING**  
This is an introductory networking course. It will cover many of the basic concepts of constructing and operating a Local Area Network (LAN). This course will cover concepts that span over many systems like UNIX and Windows NT, but will concentrate mainly on Novell 4.1 networking. Topics will include installation and configuration of software and hardware components of a network, typical network configurations, and file and software sharing. Hands-on experience will be provided using a networked laboratory. **Prerequisite: COMSC 2063 Operating Environments. D**

**COMSC 2213 WEB SITE DESIGN**  
A study of HTML coding techniques and factors affecting page and site design. Includes image and multimedia formats and a significant student project. **D**

**COMSC 2813 WEB DEVELOPMENT**  
A study of Web Development using Macromedia Dreamweaver. Covers static and dynamic content, links, page layout, cascading styling sheets, and media objects. A significant student project is required. **D**

**COMSC 2473 PROGRAMMING IN C++**  
Emphasis in this course will be object-oriented C++. Topics include definition of class, data abstraction, pointers, member functions, friend functions, static class member, operator overloading, inheritance, virtual function, polymorphism, template, exception handling, reusability, generic algorithms in C++, introduction to Standard Template Library, files and standard input/output, single and multi-dimensional arrays, and advanced algorithms for searching and sorting. Extensive programming exercises in C++ are required. **Prerequisite: COMSC 1033 or familiarity with a modern programming language. F**

**COMSC 2923 INTERNSHIP IN NOVELL NETWORKING**  
This internship will allow computer science students to gain hands-on networking and PC experience (Novell 5.0 Intranetware and Windows operating systems on IBM compatibles). Students will be provided with a variety of common PC and networking projects to troubleshoot and solve. Students will participate in a sequence of situations coordinated by the network administrator. As well as these "setup" situations, students will also become involved in any actual current situation that might occur on campus during the internship. **Prerequisite: COMSC 1023. Co requisites: COMSC 2153, COMSC 2043.**

**COMSC 2933 INTERNSHIP IN MICROSOFT NETWORKING**  
This internship will allow computer science students to gain hands-on networking and PC experience (Microsoft NT/2000 etc., servers and Windows operating systems on IBM compatibles). Students will be provided with a variety of common PC and networking projects to troubleshoot and solve. Students will participate in a sequence of situations coordinated by the network administrator. As well as these "setup" situations, students will also become involved in any actual current situation that might occur on campus during the internship. **Prerequisite: COMSC 1023. Co requisite: COMSC 2153, COMSC 2043.**

**COMSC 2001-4 INDIVIDUAL STUDY IN COMPUTER SCIENCE (Topic)**  
Individual study of specified topic for undergraduate students. Credit: 1 to 4 semester hours.

**COMSC 2011-4 SEMINAR IN COMPUTER SCIENCE (Topic)**  
Beginning and intermediate topics for individual and group study. Credit: 1 to 4 semester hours.

**TECH 1223 TECHNOLOGY AND SOCIETY**  
A survey course introducing the student to new and emerging technologies in relation to their economic, social, and global impact on society. **D**

## GENERAL STUDIES

**GSTDY 1001 FRESHMAN ORIENTATION**  
A fall semester course required for all freshmen without previous full-time college experience. Concurrent enrollment students are required to take the course, but not transfers still classified as freshmen. The course is designed for beginning freshmen students to assist them in becoming familiar with the campus, university regulations and course offerings. **F**

**GSTDY 1333 MENTAL HEALTH (Psychology of Human Interaction)**  
A survey course designed to examine how psychology is related to the adjustment and growth of individuals as they face the challenges of a rapidly changing world. Special emphasis is placed on the links between stress, health, and coping in both mental health and psychological disorders. **D**

**GSTDY 1441 COLLEGE SUCCESS**  
College Success is designed to enhance students' skills in becoming successful college students. The course will address topics including time management, learning styles, note taking, test taking, reading skills, etc. The course is required for all students who do not meet the State Regent's requirements for admission to a regional university and for all students returning from suspension. It is highly recommended for students desiring to improve skills needed for academic success.

**GSTDY 1901—2 COMPUTER ASSISTED INSTRUCTED**  
Self-paced study for Computer Assisted Courses.

**GSTDY 2901—2 COMPUTER ASSISTED INSTRUCTED**  
Self-paced study for Computer Assisted Courses.

**GSTDY 2001-4 INDIVIDUAL STUDY IN GENERAL STUDIES**  
Individual study of specified topic for undergraduate students. Credit: 1 to 4 semester hours.

**GSTDY 2011-4 SEMINAR IN GENERAL STUDIES**  
Group study of specified topic for undergraduate students. Credit: 1 to 4 semester hours.

## **KINESIOLOGY**

**KINES 1081 INTERMEDIATE GOLF**  
Continuation of HPER 1411 with emphasis on acquisition of advanced skills. **D**

**KINES 1133 WELLNESS CONCEPTS AND EXERCISE APPLICATIONS**  
The course is designed to provide the student with a philosophy of living that encourages a higher quality of life and a state of well-being. Lifestyle choices are identified and explained in regard to proper exercise, weight management, stress management, substance use, sexually transmitted diseases prevention, and cancer protection. Assessment techniques and development of individual prescriptions in the areas of muscular strength, muscular flexibility, cardiovascular endurance, body composition, and nutrition are studied. Lifetime leisure skills are identified and developed to provide a well-rounded exposure to wellness. **F,S,SU**

**KINES 1153 NUTRITION**  
A study of the basic principles of nutrition including dietary standards, food habits, nutrients, metabolism, special diets, food fads, dietary needs of all age groups.

**KINES 1351 ELEMENTARY BOWLING**  
The fundamental skills of bowling, including instruction in stance, approach, delivery, aiming, and follow-through. Practice in etiquette, scoring, terminology, and forms of competition. **D**

**KINES 1371 INTERMEDIATE BOWLING**  
Advanced skills and advanced forms of competition and league play. **Prerequisite: KINES 1351. D**

**KINES 1411 ELEMENTARY GOLF**  
The fundamental skills of golf including instruction in stance, strokes, clubs, rules, terminology, etiquette, scoring, etc. **D**

**KINES 1471 ELEMENTARY TENNIS**  
Basic instruction in the theory and practice of skills, rules, terminology, etiquette, and game strategy for singles and doubles play. **D**

**KINES 1481 INTERMEDIATE TENNIS**  
Continuation of basic course with emphasis on practice of advanced strokes, serves, rules, and tournament competition. **Prerequisite: HPER 1471. D**

**KINES 1521 INDIVIDUAL FITNESS TRAINING**  
Instruction and practice in skills and techniques of aerobic and weight training to promote individual fitness. **F,S,SU**

**KINES 1751 TEAM SPORTS**  
Designed more for women students. Theory and practice of soccer, volleyball, and selected team sports; basic skills, rules, strategy, and game play.

**KINES 1781 TEAM SPORTS**  
Instruction and practice in the following team sports: basketball, softball, and track and field.

**KINES 1831 AEROBICS I**  
Instruction and practice of the basic elements of fitness and wellness with emphasis on cardiovascular endurance, flexibility, strength, body composition and posture. **D**

**KINES 1841 BODY MECHANICS**  
Instruction and practice of the basic elements of fitness and wellness. Emphasis on cardiovascular endurance, flexibility, strength, body composition, and posture. Evaluation of personal fitness and development of a personal fitness program. **D**

**KINES 1851 AEROBICS II**  
Advanced instruction and practice of the basic elements of fitness and wellness with more emphasis on cardiovascular endurance, flexibility, strength, body composition and posture. **D**

**KINES 2212 FIRST AID**  
Knowledge in accident prevention, emergency treatment, and care of injuries and illness. **F, S**

**KINES 2001 - 4 INDIVIDUAL STUDY IN HEALTH, PHYSICAL EDUCATION AND RECREATION (Topic)**  
Individual study of specified topic in health, physical education, and recreation for undergraduate students. Credit: 1 to 4 semester hours.

**KINES 2011 - 4 SEMINAR IN HEALTH AND PHYSICAL EDUCATION AND RECREATION (Topic)**  
Group study of specified topic in health, physical education and recreation for undergraduate. Credit: 1 to 4 semester hours.

## **HUMANITIES**

**ART 1223 ART SURVEY**  
A brief survey of multi-cultural developments in the visual arts from prehistory to the present. Purpose, influences, and evaluation are emphasized. **F,S**

**MUSIC 1013 INTRODUCTION TO MUSIC**  
Introduction to the history of music and musical styles. **F,S**

**LIT 2413 INTRODUCTION TO LITERATURE**  
Studies in short fiction, poetry and drama. **F,S,SU**

**PHILO 1453 INTRODUCTION TO PHILOSOPHY**  
A survey of major philosophers and their respective contributions to philosophy from ancient Greece to the present, with emphasis on the western world. **F,S,SU**

## **LANGUAGE ARTS**

## **COMMUNICATIONS**

**COMM 1042 PHOTOGRAPHY**  
Fundamentals of darkroom techniques and camera use. **D**

**COMM 1023 STUDENT PUBLICATIONS I**  
Examine procedures and problems associated with the student newspaper. Student are required to serve as staff members of the Watchdawg student newspaper and work at prescribed periods under faculty supervision.

**COMM 1033 STUDENT PUBLICATIONS II**  
A continuation of Student Publications I with emphasis placed on leadership roles such as editor, copy editor, layout editor and art director. Course will require working on the staff of the student newspaper at prescribed periods as well as other time periods necessary for the publication.

**COMM 1313 INTRODUCTION TO PUBLIC SPEAKING**  
This course provides students with an in-depth analysis of public speaking. It includes a thorough examination of the theoretical framework of public speaking and requires students to put those theories into practice. Students will build critical thinking skills by constructing their own messages and evaluating those of others. This course is designed to heighten students' skills as well as increase their confidence as public speakers. **F,S,SU**

**COMM 2001-4 INDIVIDUAL STUDY IN COMMUNICATIONS (Topic)**

Individual study of specified topic in Communications. Credit: 1 to 4 semester hours.

**COMM 2011 - 4 SEMINAR IN COMMUNICATIONS (Topic)**

A study of specified topic in Communications. Credit: 1 to 4 semester hours.

**COMM 2113 WRITING FOR MASS MEDIA**

Introduction to writing for both print and broadcast media. Includes news, feature, editorial and sports writing.

## ENGLISH

**ENGL 0123 FUNDAMENTALS OF ENGLISH**

A course designed to provide remedial students an opportunity to increase their writing skills. Emphasis is placed on the sentence construction, paragraph organization, sound thesis statements, and adequate support for them. Zero credit, the course is not counted as a part of a major or minor and it does not count toward graduation. **F,S,SU**

**ENGL 1002 WRITING SKILLS RE-ENFORCEMENT LABORATORY**

This course is designed for students who either need additional assistance in sharpening their writing skills to either bring them up to a college level, or maintain them at a college level, or need assistance with a writing project within a specific discipline. Students plan a course of action and study with assistance of the instructor to meet the student's individual needs. **D**

**ENGL 1113 ENGLISH COMPOSITION I**

Training for effective communicative skills with emphasis on writing as required for successful college study. **F,S,SU**

**ENGL 1213 ENGLISH COMPOSITION II**

Training for skills in communication, as in ENGL 1113, but at a higher level. Research and argument emphasized. **Prerequisite: ENGL 1113. F,S,SU**

**ENGL 2713 CREATIVE WRITING- POETRY**

The course will introduce students to the basic techniques of creative poetry writing by examining the elements of invention, phrasing, imagery, sound, rhythm, form and tone. The course is taught in a workshop structure using peer evaluation and portfolio assessment. **Prerequisites: ENGL 1113 and permission of instructor. D**

**ENGL 2011-4 SEMINAR IN ENGLISH (Topic)**

A study of specified topic in English for undergraduate students. Credit: 1 to 4 semester hours.

## LITERATURE

**LIT 1123 INTRODUCTION TO FICTION**

An introduction to the short story as literary art form, with emphasis upon structure, characterization, plot, theme, and style. Extensive reading of selected short stories from American, British, and European Literature. **D**

**LIT 2413 INTRODUCTION TO LITERATURE**

Studies in short fiction, poetry and drama. (May be used for humanities.) **F,S,SU**

**LIT 2001 - 4 INDIVIDUAL STUDY IN LITERATURE (Topic)**

Individual study of specified topic in Literature for undergraduate students. Credit: 1 to 4 semester hours.

**LIT 2011 - 4 SEMINAR IN LITERATURE (Topic)**

A study of specified topic in Literature for undergraduate students. Credit: 1 to 4 semester hours.

## READING

**RDNG 0123 IMPROVEMENT OF READING**

Designed for self-improvement in basic reading skills. Designated materials are utilized for correction of reading skill deficiencies, vocabulary

development, and phonetic analysis. Also used as a remediation requirement of ACT score below 19 in reading. **F,S,SU**

## SPANISH

**SPAN 1054 ELEMENTARY SPANISH I**

Fundamentals of grammar taught in order to acquire facility in all four language skills: reading, writing, speaking and understanding spoken Spanish. Limited introductions to Hispanic culture; use of language laboratory. **F**

**SPAN 1154 ELEMENTARY SPANISH II**

This course is a continuation of SPAN 1054 and completes the basic grammar of Spanish; consideration of Hispanic cultural background; use of language laboratory. **Prerequisite: SPAN 1054 or equivalent high school Spanish. S**

**SPAN 2353 SPANISH CONVERSATION**

Study designed to develop fluency in speaking Spanish and a command of idiomatic expressions. **D**

## MATHEMATICS

**MATH 0114 FUNDAMENTALS OF ALGEBRA I**

A course in beginning algebra, including real-number arithmetic rules, solving linear equations, percents, graphs of lines, polynomial arithmetic, units and dimensions, and general problem solving strategies. Successful completion removes math deficiency for enrolling in MATH 1143 or MATH 1153, and is preparation for MATH 0133. **F,S,SU**

**MATH 0133 FUNDAMENTALS OF ALGEBRA II**

A second course in algebra, including factoring polynomials, solving polynomial and rational equations, solving equations involving radicals and rational exponents, completing the square and the quadratic formula, quadratic and radical functions, and complex numbers. **Prerequisite: MATH 0114 F,S,SU**

**MATH 1143 MATH CONCEPTS**

Students will learn to speak and write mathematics with precision, clarity, and organization; acquire basic mathematical literacy; and be able to apply mathematical concepts. **Prerequisite: MATH 0114 F,S**

**MATH 1153 MATH APPLICATIONS**

A survey of applied mathematics. Topics are chosen from financial mathematics, game theory, probability, statistics, counting principles and combinatorics, optimization and linear programming, units and dimensional analysis. **Prerequisite: MATH 0114 F,S**

**MATH 1413 MATHEMATICS FOR ELEMENTARY TEACHER I**

Mathematics for Elementary Teachers I is a study of basic mathematical constructs, including the structure of the rational numbers, for pre-service elementary, early childhood, and special education candidates. The course will incorporate illustrations, algorithms, and appropriate technology. **Prerequisite: MATH 0114 and MATH 0133 or placement by examination. F,S,SU**

**MATH 1423 MATHEMATICS FOR ELEMENTARY TEACHER II**

Mathematics for Elementary Teachers II is a study of applications of mathematical concepts in the real world for pre-service elementary, early childhood, and special education candidates using illustrations, algorithms, and appropriate technology. Additional topics include informal algebra, geometry, and statistics. **Prerequisite: MATH 1413**

**MATH 1433 STRUCTURAL CONCEPTS IN ARITHMETIC**

A fundamental course in arithmetic concepts and basic skills. For elementary teachers. **Prerequisite: MATH 0114 and MATH 0133 or placement by examination. F,S, SU**

**MATH 1443 STRUCTURAL CONCEPTS IN MATHEMATICS**

A continuation of MATH 1433. A study of the structures of number systems, informal geometry, probability and statistics. For elementary teachers. **Prerequisite: MATH 0114 and MATH 0133 or placement by examination. F,S, SU**

**MATH 1513 COLLEGE ALGEBRA**

A fundamental course including solutions of equations and inequalities, systems of equations, algebra of functions, polynomial functions, rational functions, exponential and logarithmic functions, matrices, and conic sections. **Prerequisite: MATH 0133, Departmental approval or placement by examination. F,S,SU**



### MATH 1613 COLLEGE TRIGONOMETRY

The basic course stressing trigonometric functions, periodicity, identities and solutions of triangles. **Prerequisites:** MATH 1513 College Algebra, departmental approval, or placement by examination. **D**

MATH 2001 - 4 INDIVIDUAL STUDY IN MATHEMATICS (Topic)  
Individual study of specified topic for undergraduate students. Credit: 1 to 4 semester hours.

### MATH 2011 - 4 SEMINAR IN MATHEMATICS (Topic)

Group study of specified topic for undergraduate students. Credit: 1 to 4 semester hours.

## MUSIC

### MUSIC 1013 INTRODUCTION TO MUSIC I

Introduction to the history of music and musical styles. (May be used for humanities.) **F,S**

### MUSIC 1103 MUSIC AND CULTURE

Introduction to history of music and musical styles from cultures around the world. Designed as a course for music majors.

### MUSIC 2001 INDIVIDUAL STUDY IN MUSIC (Topic)

Individual study of specified topic in music. Credit: 1 to 4 semester hours.

### MUSIC 2011 - 4 SEMINAR IN MUSIC (Topic)

A group study of specified topic in music. Credit: 1 to 4 semester hours.

## PHILOSOPHY

### PHILO 1453 INTRODUCTION TO PHILOSOPHY

A survey of major philosophers and their ideas, from ancient Greece to Rome, to Medieval Christian philosophers. Descartes and the debate over Rationalism and Empiricism, Kant and his followers, Marx, Utilitarianism, and the Existentialism of both Kierkegaard and Sartre. Attention to metaphysics, ontology, ethics, epistemology, axiology, and some logic. Primary emphasis on the Western tradition. **F,S,SU**

### PHILO 2001-4 INDIVIDUAL STUDY IN PHILOSOPHY (Topic)

Individual study in specified topic in Philosophy. Credit: 1 to 4 semester hours.

### PHILO 2011-4 SEMINAR IN PHILOSOPHY (Topic)

A group study of specified topic in Philosophy. Credit: 1 to 4 semester hours.

## PHYSICS

### PHY 2001-4 INDIVIDUAL STUDY IN PHYSICS (Topic)

Individual study in Physics for the undergraduate. Credit: 1 to 4 semester hours.

### PHY 2011-4 SEMINAR IN PHYSICS (Topic)

A study of specified topic in physics. Credit: 1 to 4 semester hours.

## SOCIAL SCIENCES

### CRIMINAL JUSTICE

#### CRMJS 1113 INTRODUCTION TO CRIMINAL JUSTICE

An overview of the agencies and processes involved in the administration of justice to those accused and convicted of violating the criminal law. Agency problems and due process issues related to law enforcement, prosecution, adjudication, sentencing and confinement of offenders are discussed. Offered via interactive video from Weatherford. **D**

#### CRMJS 2011 CRIMINAL JUSTICE SEMINAR

Presents studies in selected topics of criminal justice.

#### CRMJS 2503 CRIMINAL JUSTICE ADMINISTRATION

A study of the organization and management of Criminal Justice agencies. Offered via interactive video from Weatherford. **D**

## CORRECTIONS

#### CRMJS 1003 INTRODUCTION TO CORRECTIONS PROCEDURES

This course is designed to give the student an overview of the Department of Corrections and the Criminal Justice System through examining the history, mission and organizational structures. Additional topics students will examine include legal aspects affecting the correction officer, terminology used in corrections, the offender classification system, offender programs, offender disciplinary procedures from initiating an offense report through the appeal process, maintaining public image including courtroom demeanor, maintaining a clean facility and effective management of offenders, and developing job readiness skills such as interviewing, job searching and being a good employee. **F,S,SU**

#### CRMJS 1013 CORRECTIONS OFFICER PHYSICAL TRAINING

This course is designed to introduce the student to physical conditioning including physical assessment, aspects of nutrition, aerobic exercise and its effects on conditioning, and how to create a conditioning program to achieve personal fitness goals and prepare for the physical demands of a career as a corrections officer. The student then learns defensive tactics and self-defense utilizing a combination of the Federal Bureau of Prisons self-defense course and the National Law Enforcement Training Center's defensive tactics model to better prepare him/her for potentially dangerous situations and possible physical assault. **F,S,SU**

#### CRMJS 1103 ISSUES IN CORRECTIONAL PROCEDURES

Students study procedural issues in corrections that include definitions of sexual harassment utilizing state and federal laws and the effects of sexual harassment on the team work effort; conflict resolution, the causes and effects of personal conflicts, and basic skills in evaluating potential problem areas, controlling the situation, selecting appropriate response and negotiating resolutions; cultural diversity training, and computer operations including software applications pertinent to the corrections institution and facility. **F,S,SU**

#### CRMJS 1114 ENVIRONMENTAL SECURITY PROCEDURES

This course is designed to train the student in matters of institutional and facility security to include radio communications, facility emergencies, post orders, offender counts, tool and key control, searches, contraband and physical evidence, crime scene preservation, restrictive housing, property issues, and transportation of offenders. **F,S,SU**

#### CRMJS 1123 COMMUNICATIONS FOR CORRECTIONS OFFICERS

This course introduces students to the basic rules of writing an effective report through the use of proper grammar, punctuation, spelling and clear sentence structure. In addition, students will be introduced to interpersonal and small group verbal communication techniques, effective listening, team building using the TQM approach, and practical reasoning skills emphasizing and talking as the best defense. **F,S,SU**

#### CRMJS 1203 CORRECTIONS OFFICER PROTECTION PROCEDURES I

Students receive instruction in firearms training including weapons nomenclature, handling, and safety; range safety; care and cleaning of weapons; and qualification with the handgun, rifle, and shotgun. Students receive additional training on the FATS III firearms training simulator, in defensive driving, in the use of force, and the use of restraints. **F,S,SU**

#### CRMJS 1213 CORRECTIONS OFFICER PROTECTION PROCEDURES II

The student will become familiar with identifying possible gang activity through discussion of the basic characteristics of gang mentality and gang behavior and through the identification of gang signs and gang slang. Students will also learn to identify behavior characteristics of offenders with special needs with focus being placed on substance abuse, suicide, psychological disorders, and emotional disorders. Further, the student will be exposed to the treat of being taken hostage and the dynamics of a hostage situation as well as techniques for surviving such a situation through negotiation and understanding the Stockholm Syndrome. Identification of pre-riot conditions and techniques of riot prevention will be discussed as well as methods for riot control. Additional topics students will be exposed to include First Aid and CPR training and aspects of job safety including hazard communication, ergonomics, back injury, fire safety, slips, trips, and falls and good housekeeping. **F,S,SU**

#### CRMJS 1223 INTRODUCTION TO LAW ENFORCEMENT

A description and analysis of law enforcement history and current practice. The complex role of American police agents at all levels of government, models of police service, critical issues affecting law enforcement practice and the progress toward professionalism are emphasized. Offered via interactive video from Weatherford. **D**

### GEOGRAPHY

#### GEOG 1103 WORLD CULTURAL GEOGRAPHY

Study of the world's cultural regions. Cultural development is surveyed for such topics as populations, technologic-economic systems, and socio-cultural beliefs and practices. **F,S**

#### GEOG 2103 PHYSICAL GEOGRAPHY

Introduction to physical geography including study of earth materials, landforms, earth-sun relationships, weather elements, climatic types, natural vegetation and soil types. **D**

#### GEOG 2001 - 4 INDIVIDUAL STUDY IN GEOGRAPHY (Topic)

Individual study of specified topic in Geography for undergraduate students. Credit: 1 to 4 semester hours.

#### GEOG 2011 - 4 SEMINAR IN GEOGRAPHY (Topic)

Intensive study on specified topic in Geography for undergraduate students. Credit: 1 to 4 semester hours.

### HISTORY

#### HIST 1003 EARLY WORLD HISTORY

Introduction to cultures of western civilization from prehistoric times to the formation of modern Europe, including Near Eastern, Greek, Roman, Middle Ages, Renaissance, and Reformation. **D**

#### HIST 1023 MODERN WORLD HISTORY

Introduction to western civilization from Reformation to present times, including age of absolutism, French Revolution, Napoleon, nationalism, industrialization, World Wars I & II. **D**

#### HIST 1033 WORLD HISTORY

An introduction to the world civilizations with an emphasis on the development of ideas, institutions, and religions as well as an examination of the impact particular individuals and movements have had in history. **F,S**

#### HIST 1043 U. S. HISTORY TO 1877

A survey of American History beginning with the European background and continuing through the Reconstruction era. **F,S,SU**

#### HIST 1053 U. S. HISTORY SINCE 1877

A survey of American History from the end of Reconstruction to the present. **F,S,SU**

#### HIST 2001 - 4 INDIVIDUAL STUDY IN HISTORY (Topic)

Individual study of specified topic in History. Credit: 1 to 4 semester hours.

#### HIST 2011 - 4 SEMINAR IN HISTORY (Topic)

Intensive study of selected topic in History. Credit: 1 to 4 semester hours.

### POLITICAL SCIENCE

#### POLSC 1103 AMERICAN GOVERNMENT AND POLITICS

Survey of origin, structure, and functions of national government with emphasis on the Constitution and the American political process. **This course is a prerequisite for all political science courses.** **F,S,SU**

#### POLSC 2623 CRIMINAL LAW AND PROCEDURE

An introduction to the elements of criminal law and the procedural rights of defendants. **Prerequisite: POLSC 1103.** Offered via interactive video from Weatherford. **D**

#### POLSC 2803 THE JUDICIAL PROCESS

Introduction to the legal system with emphasis on organization and jurisdiction of federal and state courts, judicial process, and basic principles of American jurisprudence. **Prerequisite: POLSC 1103.** Offered via interactive video from Weatherford. **D**

### PSYCHOLOGY

#### PSYCH 1003 GENERAL PSYCHOLOGY

A general education course which provides an overview of psychology with an emphasis on the applied areas in the field. **F,S,SU**

#### GSTDY 1333 MENTAL HEALTH (Psychology of Human Interaction)

A survey course designed to examine how psychology is related to the adjustment and growth of individuals as they face the challenges of a rapidly changing world. Special emphasis is placed on the links between stress, health, and coping in both mental health and psychological disorders. **D**

#### PSYCH 2313 DEVELOPMENTAL PSYCHOLOGY

A study of the physical, cognitive, psychological, and social development of the individual from the prenatal period through the aging adult. **Prerequisite: PSYCH 1003 or PSYCH 2413.** **D**

#### PSYCH 2433 PSYCHOLOGICAL STATISTICS

Statistical methods applied to the behavioral sciences. The understanding and application of descriptive and inferential statistics. Covers topics from central tendency to analysis and variance. **Prerequisites: PSYCH 1003 or PSYCH 2413.** **D**

#### PSYCH 2001 - 4 INDIVIDUAL STUDY IN PSYCHOLOGY (Topic)

Individual study of specified topic in Psychology for undergraduate students. Credit: 1 to 4 semester hours.

#### PSYCH 2011 - 4 SEMINAR IN PSYCHOLOGY (Topic)

Group study of specific topic in Psychology for undergraduate students. Credit: 1 to 4 semester hours.

#### EDPSY 3413 CHILD PSYCHOLOGY

Study of the phases of growth and development from conception through childhood. Emphasis is placed on cognitive and personality changes. Offered via web from Weatherford.

#### EDPSY 3433 ADOLESCENT PSYCHOLOGY

A realistic examination of the categories of behavior, developmental growth stages, family relationships, and social influences from late childhood through early adulthood as they apply to the school and classroom environments. Major emphasis is also directed to competency mastery of the Competencies for Licensure and Certification and to the objectives for the Professional Teaching Examination presented by the Oklahoma commission for Teacher Preparation. **Prerequisite: PSYCH 1003.** Offered via online from Weatherford. **F,S,SU**

### SCIENCE

#### SCI 1501 CONCEPTS OF PHYSICAL SCIENCE LABORATORY

The lab meets two hours each week and focuses on the importance of the laboratory experiment to the scientific method. Inquiry-oriented laboratory investigations of selected topics in the disciplines of astronomy, chemistry, geology and physics, introduced in SCI 1513, will be undertaken. **Prerequisites:** Completion of or concurrent enrollment in SCI 1513. **F,S**

#### SCI 1513 CONCEPTS OF PHYSICAL SCIENCE

A course designed to develop an awareness of the interrelationships between science and society. Readings and discussions on the "tactics and strategies" of science, with an emphasis on the physical sciences. **F,S**

#### ASTRO 1904 ASTRONOMY

An introductory course stressing basic science and how we arrived at our present knowledge. Topics include: history of astronomy; planets; meteorites; comets; asteroids; birth, life, and death of stars; galaxies; quasars; black holes; and cosmology. Several night viewing sessions will be arranged. **D**

#### GEOL 1934 PHYSICAL GEOLOGY

Introduction to earth science, earth in the universe, seafloor spreading and continental drift, the geomagnetic field, earthquakes and landform development; laboratory study of minerals, rocks, topographic maps, stereophotographs and landforms. **D**

## SOCIOLOGY

### SOCIO 1003 INTRODUCTION TO SOCIOLOGY

A General Education course covering the fundamental concepts of sociology; foundations of group life; social change, processes and problems. **Unless otherwise noted, SOCIO 1003 is a prerequisite for all sociology courses, except SOCIO 2103. F,S**

### SOCIO 2103 SOCIAL PROBLEMS

Designed to introduce students to the social disorganization, personal deviation, and value conflicts inherent to a changing social milieu. **S**

### SOCIO 2001 - 2 INDIVIDUAL STUDY IN SOCIOLOGY (Topic)

Individual study of specified topic in Sociology for undergraduate students. Credit: 1 to 4 semester hours.

### SOCIO 2011 - 4 SEMINAR IN SOCIOLOGY (Topic)

Group study of specified topic in Sociology for undergraduate students. Credit: 1 to 4 semester hours.

### SOCIO 2901 - 4 DIRECTED STUDY IN SOCIOLOGY

Directed study of specified topics in Sociology for undergraduate students. Credit: 1 to 4 semester hours.

## BUSINESS

### ACCOUNTING AND FINANCE

#### ACCTG 2213 PRINCIPLES OF FINANCIAL ACCOUNTING

Financial accounting concepts related to the processes and principles of accrual accounting and the preparation of financial statements and reports for parties external to the firm. **Prerequisite: Sophomore standing or advisor approval.**

#### ACCTG 2313 PRINCIPLES OF MANAGERIAL ACCOUNTING

Continuation of ACCTG 2213 to include further discussion of partnerships, corporations, managerial accounting concepts and objectives, planning and control of sales and cost, analysis of costs and profits. **Prerequisite: ACCTG 2213.**

#### MRKTG 3143 PRINCIPLES OF MARKETING

The course provides an overview of the Marketing process structured around the concept of the "Four P's of Marketing." The course is intended as a foundation course for those who will pursue further coursework in the discipline and as a survey course of Marketing's importance to the firm for those who will not. **Prerequisite: Junior standing.** Offered via interactive video from Weatherford. **D**

#### MNGMT 3233 MANAGEMENT

An introductory management course dealing with the fundamental principles of management such as planning, organizing, directing, controlling and evaluation. This course addresses fundamental theory and the applications. **Prerequisite: Junior standing.** Offered via interactive video from Weatherford. **D**

#### FINAN 3343 BUSINESS FINANCE

A survey course with emphasis on the financial characteristics of modern U.S. corporations. **Prerequisite: ACCTG 2313.** Offered via interactive video from Weatherford. **D**

#### MNGMT 3433 ORGANIZATIONAL DESIGN

Study of the relationship between administrative processes and organizational development, structure and design; emphasis on management considerations, the global environment, effects of technology, governance and control, culture, decision-making, power and politics, and change as it relates to organizations. Extensive use of case studies. **Prerequisite: MNGMT 3233.** Offered via interactive video from Weatherford. **D**

#### MNGMT 3533 ORGANIZATIONAL BEHAVIOR

Provides an understanding to behavior in organizational settings. Emphasis will be given to understanding, predicting, and controlling human behavior in both traditional as well as group – and team-oriented organizational structures. Application is accomplished through extensive use of group interaction and in-class experiential exercises. **Prerequisite: MNGMT 3233.** Offered via interactive video from Weatherford. **D**

#### ACCTG 2003 INDIVIDUAL STUDY IN ACCOUNTING (Topic)

Individual study in specified topics in accounting for undergraduate students. Credit: three semester hours.

#### ACCTG 2013 SEMINAR IN ACCOUNTING (Topic)

Group study of specified topics in accounting for undergraduate students. Credit: three semester hours.

## ENTREPRENEURSHIP

### ENTRP 1123 INTRODUCTION TO BUSINESS

Introductory course for students of all business disciplines and undecided majors. Survey of the basic principles, forms, and practices involved in the administration of a business firm. Not open to junior or senior majors or minors in the School of Business.

### ENTRP 2253 BUSINESS COMMUNICATIONS

Extensive instruction and practice in letter writing. Insight into basic communication theory. **Prerequisites: ENGL 1113 & 1213, COMM 1313, and GEBUS 2723. F**

### ENTRP 2273 BUSINESS MATHEMATICS-OFFICE MACHINES

The principles and concepts of business mathematics are presented together with the proper operation of numeric keypad. Students use microcomputers in solving business math problems. **F,S**

### ENTRP 2723 COMPUTER BUSINESS APPLICATIONS

Introduction to computer technology to prepare students for computer applications used in business courses and in the workplace. Content includes windows, word processing, spreadsheets, database, and presentation software. Keyboarding proficiency required. **Prerequisite: MATH 1513 or higher. F**

### ENTRP 3123 LEGAL ENVIRONMENT OF BUSINESS

An introduction to the legal system in the United States. Students are encouraged to analyze case law and legal precedent. Primary legal topics covered include constitutional, administrative, contract, tort and criminal law. **Prerequisite: Junior Standing.** Offered via interactive video from Weatherford. **D**

### ENTRP 3823 QUANTITATIVE METHODS IN BUSINESS

This course addresses the component of quantitative skills needed in all areas of business. These skills include mathematical, statistical, forecasting and operations research. Computer utilization is used in analyzing and solving business related problems. **Prerequisite: ECONO 2463.** Offered via interactive video from Weatherford. **D**

### ENTRP 2003 INDIVIDUAL STUDY IN GENERAL BUSINESS (Topic)

Individual study on specified topics in business for undergraduate students. Credit: Three semester hours.

### ENTRP 2013 SEMINAR IN BUSINESS (Topic)

Group study of specified topic in general business for undergraduate students. Credit: Three semester hours.

## ECONOMICS

### ECONO 2263 INTRODUCTION TO MACROECONOMICS

Study of the economy as a whole. Topics include national income accounting, the determination of the levels of income, output, employment, and price; money and banking; stabilization policies; international economics. **F,S**

### ECONO 2363 INTRODUCTION TO MICROECONOMICS

Fundamental microeconomic principles involving behavior of consumers, business firms, and resource owners; as they relate to the allocation of resources; individual price and output determination. **F,S**

### ECONO 2463 BUSINESS STATISTICS

Study of the relationship of data collection, analysis, and decision making; emphasis on data collection, tabular and graphical methods, probability, discrete and continuous probability distributions, sampling methods and distributions, interval estimation, hypothesis testing, statistical inference, and linear regression and analysis. **Prerequisite: MATH 1513. D**

**ECONO 2003 INDIVIDUAL STUDY IN ECONOMICS (Topic)**  
Individual study in specified topic in economics and finance for undergraduate students. Credit: Three semester hours.

**ECONO 2013 SEMINAR IN ECONOMICS (Topic)**  
Group study on topic in economics and finance for undergraduate students. Credit: Three semester hours.

## EDUCATION

**RDNG 0123 IMPROVEMENT OF READING**  
Designed for self-improvement in basic reading skills. Designated materials are utilized for correction of reading skill deficiencies, vocabulary development, and phonetic analysis. Also used as a remediation requirement of ACT score below 19 in reading. **F,S,SU**

**EDUC 2113 FOUNDATIONS OF EDUCATION**  
Introduction to the historical, philosophical, and the social foundations of education and their relationships to teaching as a profession. Current issues of education are also introduced and discussed. Laboratory experiences as an observer/aide in the public schools and procedures for admission to teacher education are included. Offered via interactive video from Weatherford. **Co-Prerequisite: EDUC 2113L F,S,SU**  
**EDUC 2113L FOUNDATIONS OF EDUCATION LAB**  
Lab for 2113, Foundations of Education. **F,S,SU**

**EDUC 2001 - 4 INDIVIDUAL STUDY IN EDUCATION (Topic)**  
Individual study of specified topic in education for undergraduate students. Credit: 1 to 4 semester hours.

**EDUC 2011 - 4 SEMINAR IN EDUCATION (Topic)**  
Group study of specified topic in education for undergraduate students. Credit: 1 to 4 semester hours.

## ALLIED HEALTH SCIENCES

**NURS 2212 INTRODUCTION TO PROFESSIONAL NURSING**  
The profession of nursing is explored through the philosophy and conceptual framework of the School of Nursing. The historical development of nursing and nursing education are linked to current nursing practice. Ethical and legal aspects of nursing, as they affect the student entering nursing, are incorporated into the course. Student accountability and professionalism are introduced and developed. Two hours of theory. **Prerequisite: None.** Offered via interactive video from Weatherford. **S**

**ALHLT 2355 MICROBIOLOGY**  
A basic study of microorganisms, involving classification and cultivation of bacteria, fungi, and viruses. Special emphasis is directed toward microbial morphology and physiology, disease-causing microorganisms, antibiotics, and their action and immune mechanisms. **Prerequisite: BIOL 1004. F**

**ALHLT 2404 PATHOGENIC MICROBIOLOGY**  
A detailed study of the pathology of disease-causing microorganisms and laboratory training in the area of medical microbiology, immunology, and clinical diagnostic procedures. **Prerequisite: 2355 Microbiology. S**

**ALHLT 2443 MEDICAL TERMINOLOGY**  
A course designed to teach the student prefixes, suffixes, and root-words of Greek and/or Latin origin frequently used in medical terminology. Understanding of word part combination practices, pronunciation, spelling and common medical abbreviations is presented. **F,S**

**ALHLT 2001-4 INDIVIDUAL STUDY IN ALLIED HEALTH (Topic)**  
Individual study of a specified topic in Allied Health. Credit: 1 to 4 semester hours.

**ALHLT 2011-4 SEMINAR IN ALLIED HEALTH (Topic)**  
Group study of a specified topic in Allied Health. Credit: 1 to 4 semester hours.

## MEDICAL TECHNOLOGY

**ALHLT 1002 CLINICAL PRACTICUM – PHLEBOTOMY**  
Students will be assigned to clinical laboratories for further training in phlebotomy techniques. Students will work 4 hours per day for 2 days per week. Students must complete a minimum of 120 hours of clinical experience which will include at least 50 venipunctures and 25 finger/heel sticks. **Prerequisite: BIOL 2104 & ALHLT 1034. S**

**ALHLT 1034 HEMATOLOGY AND PHLEBOTOMY I**  
Orientation to the basic outlines of the medical technology profession with emphasis on the ethics, general teachings, phlebotomy, and basic hematology theory and techniques. **Prerequisite: BIOL 1004. F**

**ALHLT 1044 HEMATOLOGY II**  
Study of additional medical technology techniques including advanced hematology and coagulation theory and procedures. **Prerequisite: ALHLT 1034 Hematology and Phlebotomy I. S**

**ALHLT 1202 URINALYSIS AND BODY FLUIDS**  
This course is designed for the study of body fluids other than blood. Studies will focus on the analysis of cerebrospinal fluid; seminal fluid; amniotic, synovial, serous fluid, and urine. **Prerequisites include ALHLT Hematology and Phlebotomy I and concurrent enrollment in ALHLT 1044 Hematology II. S**

**ALHLT 1314 LABORATORY CLINICAL I**  
Orientation of students beginning clinical training. Training includes 240 hours. MLT students are introduced to the policies and procedures as well as to the regulations of the laboratory. Areas of clinical work include venipuncture, urinalysis, hematology, and coagulation under supervision of laboratory personnel. **Prerequisite: Completion of the 1<sup>st</sup> year MLT program. Offered by instructor approval only and by arrangement.**

**ALHLT 2024 LABORATORY CLINICAL II**  
A continuation of Laboratory Clinical I. Training includes an additional 240 hours and covers serology, clinical chemistry, blood banking, and microbiology under the supervision of laboratory personnel. **Prerequisite: ALHLT 1314. Offered by instructor approval only and by arrangement.**

**ALHLT 2033 BLOOD BANKING**  
A study of the basic principles of blood banking and the techniques involved in various phases of blood banking in clinical situations. The course covers pre-transfusion testing, compatibility testing, blood and blood components and their use in transfusion therapy, hemolytic disease of the newborn, and transfusion acquired infectious diseases. Designed for MLT students. **S**

**ALHLT 2104 LABORATORY CLINICAL III**  
Continuation of supervised clinical training for MLT students including 240 hours per semester in a clinical facility. Use, maintenance and troubleshooting of automated instrumentation are also covered. **Prerequisite: ALHLT 1314 & ALHLT 2024. Offered by instructor approval only and by arrangement.**

**ALHLT 2412 IMMUNOLOGY AND SEROLOGY**  
A study of the immune system, antigen-antibody reactions and the application of these reactions in serology detection procedures in disease and infection. Designed for MLT students. **F**

**ALHLT 2441 REGISTRY PREPARATION I-MEDICAL TECHNOLOGY**  
A review of the curriculum course of study in Medical Laboratory Technician program. Students will review information from previous courses and take simulated registry examinations. **F**

**ALHLT 2541 REGISTRY PREPARATION II – MEDICAL TECHNOLOGY**  
A review of the curriculum course of study in Medical Laboratory Technician program. Students will review information from previous courses and take simulated registry examinations. Students will prepare a resume and prepare and submit registry examination applications. **S**

#### ALHLT 1414 LABORATORY CLINICAL IV

Continuation of clinical training for students meeting requirements for the Medical Technology (MT) Registry. Requires 240 clinical hours in all laboratory departments. **Prerequisite: ALHLT 1314, ALHLT 2024 & ALHLT 2104 Laboratory Clinical III.**

### RADIOLOGIC TECHNOLOGY

#### ALHLT 1021 RADIATION SAFETY AND PROTECTION

A comprehensive course designed to provide the student with principles of radiation protection. Radiation-protection responsibility by the radiographer to patients, personnel, and the public is presented, as well as self-protection methods for personnel working around ionizing radiation. Dose limit and regulatory involvement are discussed, as well as radiation monitoring and measurement. **F**

#### ALHLT 1053 RADIOGRAPHIC POSITIONING I

A comprehensive course which provides the student with the knowledge to perform radiographic procedures of a routine nature. Provides a correlated introduction to skeletal anatomy as well as the digestive and urinary systems. Considerations related to the production of quality radiographics will be incorporated. **F**

#### ALHLT 1062 INTRODUCTION TO RADIOLOGIC TECHNOLOGY

An introductory course designed to acquaint the student with the field of medical radiography and its associated modalities. Student responsibilities will be outlined. Students will be oriented to academic and administrative structure, key departments and personnel, and to the profession as a whole. Medical application of ethics and confidentiality are examined. **F**

#### ALHLT 1071 PATIENT CARE

A study of the physical and psychological aspects of dealing with sick and/or dying patients, family, physicians, and other health-care professionals. This includes proper body mechanics, transport/transfer techniques, asepsis and infection control, precautions, proper communication skills, basic terminology, and application of all the aforementioned. **F**

#### ALHLT 1082 RADIOGRAPHIC EXPOSURE I

An introductory course designed to provide the student with the knowledge of factors that govern and influence the production of the radiographic image on radiographic film. **F**

#### ALHLT 1116 CLINICAL PRACTICE I

A clinical education sequence which provides the student with practical application of previously mastered theory within a radiology department and the hospital environment. The student will actively perform specific radiographic studies under the supervision of a registered technologist. Clinical Practice I and II are performed successively in the spring semester, first year. **In addition, students are responsible for attaining certification in C.P.R. before enrolling in Clinical Practice I. S**

#### ALHLT 1126 CLINICAL PRACTICE II

A clinical education sequence which provides the student with practical application of previously mastered theory within a radiology department and the hospital environment. The student will actively perform specific radiographic studies under the supervision of a registered technologist. Clinical Practice I and II are performed successively in the spring semester, first year. **S**

#### ALHLT 1131 RADIOGRAPHIC EXPOSURE II

A continued development of the study of the formation of exposure techniques and their resulting effects. Includes application of exposure variables utilized in examinations not considered routine and the control of variable radiation types caused by the interaction of radiation with matter. **Prerequisite: 1082 Radiographic Exposure I. SU**

#### ALHLT 1142 IMAGING AND PROCESSING

An investigative study into the aspects of radiographic image formation, including film type and construction, screen type and construction, processing procedures and chemicals and their effects, and imaging equipment. Also examined are some various imaging modalities. **SU**

#### ALHLT 1151 RADIOGRAPHIC POSITIONING II

A comprehensive study which provides the student with the knowledge and experience to perform radiographic procedures not previously addressed, to include skull radiography and examinations not considered routine. **Prerequisite: Radiographic Positioning I. SU**

#### ALHLT 1162 RADIOLOGIC PATHOLOGY

An introduction to the concepts of disease and their resulting effects on human physiology, with specific emphasis on pathology and disease as it relates to various radiographic procedures. **SU.**

#### ALHLT 2116 CLINICAL PRACTICE III

A clinical education sequence designed to bring advanced positioning and exposure theory, as well as pathology, to a cohesive entity with information previously applied. Students will continue to work in the radiology department in the hospital environment, under the supervision of registered technologists. **F**

#### ALHLT 2122 RADIATION BIOLOGY

An introductory course designed to provide the student with the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented, as well as acute and chronic effects of radiation exposure at varying levels. **S**

#### ALHLT 2132 SPECIAL PROCEDURES AND MODALITIES

An introductory course to the advanced modalities associated with radiology (C.T., ultrasound, nuclear medicine, etc.) and to special radiographic procedures not previously addressed (angiography, etc.) to include the definition and performance of each type, the indications/contraindications, and pathology demonstrated. **S**

#### ALHLT 2142 IMAGE RECOGNITION AND CRITIQUE

A comprehensive course designed to provide the student with the knowledge and experience to evaluate radiographic examinations, to identify and recognize diagnostic quality. Includes application of knowledge and skills acquired from 1053 Radiographic Positioning I and 1082 Radiographic Exposure I concurrently. **S**

#### ALHLT 2216 CLINICAL PRACTICE IV

A clinical education sequence designed to bring advanced positioning and exposure theory, as well as applications of pathology, to a cohesive entity with information previously applied. Students will continue to work in the hospital environment, under the supervision of registered technologists. **F**

#### PHY 2223 INTRODUCTION TO RADIOLOGIC PHYSICS

This course will provide the student with a knowledge of basic physics. To include fundamentals of x-ray generating equipment, information on x-ray production, beam characteristics, and units of measurement. **S**

#### ALHLT 2231 QUALITY ASSURANCE AND CONTROL

A comprehensive course designed to provide the student with an introduction to the evaluation of radiographic systems to assure consistency in the production of quality images. The components involved in the radiography system will be identified. Tests and procedures to evaluate these components will be examined. State and federal impacts will be described. **S**

#### ALHLT 2221 REGISTRY PREPARATION I

A comprehensive, two-part review of program aspects designed to help prepare the graduating students for A.R.R.T. Registry Board Exams, to include review of previous classes, simulated board exams, and submission of exam applications. **S**

#### ALHLT 2242 REGISTRY PREPARATION II

Final course to assist students in preparation for their national certification examination. Course includes successful completion of a minimum amount of simulated registry exams, review of information, and test-taking tips. **SU**

#### ALHLT 2315 CLINICAL PRACTICE V

A clinical education sequence designed to bring all didactic and laboratory knowledge, as well as previous clinical experience, to a cohesive entity. Students will continue to work in the radiology department in the hospital environment, under the direction of registered technologists. **SU**

#### ALHLT 2001-4 INDIVIDUAL STUDY IN ALLIED HEALTH (Topic)

Individual study on specified topic in Allied Health for undergraduate students. Credit: 1 to 4 semester hours.

#### ALHLT 2011-4 SEMINAR IN ALLIED HEALTH

Group study in specified topic in Allied Health for undergraduate students. Credit: 1 to 4 semester hours.