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2013

## Sayre: Undergraduate Catalog 2013-2014

Southwestern Oklahoma State University

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# Southwestern Oklahoma State University

at  
Sayre, Oklahoma



Visit our Web site at <http://www.swosu.edu/sayre>

2013-2014

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### 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 2012-2013 school years. Current schedule of fees is available upon request.

### Affirmative Action Compliance Statement

Southwestern Oklahoma State University, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans With Disabilities Act Amendments Act of 2009, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, gender, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

### 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

Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association (APTA)  
1111 North Fairfax Street, Alexandria, VA 22314 703-684-2782 <http://www.apta.org>

Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA)  
P. O. Box 31220, Bethesda, MD 20824-1220 301-652-2682 [acred@aota.org](mailto:acred@aota.org)

**\*FALL SEMESTER 2013**

August 19	Monday (8:00 a.m.)	Faculty Workshop
August 20	Tuesday	Enrollment for students who did not pre-enroll
August 21	Wednesday (8:00 a.m.)	Class work begins
August 26	Monday (as scheduled)	Monday night classes meet
August 27	Tuesday (4:30 p.m.)	Last day to add classes
September 2	Monday	Labor Day Holiday
September 4	Wednesday (4:30 p.m.)	Last day to drop a class or totally withdraw for a refund
October 16	Wednesday	1 <sup>st</sup> 8 week classes end
October 16	Wednesday (10:00 p.m.)	Fall break begins
October 21	Monday (8:00 a.m.)	Class work resumes
October 21	Monday	2 <sup>nd</sup> 8 week classes begin
November 1	Friday (4:30 p.m.)	Last day to drop with guaranteed "W" & last day to add CAI courses
November 26	Tuesday (10:00 p.m.)	Thanksgiving vacation begins
December 2	Monday (8:00 a.m.)	Class work resumes
December 6	Friday (4:30 p.m.)	Last day to drop with a WP/WF
December 12,13	Thursday, Friday	Final exams
December 16-18	Monday-Wednesday	Final exams
December 18	Wednesday (10:00 p.m.)	Semester break begins
December 19	Thursday (5:00 p.m.)	Final grades due
December 20	Friday	Semester ends

**\*SPRING SEMESTER 2014**

January 7	Tuesday	Enrollment for students who did not pre-enroll
January 8	Wednesday (8:00 a.m.)	Class work begins
January 13	Monday (as scheduled)	Monday night classes meet
January 14	Tuesday (4:30 p.m.)	Last day to add classes
January 20	Monday	Martin Luther King's Day
January 22	Wednesday (4:30 p.m.)	Last day to drop a class or totally withdraw for a refund
March 5	Wednesday	1 <sup>st</sup> 8 week classes end
March 6	Thursday	2 <sup>nd</sup> 8 week classes begin
March 14	Friday (5:00 p.m.)	Spring break begins
March 24	Monday (8:00 a.m.)	Class work resumes
March 28	Friday (4:30 p.m.)	Last day to drop with guaranteed "W" & last day to add CAI courses
April 25	Friday (4:30 p.m.)	Last day to drop with a WP/WF
May 1 – 2	Thurs., Fri.,	Final exams
May 5 - 7	Monday-Wednesday	Final exams
May 8	Thursday (5:00 p.m.)	Final grades due
May 9	Friday (7:00 p.m.)	Convocation
May 10	Saturday	Semester ends

**\*SUMMER SEMESTER 2014**

June 3	Tuesday	Enrollment for students who did not pre-enroll
June 4	Wednesday (8:00 a.m.)	Class work begins
June 5	Thursday (4:30 p.m.)	Last day to add classes
June 10	Tuesday (4:30 p.m.)	Last day to drop a class or totally withdraw for a refund
July 1	Tuesday	Final exams for 1 <sup>st</sup> 4 week classes & 2 <sup>nd</sup> 4 week classes begin
July 4	Friday	Independence Day Holiday
July 11	Friday (4:30 p.m.)	Last day to drop with guaranteed "W" & last day to add CAI courses
July 25	Friday (4:30 p.m.)	Last day to drop with a WP/WF
July 28, 29	Monday, Tuesday	Final exams and final exams for the 2 <sup>nd</sup> 4 week classes
July 30	Wednesday (5:00 p.m.)	Final grades due
July 30	Wednesday	Semester ends

*\*See early enrollment dates listed in class enrollment process information at [www.swosu.edu](http://www.swosu.edu)*

**\*FALL SEMESTER 2014**

August 18	Monday (8:00 a.m.)	Faculty Workshop
August 19	Tuesday	Enrollment for students who did not pre-enroll
August 20	Wednesday (8:00 a.m.)	Class work begins
August 25	Monday (as scheduled)	Monday night classes meet
August 26	Tuesday (4:30 p.m.)	Last day to add classes
September 1	Monday	Labor Day Holiday
September 3	Wednesday (4:30 p.m.)	Last day to drop a class or totally withdraw for a refund
October 15	Wednesday	1 <sup>st</sup> 8 week classes end
October 15	Wednesday (10:00 p.m.)	Fall break begins
October 20	Monday (8:00 a.m.)	Class work resumes
October 20	Monday	2 <sup>nd</sup> 8 week classes begin
October 31	Friday (4:30 p.m.)	Last day to drop with guaranteed "W" & last day to add CAI courses
November 25	Tuesday (10:00 p.m.)	Thanksgiving vacation begins
December 1	Monday (8:00 a.m.)	Class work resumes
December 5	Friday (4:30 p.m.)	Last day to drop with a WP/WF
December 11,12	Thursday, Friday	Final exams
December 15-17	Monday-Wednesday	Final exams
December 17	Wednesday (10:00 p.m.)	Semester break begins
December 18	Thursday (5:00 p.m.)	Final grades due
December 19	Friday	Semester ends

**\*SPRING SEMESTER 2015 (Tentative)**

January 6	Tuesday	Enrollment for students who did not pre-enroll
January 7	Wednesday (8:00 a.m.)	Class work begins
January 12	Monday (as scheduled)	Monday night classes meet
January 13	Tuesday (4:30 p.m.)	Last day to add classes
January 19	Monday	Martin Luther King's Day
January 21	Wednesday (4:30 p.m.)	Last day to drop a class or totally withdraw for a refund
March 4	Wednesday	1 <sup>st</sup> 8 week classes end
March 5	Thursday	2 <sup>nd</sup> 8 week classes begin
March 13	Friday (5:00 p.m.)	Spring break begins
March 23	Monday (8:00 a.m.)	Class work resumes
March 27	Friday (4:30 p.m.)	Last day to drop with guaranteed "W" & last day to add CAI courses
April 24	Friday(4:30 p.m.)	Last day to drop with a WP/WF
April 30, May 1	Thurs., Fri.,	Final exams
May 4 - 6	Monday-Wednesday	Final exams
May 7	Thursday (5:00 p.m.)	Final grades due
May 8	Friday (7:00 p.m.)	Convocation
May 9	Saturday	Semester ends

**\*SUMMER SEMESTER 2015**

June 2	Tuesday	Enrollment for students who did not pre-enroll
June 3	Wednesday (8:00 a.m.)	Class work begins
June 4	Thursday (4:30 p.m.)	Last day to add classes
June 9	Tuesday (4:30 p.m.)	Last day to drop a class or totally withdraw for a refund
June 30	Tuesday	Final exams for 1 <sup>st</sup> 4 week classes
July 1	Wednesday	2 <sup>nd</sup> 4 week classes begin
July 3	Friday	Independence Day Holiday
July 10	Friday (4:30 p.m.)	Last day to drop with guaranteed "W" & last day to add CAI courses
July 24	Friday (4:30 p.m.)	Last day to drop with a WP/WF
July 27, 28	Monday, Tuesday	Final exams and final exams for the 2nd 4 week classes
July 29	Wednesday (5:00 p.m.)	Final grades due
July 29	Wednesday	Semester ends

*\*See early enrollment dates listed in class enrollment process information at [www.swosu.edu](http://www.swosu.edu)*

The Honorable Mary Fallin .....Oklahoma City

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of Special Education .....Oklahoma City

**STATE SUPERINTENDENT  
OF PUBLIC INSTRUCTION**

(continued)

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Kim Richey, Legal, General Counsel ..... Oklahoma City  
John Kraman, Executive Director  
of Student Information ..... Oklahoma City  
Mathangi Shankar, Director  
of Financial Services ..... Oklahoma City  
Colleen Flory, Asst. State Superintendent  
of Policy Implementation ..... Oklahoma City

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Southwestern Oklahoma State University, Weatherford ..... Dr. Randy Beutler, President

## EXECUTIVE, ADMINISTRATIVE AND ACADEMIC OFFICERS

### EXECUTIVE OFFICERS

RANDY BEUTLER (2006).....	President B.A., M.Ed., Southwestern Oklahoma State University J.D., Taft Law School
JAMES SOUTH (1995).....	Vice President for Academic Affairs and Provost B.M.Ed., Northwestern Oklahoma State University M.M., D.M.A., University of North Texas
TOM FAGAN, C.P.A.(1989) .....	Executive Vice President for Administration and Finance B.S., M.B.A., Southwestern Oklahoma State University
CYNTHIA FOUST, R.N.(1979).....	Vice President for Student Affairs B.S., Panhandle State University B.S.N., University of Central Oklahoma
BRIAN ADLER.(1986).....	Vice President for Public Relations and Marketing M.S., University of Oklahoma Ph.D., Texas Women’s University
SHERRON MANNING (2004).....	Dean of Associate and Applied Programs and Sayre Campus B.A., University of Oklahoma A.S., Southwestern Oklahoma State University B.S., Southwestern Oklahoma State University M.Ed., Southwestern Oklahoma State University

### Administrative and Professional Staff

EARL BALES (2001) .....	Network Administrator/Computer Science Instructor B.S., M.Ed., Southwestern Oklahoma State University
TERRY BILLEY (1995) .....	Registrar A.S., Sayre Junior College B.S., Southwestern Oklahoma State University
SHIRLEY BOUND (2003).....	Interactive Video Room Coordinator
SUSIE CAMPBELL (1997) .....	Business Office Administrative Assistant A.S., B.A., M.Ed., Southwestern Oklahoma State University
PAULA HUDSON (2008).....	Registrar Administrative Assistant
RICK HUDSON (2010) .....	Maintenance Tech/Groundskeeper/Safety & Security C.L.E.E.T. Certified
RON KISTLER (2006).....	Director of Student Financial Services with Recruitment Duties B.S., Southwestern Oklahoma State University M.Ed., University of Central Oklahoma
APRIL MILLER (2008) .....	Librarian B.A., Southwestern Oklahoma State University MLIS, University of Oklahoma
LAURA , MILLER (2012) .....	Director of Counseling and Assessment B.S., University of Central Oklahoma M.Ed., Southwestern Oklahoma State University
DIANNA MOSBURG (1981) .....	Assistant Librarian A.S., Southwestern Oklahoma State University
NANCY SANDERS (2008) .....	Financial Services Administrative Assistant
ALAN SHOCKEY (1992).....	Safety/Security/Maintenance C.L.E.E.T. Certified
STARLA WALKER (2013) .....	Administrative Assistant to the Dean
MISTI WILLIAMSON (2013) .....	Custodian
LINDA WOODRUFF (1981).....	Business Officer A.S., Sayre Junior College B.S., Southwestern Oklahoma State University

## University Faculty

RENAE BAGZIS (2012)..... Computer Science/Math  
A.S., B.S., M.Ed., Southwestern Oklahoma State University

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

KATHY BROOKS (1977) .....Medical Tech/Allied Health  
MLS (ASCP), <sup>CM</sup>M<sup>CM</sup>; B.S., Central State University  
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

BILL D’ALESSANDRO (2010).... Hospitality, Rest. & Gaming Mgmt  
Program Director  
B.S., Texas Tech 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

HOLLY HERNANDEZ (2007)..... Business/Computer Science  
B.B.A., M.S., Southwestern Oklahoma State University

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

CHRIS STUFFLEBEAN (1998) ..... Radiologic Tech/Business  
Program Director  
A.A.S., B.S., M.B.A., Southwestern Oklahoma State University

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

## University Adjunct Faculty

JY BASS.....Physical Therapy  
A.A.S.,B.S.,M.Ed. Southwestern Oklahoma State University

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

AIMEE CARTER .....Physical Therapy  
A.A.S., Southwestern Oklahoma State University  
B.S. Cameron University  
M.P.T., University of Texas

BRENT GRIMES .....Physical Therapy  
A.A.S., Southwestern Oklahoma State University  
B.S., University of Science and Arts of Oklahoma

MALISSIA J. HARRISON.....Occupational Therapy  
A.A.S. Oklahoma City Community College

DEBORAH HUBANKS ..... Sign Language  
B.S. Central State University  
M.Ed., University of Oklahoma

SHERRI ROBERTSON.....Occupational Therapy  
B.S., Texas Woman's University

ALLISON WILLIS .....Occupational Therapy  
A.A.S., Southwestern Oklahoma State 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, Lions, 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:

**ALEXANDER BUILDING:** This building was completed in 1956 and named after former president of Sayre Junior College, Arch Alexander. It contains classrooms, laboratory facilities for biological and physical sciences, and faculty offices. The building also houses the administrative offices of the Dean, Financial Aid, Business Office, Registrar and Admissions, the Counselor, and Information Technology.

**CONNER BUILDING:** 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.

**STUDENT CENTER:** The building, completed in 1994, is located south of Patterson Field House and contains the Follett bookstore.

**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 athletic offices, physical education facilities, a 350-seat gymnasium, and a fitness center.

**CAPPS BUILDING:** 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 Provost--Weatherford.

The Student Handbook is published by the VP Student Affairs and Associate Provost's Office.

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

*Westview: a Journal of Western Oklahoma* is the official literary journal of the University, and is published by the Language Arts Department in the School 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. Membership dues are \$15.00 annually per member. 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. Membership dues are \$2.50 annually. 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 (SAB 110, 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.....	\$170.00
Tuition Lock.....	\$192.50
Non-Resident Students, per credit hour.....	\$382.00

**\*Tuition rates include the following mandatory fees per credit hour:**

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 .....	\$45.00
Application Fee .....	\$15.00
Art, Technology, Instructional Media .....	Cost of material used
Arts and Sciences Academic Fee.....	\$9.00
(per semester hour on classes under Arts & Sciences)	
Audit (without credit), each credit hour.....	Same charge as tuition
CLEP Exams.....	\$95.00
New Student Orientation Fee .....	\$5.00
Parking Fee .....	\$25.00
Remedial Course Fee:	
(per semester hour, in addition to regular tuition)..... \$40.00	
Supplies Fee.....	Varies by department
(applies to some Art, Biology, Chemistry, Computer, and P.E. classes; fee is in lieu of supplies being purchased by student)	
TEAS Exam .....	\$45.00
Exam Proctor Fee.....	\$10.00
Distance Learning Fee.....	\$40.00
(per semester hour plus regular tuition charges)	
Grad & Prof. Academic Fee .....	\$9.75
Certification/Software Fee .....	\$60.00/95.00/100.00

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

### Refunds

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

During the first ten days of a regular semester or during the first five days of a summer semester .....	.85%
After ten class days of a regular semester or after five class days of a summer semester.....	No Refund

Classes dropped after ten class days of a regular semester or five class days of a summer semester .....	No Refund
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Any student, who totally withdraws from the University enrollment during the defined add/drop period shall be charged an administrative amount of 15% of the total tuition and fees assessed to that student, excluding non-resident tuition. After the add/drop period, the charge shall be 100% of the total tuition and fees assessed to that student, including non-resident tuition.

**NOTE: Fees and tuition stated are those in effect when the catalog was printed. 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 Alexander Building.

Southwestern Oklahoma State University at Sayre follows a non-restrictive policy of admission. After payment of the non-refundable application fee of \$15.00, 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).
- 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.
- Completion of high school curricular requirements.

### UNITS COURSE AREAS

UNITS (Years)	COURSE AREAS
4	English (Grammar, Composition, Literature)
2	Lab Science (Biology, Chemistry, Physics, or any lab science certified by the school district with the exception of General Science, with or without lab)
3	Mathematics (from Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus)
2	History (including 1 unit of American History)
2	Citizenship skills from the subjects of Economics, Geography, Government, and non-Western culture
3	Additional units of subjects previously listed or selected from the following: Computer Science, Foreign Language
16	Total required units

- 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.

### 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 course work. 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.\* The Computer Placement Test (CPT) is used as the second level test. Students who score below 19 on any ACT subtest should contact the Office of Counseling and Assessment for information about the CPT and placement in remedial course. The following CPT scores have been established for remedial course placement for entering freshmen:

<b>Mathematics</b>	Below 75	0124 Basic Algebra
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<b>English</b>	Below 70	0123 Fundamentals of English
<b>Reading</b>	Below 75	0123 Improvement of Reading
<b>Science</b>	Students with ACT science reasoning score below 19 must satisfy all remediation requirements before enrolling in science courses. First course must be general education science course.	

Based on student CPT scores, the university may recommend placement in specific courses which will aid students in improving skill levels in specific disciplines.

**\*Students who score below 19 on any ACT subtest area may elect to enroll in appropriate remedial courses without completing second level testing.**

### 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-HB1804 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 in Item 1-a.
- International students must provide a financial certificate, as specified in Item 1-b.
- A deposit is required, as specified in Item 1-d.

### **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

- 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 from the Office of Student Financial Services.

Once the application is completed and the student has identified Southwestern Oklahoma State University as its institution of choice, the student has two options for submitting the application to the federal processor:

1. Mail the application in the envelope provided with the application, or
2. Complete the application on the internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to transmit electronically.

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 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 January 1 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	March 1

### 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

### **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 April 30 to qualify for available funds.

### **Oklahoma Higher Learning Access Program (OHLAP)**

The Oklahoma State Regents for Higher Education sponsor the OHLAP Program. Students sign up for the program while they are in 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup> grade. Students whose parents earn \$50,000 or less are at the time they sign up and less than \$100,000 at the time they begin college are eligible to have tuition paid while enrolled at SWOSU.

### **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. This application can be found in the Freshman Application Packet or by requesting one from the Registrar's Office. The deadline to be considered for this 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 and the completed application must be submitted to the Office of Student Financial Services and be 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 or provide a copy to Students Financial Services 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 in any current class schedule. These are available from the Registrar's Office in advance of any given semester. Students begin their enrollment in the Registrar's Office in the Alexander 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 an application form for admission and pay application fee.

#### 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. The normal load of work is 16 academic hours. With approval of the Advisor, a student may take a maximum of 20 credit hours during a regular semester. With the approval of both the Advisor and Dean, a student may take a maximum of 24 credit hours during a regular semester and 12 credit hours during a summer semester.

## 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:* A student must withdraw within the first eleven weeks of class work during a regular semester or within the first five 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 officially any time prior to and including Friday of the week before final examinations begin 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 Reprive Policy

- 1) The semester's work to be considered for reprive 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 reprived was completed and the reprive request;
- 3) Prior to requesting the academic reprive, 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 "reprived semester." This course work may have been completed at any accredited higher-education institution;

- 4) Only one semester's work may be reprieved;
- 5) Academic Reprieve 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 reprieve removes all grades earned during the reprieved semester from the retention and graduation grade-point average. All work in the reprieved semester will be counted in the cumulative grade-point average;
- 6) A student may not receive more than one academic reprieve;
- 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 electronic 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.

### 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 in the office of the Registrar. 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

All students must complete a number of courses in General Education in order to obtain baccalaureate degrees from Oklahoma's state university system. At SWOSU at Sayre, because of differing curriculum and/or accreditation requirements, some programs follow slightly different course sequences than the General Education requirements listed below.

The advisement of students is directed toward fulfillment of requirements for graduation from this campus. **However, since not all**

**courses meet the requirements for programs at other universities, students who plan to graduate from other schools should provide their advisors the appropriate plans from target schools.** This will enable advisors to more effectively advise students while they are attending SWOSU at Sayre. The Associate in Science Degree in General Studies from SWOSU at Sayre meets the articulation agreement for any State of Oklahoma Higher Education institution and will fulfill the General Education requirement of those institutions.

### General Education Requirements For All Associate in Science Degrees

General Education at Southwestern Oklahoma State University at Sayre emphasizes the learning of facts, values, understandings, skills, attitudes, and appreciations believed to be meaningful to all students as they prepare for the future. Desired outcomes of the General Education program include the following.

*Basic skills in communication and mathematics:* the ability to understand the ideas of others; to communicate one's ideas through writing, speech, and symbols; to understand mathematical concepts, principles, symbols, and logic; to think logically, critically, and creatively; and to effectively use computers and other information technologies.

*Appreciation of our scientific heritage:* understanding of the basic laws and concepts of science; a knowledge of the basic methodologies and phenomena of natural science; and the impact of scientific discovery and the ensuing technology on society.

*Appreciation of the fine arts:* knowledge of important individuals and some of their works and an appreciation of aesthetic, technical, symbolic, and historic effects of the fine arts.

*Knowledge of social and intellectual beings and their institutions:* studies of behavioral aspects of individuals and society; past and present world cultures; current social issues and trends; importance of health and wellness; rights and responsibilities of citizens in a democratic society; an understanding of global, social, economic, political, and ecological interdependence; and an appreciation of cultural diversity.

### 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.

Courses satisfying General Education requirements cannot be used to satisfy requirements in the major.

Some General Education course requirements may be met via CLEP and advanced standing exams. A maximum of 10 credit hours of General Education credit may be waived through alternative courses. All alternative courses must be approved by the Dean and the Registrar. A minimum of six credit hours of approved alternative course work must be completed in an area before a student can be exempt from completing the related General Education course (e.g. complete Economics 2263 and 2363 instead of Economics 1113 or Biology 1104 and 1204 instead of Biology 1004).

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

<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	
MATH	1513	College Algebra (required for Elementary Education majors)	
<b>Computer Applications</b> .....			<b>3</b>
COMSC	1023	Computers and Information Access	
<b>Natural Sciences</b> .....			<b>8</b>
BIOL	1004	Biological Concepts (required)	
SCI	1514	Concepts of Physical Science	
ASTRO	1904	Astronomy	
GEOL	1934	Physical Geology	
CHEM	1004	General Chemistry	
<b>Humanities &amp; Fine Arts</b> .....			<b>6</b>
ART	1223	Art Survey	
LIT	2413	Intro to Literature (required for education majors)	
MUSIC	1013	Introduction to Music	
PHILO	1453	Introduction to Philosophy	
COMM	1313	Introduction to Public Speaking (required for education majors)	
<b>U.S. History &amp; Government</b> .....			<b>6</b>
POLSC	1103	American Government & Politics	
HIST	1063	U.S. History	
<b>Economic &amp; International Studies</b> .....			<b>6</b>
HIST	1033	World History (required for education majors)	
GEOG	1103	World Cultural Geography (required for education majors)	
ECONO	2263	Introduction to Macroeconomics OR	
ECONO	2363	Introduction to Microeconomics	
<b>Behavioral, Social, &amp; Cultural Studies</b> .....			<b>6-7</b>
PSYCH	1003	General Psychology (required for education majors)	
SOCIO	1003	Intro to Sociology	
	___4	World Languages	
KINES	1133	Wellness Concepts & Exercise Applications	
<b>Electives</b> .....			<b>15-16</b>
		Elective Courses to Complete Degree	

**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

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.

<b>Composition</b> .....			<b>6</b>
ENGL	1113	English Composition I	
ENGL	1213	English Composition II	
<b>Mathematics</b> .....			<b>3</b>
MATH	1513	College Algebra	
<b>Computer Applications</b> .....			<b>3</b>
COMSC	1023	Computers and Information Access	
<b>Natural Sciences</b> .....			<b>8</b>
BIOL	1004	Biological Concepts (required)	
SCI	1514	Concepts of Physical Science	
ASTRO	1904	Astronomy	
GEOL	1934	Physical Geology	
CHEM	1004	General Chemistry	
<b>Humanities &amp; Fine Arts</b> .....			<b>6</b>
ART	1223	Art Survey	
LIT	2413	Intro to Literature	
MUSIC	1013	Introduction to Music	
PHILO	1453	Introduction to Philosophy	
COMM	1313	Intro to Public Speaking (required)	
<b>U.S. History &amp; Government</b> .....			<b>6</b>
POLSC	1103	American Government & Politics	
HIST	1063	U.S. History	
<b>Economic &amp; International Studies</b> .....			<b>6</b>
HIST	1033	World History	
GEOG	1103	World Cultural Geography	
ECONO	2263	Introduction to Macroeconomics OR	
ECONO	2363	Introduction to Microeconomics	
<b>Behavioral, Social, &amp; Cultural Studies</b> .....			<b>6-7</b>
PSYCH	1003	General Psychology (required)	
SOCIO	1003	Intro to Sociology	
	___4	World Languages	
KINES	1133	Wellness Concepts & Exercise Applications	
<b>Business Electives</b> .....			<b>15-16</b>
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 offered via interactive video from Weatherford.

## Associate in Science Degree General Studies with Emphasis on Pre-Nursing

<b>Composition.....</b>	<b>6</b>
ENGL 1113 English Composition I	
ENGL 1213 English Composition II	
<b>Mathematics.....</b>	<b>3</b>
MATH 1513 College Algebra	
<b>Computer Applications.....</b>	<b>3</b>
COMSC 1023 Computers and Information Access	
<b>Natural Sciences.....</b>	<b>8</b>
BIOL 1004 Biological Concepts	
CHEM 1004 General Chemistry	
<b>Humanities &amp; Fine Arts.....</b>	<b>6</b>
PHILO 1453 Introduction to Philosophy	
COMM 1313 Intro to Public Speaking	
<b>U.S. History &amp; Government.....</b>	<b>6</b>
POLSC 1103 American Government & Politics	
HIST 1063 U.S. History	
<b>Economic &amp; International Studies.....</b>	<b>6</b>
HIST 1033 World History	
GEOG 1103 World Cultural Geography	
ECONO 2263 Introduction to Macroeconomics OR	
ECONO 2363 Introduction to Microeconomics	
<b>Behavioral, Social, &amp; Cultural Studies.....</b>	<b>6-7</b>
<b>PSYCH 1003 General Psychology (required)</b>	
SOCIO 1003 Intro to Sociology	
___4 World Languages	
<b>Pre-Professional Requirements.....</b>	<b>24</b>
BIOL 2104 Human Anatomy	
NURS 2212 Intro to Professional Nursing	
BIOL 2304 Human Physiology	
PSYCH 2313 Developmental Psychology	
ALHLT 2355 Microbiology	
PSYCH 2443 Psychological Statistics	
ALHLT 2443 Medical Terminology	

Pre-Professional courses may be taken on the Weatherford campus or via interactive video on the Sayre campus.

**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>Composition.....</b>	<b>6</b>
ENGL 1113 English Composition I	
ENGL 1213 English Composition II	
<b>Mathematics.....</b>	<b>3</b>
MATH 1513 College Algebra	
<b>Computer Applications.....</b>	<b>3</b>
COMSC 1023 Computers and Information Access	
<b>Natural Sciences.....</b>	<b>8</b>
<b>BIOL 1004 Biological Concepts (required)</b>	
SCI 1514 Concepts of Physical Science	
ASTRO 1904 Astronomy	
GEOG 1934 Physical Geology	
CHEM 1004 General Chemistry	
<b>Humanities &amp; Fine Arts.....</b>	<b>6</b>
ART 1223 Art Survey	
LIT 2413 Intro to Literature	
MUSIC 1013 Introduction to Music	
PHILO 1453 Introduction to Philosophy	
COMM 1313 Intro to Public Speaking (required)	
<b>U.S. History &amp; Government.....</b>	<b>6</b>
<b>POLSC 1103 American Government &amp; Politics</b>	
<b>HIST 1063 U.S. History</b>	
<b>Economic &amp; International Studies.....</b>	<b>6</b>
HIST 1033 World History	
<b>GEOG 1103 World Cultural Geography(required)</b>	
ECONO 2263 Introduction to Macroeconomics OR	
ECONO 2363 Introduction to Microeconomics	
<b>Behavioral, Social, &amp; Cultural Studies.....</b>	<b>6-7</b>
PSYCH 1003 General Psychology	
<b>SOCIO 1003 Intro to Sociology(required)</b>	
___4 World Languages	
KINES 1133 Wellness Concepts & Exercise Applications	
<b>Degree Program Core Courses.....</b>	<b>15</b>
COMSC 1033 Computer Science I	
COMSC 1053 Computer Science II	
COMSC 1433 Visual Basic Programming	
COMSC 2063 Operating Environments	
COMSC 2153 Intro to Networking	
COMSC 2053 Java Programming	
<b>Guided Electives.....</b>	<b>1-3</b>
MATH 1613 College Trigonometry	
COMSC 2813 Web Development	
COMSC 2213 Web Site Design	
ACCTG 2213 Principals of Financial Accounting	
ENTRP 2253 Business Communications	
ACCTG 2313 Principles of Managerial Accounting	
ENTRP 2723 Computer Business Applications	



## Associate in Science Degree Criminal Justice – Corrections

<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	
MATH	1513	College Algebra	
<b>Computer Applications</b> .....			<b>3</b>
COMSC	1023	Computers and Information Access	
<b>Natural Sciences</b> .....			<b>8</b>
BIOL	1004	Biological Concepts (required)	
SCI	1514	Concepts of Physical Science	
ASTRO	1904	Astronomy	
GEOL	1934	Physical Geology	
CHEM	1004	General Chemistry	
<b>Humanities &amp; Fine Arts</b> .....			<b>6</b>
ART	1223	Art Survey	
LIT	2413	Intro to Literature	
MUSIC	1013	Introduction to Music	
PHILO	1453	Introduction to Philosophy	
COMM	1313	Intro to Public Speaking	
<b>U.S. History &amp; Government</b> .....			<b>6</b>
POLSC	1103	American Government & Politics	
HIST	1063	U.S. History	
<b>Economic &amp; International Studies</b> .....			<b>6</b>
HIST	1033	World History	
GEOG	1103	World Cultural Geography	
ECONO	2263	Introduction to Macroeconomics OR	
ECONO	2363	Introduction to Microeconomics	
<b>Behavioral, Social, &amp; Cultural Studies</b> .....			<b>6-7</b>
PSYCH	1003	General Psychology	
SOCIO	1003	Intro to Sociology (required)	
___	4	World Languages	
KINES	1133	Wellness Concepts & Exercise Applications	
<b>Technical Occupational Specialty Courses</b> .....			<b>16-18</b>
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	

## Associate in Science Degree Hospitality, Restaurant and Gaming Management

<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	
MATH 1513	College Algebra	
<b>Computer Applications.....</b>	<b>3</b>	
COMSC 1023	Computers and Information Access	
<b>Natural Sciences.....</b>	<b>8</b>	
<b>BIOL 1004</b>	<b>Biological Concepts (required)</b>	
SCI 1514	Concepts of Physical Science	
ASTRO 1904	Astronomy	
GEOL 1934	Physical Geology	
CHEM 1004	General Chemistry	
<b>Humanities &amp; Fine Arts.....</b>	<b>6</b>	
ART 1223	Art Survey	
LIT 2413	Intro to Literature	
MUSIC 1013	Introduction to Music	
PHILO 1453	Introduction to Philosophy	
<b>COMM 1313</b>	<b>Intro to Public Speaking (required)</b>	
AMIS 2413	American Indians Today	
<b>U.S. History &amp; Government.....</b>	<b>6</b>	
<b>POLSC 1103</b>	<b>American Government &amp; Politics</b>	
<b>HIST 1063</b>	<b>U.S. History</b>	
<b>Economic &amp; International Studies.....</b>	<b>6</b>	
HIST 1033	World History	
GEOG 1103	World Cultural Geography	
ECONO 2263	Introduction to Macroeconomics OR	
ECONO 2363	Introduction to Microeconomics	
<b>Behavioral, Social, &amp; Cultural Studies.....</b>	<b>6-7</b>	
<b>PSYCH 1003</b>	<b>General Psychology (required)</b>	
SOCIO 1003	Intro to Sociology	
___4	World Languages	
<b>HRGM Business Core.....</b>	<b>6</b>	
HOSP 2003	Hospitality Financial Accounting	
HOSP 1003	Intro to Hotel, Restaurant & Gaming Mgmt	
<b>Degree Program Core.....</b>	<b>15</b>	
Option I Specialty: Hospitality		
HOSP 2103	Front Office/Guest Service	
HOSP 2113	Legal Issues in Hospitality	
HOSP 2123	Lodging Operations	
HOSP 2133	Hotel Internship	
	3 Hours of electives	
Option II Specialty: Restaurant		
HOSP 2203	Foodservice Sanitation & Nutrition	
HOSP 2213	Restaurant Cost Controls	
HOSP 2223	Dining Room Operations & Services	
HOSP 2233	Restaurant Internship	
	3 Hours of electives	
Option III Specialty: Gaming		
HOSP 2303	Basic Room & Gaming Operations	
HOSP 2313	Game Operation & Protection	
HOSP 2323	Legal Issues in Gaming	
HOSP 2333	Gaming Internship	
	3 Hours of electives	
Other Electives		
HOSP 2403	Facilities Management	
HOSP 2413	Hospitality Human Resource Management	
HOSP 2423	Computers in Hospitality	
HOSP 2433	Leadership & Management in Hospitality	

## Hospitality, Restaurant and Gaming Certificate Option

<b>Certificate Core.....</b>	<b>12</b>	
HOSP 2003	Hospitality Financial Accounting	
HOSP 1003	Intro to Hotel, Restaurant & Gaming Mgmt	
HOSP 2413	Hospitality Human Resource Management	
HOSP 2433	Leadership & Management in Hospitality	
<b>Specialty Options: (select one).....</b>	<b>12</b>	
Hotel Management Certificate		
HOSP 2103	Front Office/Guest Service	
HOSP 2113	Legal Issues in Hospitality	
HOSP 2123	Lodging Operations	
HOSP 2133	Hotel Internship	
Restaurant Management Certificate		
HOSP 2203	Foodservice Sanitation & Nutrition	
HOSP 2213	Restaurant Cost Controls	
HOSP 2223	Dining Room Operations & Services	
HOSP 2233	Restaurant Internship	
Gaming Management Certificate		
HOSP 2303	Basic Room & Gaming Operations	
HOSP 2313	Game Operation & Protection	
HOSP 2323	Legal Issues in Gaming	
HOSP 2333	Gaming Internship	

The Hospitality, Restaurant and Gaming Management degree is designed to prepare students for entry level management positions within a hospitality organization. It will provide the graduate with the basic credits to either transfer to a four-year program to complete a baccalaureate degree in Hospitality Management and with basic skills to succeed in the employment marketplace.

The Hospitality, Restaurant and Gaming certificate option is designed for individuals currently employed in the hospitality industry who are seeking educational programs that can enhance their practical work experience in order to seek advancement in managerial positions. The Certificate will benefit mid-level management personnel to achieve a greater understanding of their profession and the involved decision-making processes required of hospitality managers. This program will enhance those skills and make them more employable in the industry.

## 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' MLT certification exam. 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 1103 Intermediate Algebra 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 1063 U.S. History	
<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.**

## 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 SWOSU web site (www.swosu.edu). 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.**

<b>Composition</b> .....	<b>6</b>
ENGL 1113 English Composition I	
ENGL 1213 English Composition II	
<b>Mathematics</b> .....	<b>3</b>
MATH 1433 Math Concepts OR	
MATH 1513 College Algebra	
<b>Natural Sciences</b> .....	<b>5</b>
BIOL 2205 Human Anatomy & Physiology	
<b>U.S. History &amp; Government</b> .....	<b>6</b>
POLSC 1103 American Government & Politics	
HIST 1063 U.S. History	
<b>Allied Health</b> .....	<b>3</b>
ALHLT 2443 Medical Terminology	
<b>Program Requirements</b> .....	<b>56</b>
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	
ALHLT 2223 Intro to Radiologic Physics	
ALHLT 2121 Radiation Biology	
ALHLT 2132 Special Procedures and Modalities	
ALHLT 2142 Film 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	

## Associate in Applied Science Degree Occupational Therapy Assistant

The prerequisite general education and technical occupational support courses must be completed prior to admission. The Caddo-Kiowa Technology Center (CKTC), Ft. Cobb, Oklahoma conducts the occupational specialty courses. An application packet, obtained from CKTC, must be completed prior to initiating the program according to established deadlines. Admission to the OTA "specialty" program will be based on university GPA, references, personal interviews and other evidence of potential success in the field of O.T. The OTA program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20824-3449, phone: 301-652-AOTA. Graduates of the program will be eligible to take the national certification examination given by the National Board for Certification in Occupational Therapy. After successful completion of this exam, the OTA student will be a Certified Occupational Therapy Assistant (COTA) and may apply for state licensure through the State Board of Medical Licensure and Supervision.

<b>Composition</b> .....	<b>6</b>
ENGL 1113 English Composition I	
ENGL 1213 English Composition II	
<b>Mathematics</b> .....	<b>3</b>
MATH 1433 Math Concepts OR	
MATH 1513 College Algebra	
<b>Behavioral, Social, &amp; Cultural Studies</b> .....	<b>3</b>
PSYCH 1003 General Psychology	
<b>Natural Sciences</b> .....	<b>12</b>
BIOL 1004 Biological Concepts	
BIOL 2104 Human Anatomy*	
BIOL 2304 Human Physiology*	
<b>U.S. History &amp; Government</b> .....	<b>6</b>
POLSC 1103 American Government & Politics	
HIST 1063 U.S. History	
<b>Technical Occupational Support Courses</b> .....	<b>6</b>
PSYCH 2313 Developmental Psychology	
ALHLT 2443 Medical Terminology	
<b>Technical Occupational Specialty Courses</b> .....	<b>30</b>
ALHLT 1013 Introduction to Occupational Therapy	
ALHLT 1023 Kinesiology for OTA	
ALHLT 1102 Therapeutic Media	
ALHLT 2002 Health Care & Occupational Therapy Mgmt	
ALHLT 2022 Fieldwork IA	
ALHLT 2102 Therapeutic Activities	
ALHLT 2122 Fieldwork IB	
ALHLT 2113 Physical Dysfunction/Treatment Techniques	
ALHLT 2133 Pediatric Care in Occupational Therapy	
ALHLT 2143 Elder Care in Occupational Therapy	
ALHLT 2153 Psychosocial Dysf/Treatment Techniques	
ALHLT 2212 Disease Pathology	
<b>Technical Occupational Related Courses</b> .....	<b>12</b>
ALHLT 2206 Fieldwork IIA	
ALHLT 2216 Fieldwork IIB	

**Note: Fieldwork II must be completed within 18 months following completion of course work.**

\*See program director regarding course substitutions.

## Associate in Applied Science Degree Physical Therapist Assistant

This degree is awarded through Southwestern Oklahoma State University (SWOSU) at the Sayre campus. The general education and technical occupational "support" courses may be taken at SWOSU Sayre and/or Weatherford. The technical occupational "specialty" courses will be conducted by the Caddo-Kiowa Technology Center (CKTC), Fort Cobb, OK. Students will enroll at the campus offering each component of the program and must pay all required fees and tuition. Admission to the PTA "specialty" course program at the CKTC is competitive and requires completion of the application packet prior to established deadlines. The application packet is obtained from the CKTC, and returned to the Associate Dean of the School of Allied Health, SWOSU-Weatherford. Admission to the PTA "specialty" program will be based on university or college grade point averages, references, observations, and personal interviews of the top applicants. Candidates selected for the PTA program must complete all admission requirements to Southwestern Oklahoma State University prior to initiating the program. After completing the PTA program, graduates will be eligible to take the PTA National Licensure Exam.

<b>Composition</b> .....	<b>6</b>
ENGL 1113 English Composition I	
ENGL 1213 English Composition II	
<b>Mathematics</b> .....	<b>3</b>
MATH 1433 Math Concepts OR	
MATH 1513 College Algebra	
<b>Behavioral, Social, &amp; Cultural Studies</b> .....	<b>3</b>
PSYCH 1003 General Psychology	
<b>Natural Sciences</b> .....	<b>12</b>
BIOL 1004 Biological Concepts	
BIOL 2104 Human Anatomy*	
BIOL 2304 Human Physiology*	
<b>U.S. History &amp; Government</b> .....	<b>6</b>
POLSC 1103 American Government & Politics	
HIST 1063 U.S. History	
<b>Technical Occupational Support Courses</b> .....	<b>7</b>
KINES 2212 First Aid & CPR	
ALHLT 2443 Medical Terminology	
___2 Two Hours Elective courses	
<b>Technical Occupational Specialty Courses</b> .....	<b>29</b>
ALHLT 1012 Introduction to Physical Therapy	
ALHLT 1023 Basic Human Needs	
ALHLT 1113 Threats to Basic Human Needs	
ALHLT 1213 Pain Management I	
ALHLT 1224 Therapeutic Exercise I	
ALHLT 2013 Pain Management II	
ALHLT 2024 Therapeutic Exercise II	
ALHLT 2112 PTA Systems/Problems	
ALHLT 2032 Practicum I	
ALHLT 2133 Practicum II	

**NOTE: After completing the requirements for the degree, graduates will be eligible to take the national licensure examination for Physical Therapist Assistants.**

**Admission to SWOSU or Caddo-Kiowa Technology Center does not guarantee admission to the Physical Therapist Assistant Program.**

\*See program director regarding course substitutions.

## Associate in Applied Science Degree Criminal Justice – Corrections

This degree program prepares students for entry level positions as corrections officers in either the public or the private sectors of the corrections industry, but does not adequately prepare students who wish to pursue a baccalaureate degree in criminal justice.

<b>Composition.....</b>	<b>6</b>
ENGL 1113 English Composition I	
ENGL 1213 English Composition II	
<b>Mathematics.....</b>	<b>3</b>
MATH 1433 Math Concepts OR	
MATH 1513 College Algebra	
<b>Behavioral, Social, &amp; Cultural Studies.....</b>	<b>3</b>
PSYCH 1003 General Psychology	
<b>U.S. History &amp; Government.....</b>	<b>6</b>
POLSC 1103 American Government & Politics	
HIST 1063 U.S. History	
<b>Technical Occupational Support Courses.....</b>	<b>15</b>
SOCIO 1003 Intro to Sociology (required)	
COMSC 1023 Computers & Information Access	
SPAN 1054 Elementary Spanish I	
CRMJS 1113 Intro to Criminal Justice	
SOCIO 2103 Social Problems	
PSYCH 2313 Developmental Psychology	
CRMJS 2443 Criminal Law II	
CRMJS 2453 Probation, Parole & Community	
CRMJS 2503 Criminal Law & Procedure	
CRMJS 2803 Judicial Process	
<b>Technical Occupational Specialty Courses.....</b>	<b>22</b>
CRMJS 1003 Intro to Corrections Procedures	
CRMJS 1013 Corrections Officer Physical Training	
CRMJS 1103 Issues in Correctional Procedures	
CRMJS 1114 Environmental Security Procedures	
CRMJS 1123 Communications for Corrections Officers	
CRMJS 1203 Corrections Officer Protections Proc. I	
CRMJS 1213 Corrections Officer Protections Proc. II	
<b>Technical Occupational Related Course.....</b>	<b>10</b>
CRMJS 2005 Practicum I	
CRMJS 2015 Practicum II	

## 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 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.**

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 hardware, microcomputer operating systems, and computer applications including word processors, spreadsheets, e-mail, Power Point and the Internet. **F,S,U**

#### 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.

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.

## 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**



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. American Red Cross standards. **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 students an opportunity to increase their writing skills. Emphasis is placed on the sentence and paragraph levels. Zero credit, the course is not counted as a part of a major or minor. **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.

## 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 0124 BASIC ALGEBRA

Entry level algebra course including arithmetic skills to meet math deficiency. Non-credit course designed to prepare students for Intermediate Algebra. **F,S,SU**

### MATH 1103 INTERMEDIATE ALGEBRA

Real and complex numbers, and algebraic expressions. Solutions of equations and inequalities through quadratics. Solutions of rational, radical, absolute value, and polynomial equations and inequalities. Systems of linear equations and inequalities. Functions, graphing of linear and quadratic equations. **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. **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. **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.

### MATH 1433 STRUCTURAL CONCEPTS IN ARITHMETIC

A fundamental course in arithmetic concepts and basic skills. For elementary teachers. **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. **F,S, SU**

### MATH 1513 COLLEGE ALGEBRA

A fundamental course including solutions of equations, inequalities, systems of equations, logarithms, conic sections and theory of numbers. **Prerequisite: 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 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 the present with emphasis on the Western World. **F,S,SU**

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

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

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 AMERICAN HISTORY TO 1877

A survey of American History beginning with the European background and continuing through the Reconstruction era. **D**

### HIST 1053 AMERICAN HISTORY SINCE 1877

A survey of American History from the end of Reconstruction to the present. **D**

### HIST 1063 UNITED STATES HISTORY

A survey of American History from colonial times 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 telecourse from Weatherford. **F,S,SU**

## SCIENCE

### SCI 1514 CONCEPTS OF PHYSICAL SCIENCE

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

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.

#### 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**

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**

#### 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/heelsticks. **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**

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 radiographs 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**

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 2121 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 FILM 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.

### PHYSICAL THERAPY

#### PTA 1012 INTRODUCTION TO PHYSICAL THERAPY

This course will present the purpose, philosophy, and history of physical therapy and its relationship to other health care delivery systems. The student will be able to delineate the roles of physical therapy personnel, identify requirements for medical communication and documentation, and be made aware of the medical-legal aspects including professional ethics. **F**

#### PTA 1023 BASIC HUMAN NEEDS

The student will be able to define “normal” in respect to vital signs, posture, range of motion and muscle function. He/she will be able to perform accurate testing of muscle strength and joint motion. The student will also be instructed in activities of daily living, proper body mechanics, and transfer techniques. Practical application of these techniques will be practiced in the laboratory. **F**

#### PTA 1113 THREATS TO BASIC HUMAN NEEDS

The student will identify underlying circumstances and phases of disease and dysfunction, perform techniques to prevent secondary disabilities using special equipment as needed. Practical application of these techniques will be practiced in the laboratory. **S**

#### PTA 1213 PAIN MANAGEMENT I

Students will be instructed in the various theories of pain, correctly positioning and draping patients for pain relief and for protection of modesty; heat/cold application, effectively administering massage and lymphapress intermittent pressure, relaxation and postural exercises; applying cervical and lumbar traction; paraffin, hydrotherapy; medical asepsis; and bandaging and dressing. Practical application of these techniques will be practiced in the laboratory. **F**

#### PTA 1224 THERAPEUTIC EXERCISES I

Instruction will be given on rehabilitation techniques and neurophysiological approaches to treatment. Joint mobilization, range of motion, aquatics, amputees, prosthetics, and orthotics are introduced. Students will identify architectural barriers and make modifications to overcome the limitations they impose. Gait-training techniques with assistive devices will be performed. Practical application of these techniques will be practiced in the laboratory. **F**

#### PTA 2013 PAIN MANAGEMENT II

Students will learn the principles and applications of various therapeutic modalities; electrotherapy, iontophoresis diathermy, biofeedback, laser, fluidotherapy, infrared, taping, ultrasound, and light therapy. Practical application of these techniques will be practiced in the laboratory. **S**



Therapeutic exercises related to children are presented. Developmental sequences and primitive reflexes are introduced. Students will be instructed in cardiopulmonary treatments including cardiac rehabilitation and chest physical-therapy techniques. Practical application of these techniques will be practiced in the laboratory. **S**

#### PTA 2032 CLINICAL PRACTICUM I

Clinical experience in local health care facilities to observe and practice PTA skills learned in class and lab sessions. Students will be under the supervision of a registered physical therapist and/or registered physical therapist assistant. **F**

#### PTA 2112 PTA SYSTEMS/PROBLEMS

The student will assist the physical therapist in selected evaluation treatment and administrative activities, summarize the progression of comprehensive rehabilitation programs for major disabilities, describe and utilize selected administrative records and charge systems in physical therapy, discuss measures for quality assurance and cost containment, review proper ways to write a resume, and review for national board examinations. **S**

#### PTA 2133 CLINICAL PRACTICUM II

Students are given the opportunity to practice PTA skills which have been acquired through the PTA Program in Physical Therapy Departments. Students will be under the supervision of a registered

physical therapist and/or registered physical therapy assistant. **S**

### OCCUPATIONAL THERAPY

#### OTA 1013 INTRO TO OCCUPATIONAL THERAPY

This course is designed to establish a knowledge base for the prospective OTA in that it emphasizes the human element of health care and the role the Occupational Therapy Assistant performs in providing this component. It focuses on the history and philosophy and gives an overview of assessment, evaluation and performance areas as well as the tools of practice. Theoretical frameworks and approaches and basic concepts of human development are also covered. **Prerequisites: General Education Requirements and acceptance into the Occupational Therapy Assistant Program. F**

#### OTA 1012 KINESIOLOGY FOR OTA

This course builds on basic anatomic and physiologic concepts of human movement, emphasizing the kinesiological, anatomic and functional aspects of the skeletal musculature of the human body and their application to human motion. **Prerequisites: General Education Requirements and acceptance into the Occupational Therapy Assistant Program. F**

#### OTA 1102 THERAPEUTIC MEDIA

The purpose of this course is to acquaint the student with basic craft techniques which may be utilized in a variety of treatment settings. Properties of crafts will be discussed and their application to different populations. **Prerequisites: General Education Requirements and acceptance into the Occupational Therapy Assistant Program. F**

#### OTA 2002 HEALTH CARE SYSTEMS AND OCCUPATIONAL THERAPY MANAGEMENT

This course will teach the OTA student the trends of health care in the past, present, and future. It will also explore various occupational therapy management styles, techniques, and applications. Proper documentation, methods, and reasoning for quality assurance will be covered. This course will also deal with fiscal management of occupational therapy service, the marketing of occupational therapy staff, and the importance and variety of research in occupational therapy services. **Prerequisites: Acceptance into the Occupational Therapy Assistant program.**

#### OTA 2022 FIELDWORK I-A

This fieldwork experience will consist of exposure in various settings where occupational therapy services may be present. These experiences will allow the student to observe occupational therapy or other health related services. Students will do this to gain a better understanding of what OT is, where it may be found, and how it fits in with other related services. Students will also use this experience to develop professionalism, observation, and documentation skills. **Prerequisites: Acceptance into the Occupational Therapy Assistant program. F**

#### OTA 2102 THERAPEUTIC ACTIVITIES

This course provides the student with experience conducting individual and group activities, promoting the idea of therapeutic use of self. This course will acquaint the student with life skills activities, games, and everyday coping skills. This course will emphasize adaptation techniques for a variety of life activities and their purpose in treatment, and will introduce a variety of additional therapeutic techniques and applications. **Prerequisites: Satisfactory completion of Semester I in Occupational Therapy Assistant specific course work. F**

#### OTA 2113 PHYSICAL DYSFUNCTION AND TREATMENT TECHNIQUES

This course includes the study of occupational therapy principles, techniques of evaluation, and methods of treatment for individuals with problems in physical function. This course will present assessment and evaluation of occupational performance, therapeutic mechanism, and intervention strategies in treating individuals with neurological and

orthopedic dysfunction as well as discharge planning and written documentation of client behavior and performance. **Prerequisites: Satisfactory completion of Semester I of Occupational Therapy Assistant specific course work. S**

#### OTA 2122 FIELDWORK I-B

In this course students will be able to initiate and apply concepts and techniques learned during academic preparation for practical situations. Students will work with clinical instructors, patients/clients, and team members in a therapeutic milieu. Written documentation and actual treatment will be the focus. **Prerequisites: Satisfactory completion of Semester I of Occupational Therapy Assistant specific course work. S**

#### OTA 2133 PEDIATRIC CARE IN OT

This course offers a comprehensive study in the approach of OT treatment in pediatrics. The course content will include normal development, diagnostic problems, frames of reference, documentation, and theory as it relates to pediatric intervention. It will also cover family/caregiver issues as related to pediatric OT and an introduction to pediatric evaluations, and basic concepts to human development. **Prerequisites: Satisfactory completion of Semester I Occupational Therapy Assistant specific course work. S**

#### OTA 2143 ELDERCARE IN OCCUPATIONAL THERAPY

This course offers a wide variety of treatment programs, media and modalities useful in working with late-life adults. It includes a comprehensive review of the aging process, with all of its psychosocial and physical ramifications. It is also a study of concepts of aging and intervention techniques to be employed in different practice settings, and specific concerns of working with both the well elderly and those with dysfunction; individually or in groups. **Prerequisites: Satisfactory completion of Semester I Occupational Therapy Assistant specific course work. S**

#### OTA 2153 PSYCHOSOCIAL DYSFUNCTION AND TREATMENT TECHNIQUES

This course includes the principles and techniques of evaluation and treatment for individuals who present emotional, cognitive, and psychosocial problems. Intervention strategies with selected individuals with psychosocial disturbances are covered. Emphasis is placed on oral and written documentation of client behavior and

treatment techniques. **Prerequisites:** Satisfactory completion of Semester I in Occupational Therapy Assistant specific course work. S

#### OTA 2206 FIELDWORK II-A

This fieldwork experience enables the student to apply knowledge and skills learned in the classroom to practical situations. Students will be assigned to various clinical settings. The students will collaborate with fieldwork educators, client/patients, and team members. They will practice using occupation to restore wellness in clinical settings. **Prerequisites:** Satisfactory completion of Semester I and Semester 2 of Occupational Therapy Assistant specific course work. SU

#### OTA 2212 DISEASE PATHOLOGY

This course is designed to help OTA students become familiar with the various mental and physical health problems commonly dealt with in Occupational Therapy practice. This course will introduce the etiology, prognosis, signs and symptoms of these health problems. **Prerequisites:** Acceptance into the Occupational Therapy Assistant program. F

#### OTA 2216 FIELDWORK II-B

This fieldwork experience enables the student to apply knowledge and skills learned in the classroom to practical situations. Students will be assigned to various clinical settings. The students will collaborate with fieldwork educators, client/patients, and team members. They will practice using occupation to restore wellness in clinical settings. **Prerequisites:** Satisfactory completion of Semester I and Semester 2 of Occupational Therapy Assistant specific course work. SU

### HOSPITALITY

#### HOSP 1003 INTRODUCTION TO HOTEL, RESTAURANT, AND GAMING MANAGEMENT

Provides an introduction to the various components of the hotel, restaurant & gaming industry. Topics will include the relationship between the travel and hospitality industry, the study of hotel, restaurant and gaming operations including the development of technology and its impact on the industry; trade associations; and career opportunities. The status and function of profit and non-profit tourism agencies will be discussed.

#### HOSP 2003 HOSPITALITY FINANCIAL ACCOUNTING

Students will learn general accounting principles, procedures and transactions used for the compilation of reports in hospitality enterprises. Theories related to assets, liabilities, revenues and expenses as well as owner's equity in current hospitality accounting practices. There will be an emphasis on industry specific financial statements and inventory control procedures.

#### HOSP 2103 FRONT OFFICE/GUEST SERVICE

Students will learn to exhibit the skills necessary to perform productively in a public service industry. Topics will include problem solving and development of a plan of action necessary to operate successfully in the hospitality industry. This will include front desk management, guest safety and security issues, dealing with challenging customers, and retention of customers.

#### HOSP 2113 LEGAL ISSUES IN HOSPITALITY

This course will investigate local, state, federal and international law as related to the hospitality industry. Other topics include guest safety, liability issues, employer responsibility, employee training, and legal issues in lodging, restaurant and gaming operations. Franchise agreements and management contracts will also be discussed.

#### HOSP 2123 LODGING OPERATIONS

Provides an overview of the development and growth of the hospitality/lodging industry including the classification of lodging and establishments. Topics cover front desk operations, the housekeeping and engineering departments, guest safety and security issues, and the general manager's responsibilities.

#### HOSP 2133 HOTEL INTERNSHIP

Students will gain essential skills in the workings of the hospitality industry by gaining useful experience while working under the supervision of veteran members of the industry. Students will work areas including but not limited to lodging establishments and restaurants where they will gain useful experience in guest relations, catering, and technology related to the field and the day to day operations of tourism oriented businesses.

#### HOSP 2203 FOOD SERVICE SANITATION AND NUTRITION

The phases of good sanitation, public health laws and special problems in food and lodging sanitation are examined. The use of food preparation utensils, personal hygiene and preparation of utensils in a sanitary manner are studied. Topics include helping the food service manager become aware of nutritional concerns to the public. Students will understand individuals' nutritional needs and learn how to provide economical food selections. Basic principles of nutrition are related to menu planning and individual well-being.

#### HOSP 2213 RESTAURANT COST CONTROLS

This course covers essentials of food and beverage controls. An awareness of management objectives is developed through the examination of organizational structures of food service and specific topics such as menu pricing, break-even analysis, and cost-volume-profit theory. Emphasis is placed on forecasting and achieving a profitable bottom line.

#### HOSP 2223 DINING ROOM OPERATIONS & SERVICE

This course provides an introduction and practical application into the operation of a dining room with emphasis on guest service. Topics include: "front of the house" organization, methods of table service, menu terminology, table arrangement, requirements for supplies and equipment, suggestive selling techniques, and revenue control and analysis. Personnel issues include hiring, training, writing personal resumes, and strengthening interview skills. Students will serve meals prepared in a restaurant setting during the course of the semester. With laboratory.

#### HOSP 2233 RESTAURANT INTERNSHIP

Students will gain essential skills in the workings of the restaurant industry by gaining useful experience while working under the supervision of industry veterans. Students will work all areas of the restaurant (kitchen and food prep, guest service, banquet and catering, hosting and management) to gain insight on management and restaurant operations. Students will have hand-on experience in actual restaurant environment dealing with guest. Students will also learn resume writing, interview skills for careers in restaurant management.

#### HOSP 2303 BASIC ROOM AND GAMING OPERATIONS

Topics will include technology related to security of casinos and daily operations, general oversight of gaming tables and machines, enforcement of gaming rules and regulations, as well as general management duties and personnel issues.

#### HOSP 2313 GAME OPERATIONS AND PROCEDURE

Development and operations of gaming and casino with attention to tax regulations, accounting and internal auditing procedures. Emphasis on gaming theory in relation to gaming tables and machines. Also focuses on problematic issues pertaining to gaming policy.

#### HOSP 2323 LEGAL ISSUES IN GAMING

The study of methods used to monitor and prevent fraud and illegal game play as related to the casino. Emphasis will be placed on ethical standards, local, state and federal law as it relates to casinos.

#### HOSP 2333 GAMING INTERNSHIP

In this course students will be able to initiate and apply concepts and techniques learned during academic preparation for practical situations. Emphasis will be placed on hands-on training in the gaming industry

#### HOSP 2403 FACILITIES MANAGEMENT

Emphasis on the management principles and practices relative to the physical plant of Hospitality facilities, including public dining and lodging establishments. Review of systematic controls that safeguard public health and safety in hospitality spaces as well as the use of aesthetic values to enhance those spaces.

#### HOSP 2413 HOSPITALITY HUMAN RESOURCE MANAGEMENT

Examination of the principles and procedures required in Human Resource Management related to the Hospitality Industry. Explore human relations theories and practices as they pertain to hospitality.

#### HOSP 2423 COMPUTERS IN HOSPITALITY

An introduction to the various computer technologies employed in the various hospitality segments. An overview of the relationship of information systems and technologies that are specifically developed for hospitality operations.

#### HOSP 2433 LEADERSHIP & MANAGEMENT IN HOSPITALITY

An overview of the leadership and management skills development required of successful hospitality managers. The emphasis will be on management philosophy, policy formulation, communications, motivation and team building.