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MARSHALL
UNIVERSITY

1991 UNDERGRADUATE CATALOG

To contact various divisions of the University, write or telephone as follows:

Marshall University
40q Hal/Greer Boulevard
Huntington, West Virginia 25755
Telephone: (304) 696-3170

Admission

• Director of Admissions
- Telephone: 1-800-642-3463 (in-state only)
or (304) 696-3160

Alumni Affairs

Director of Alumni Affairs
Telephone: (304) 696-3134

Business Matters, Expenses

Bursar
Telephone: (304) 696-6620

Student and Graduate Placement

Director of Placement Services
Telephone: (304) 696-2370

Graduate Study

Dean of the Graduate School
Telephone: (304) 696-6606

Student Affairs

Vice President/Dean of Student Affairs
Telephone: (304) 696-6422

Student Housing

Director of Housing
Telephone: (304) 696-675

Scholarships and Loans

Director of Student Financial Aid -
Telephone: 1-800-642-3463 (in-state only),
or (304) 696-3102

Registration, Records, Transcripts

Office of the Registrar
Telephone: (304) 696-6410

AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of Marshall University to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, religion, age, handicap, national origin, or sexual orientation.

This nondiscrimination policy also applies to all programs and activities covered under Title IX, which prohibits sex discrimination in higher education. Marshall University strives to provide educational opportunities for minorities and women in the undergraduate student body which reflect the interest, individual merit and availability of such individuals. The university ensures equality of opportunity and treatment in all areas related to student admissions, instructions, employment, placement accommodations, financial assistance programs and other services.

Marshall University also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, sex, religion, age, sexual orientation, handicap, or national origin. Information on the implementation of the policy and/or the Title IX Amendment should be addressed to:

Director of Affirmative Action & Human Resources
614 Main
Marshall University
Huntington, West Virginia 25755
(304) 96-6522

MARSHALL UNIVERSITY

GENERAL UNDERGRADUATE CATALOG

1991-92

Virginia Plumley, Editor

Huntington, West Virginia 25755

This catalog is dedicated to the memory of John F. Morton, a Marshall alumnus, who served the institution and its students as assistant director of student financial aid from 1972 to 1991.

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CATALOG YEAR

Marshall University defines the academic year as beginning with the fall semester and concluding with the end of the summer session for subsequent summer. The Academic Catalog, although released in the summer, becomes effective with the beginning of the fall semester and is in force during the above defined academic year.

EFFECTIVE DATE OF POLICIES

Unless otherwise stated at the time of adoption, all academic policies and procedures shall become effective with the beginning of the academic year in which the policy initially appears in the University Catalogs.

Volume 31

Number 1

April 1991
Published annually by
Marshall University

Huntington, West Virginia 25755

The university reserves, for itself and its departments, the right to withdraw or change the announcements made in this Bulletin.

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Calendar

FIRST SEMESTER 1991-92

August 19, Monday, 8:00 a.m.-4:30 p.m.....	Regular Registration
August 20, Tuesday, 8:00 a.m.-4:30 p.m.....	Regular Registration
August 21, Wednesday, 8:00 a.m.-5:30 p.m.....	Regular Registration
August 22, Thursday, 8:00 a.m.-5:30 p.m.....	Regular Registration
August 23, Friday, 8:00 a.m.-4:00 p.m.....	Last Day of Regular Registration for Fall Semester
August 26, Monday, 8:00 a.m.....	First Day of Classes
August 26, Monday, 8:00 a.m.-5:30 p.m.....	Late Registration and Schedule Adjustment
August 27, Tuesday, 8:00 a.m.-5:30 p.m.....	Late Registration and Schedule Adjustment
August 28, Wednesday, 8:00 a.m.-4:30 p.m.....	Late Registration and Schedule Adjustment
August 29, Thursday, 8:00 a.m.-4:30 p.m.....	Late Registration and Schedule Adjustment
August 30, Friday, 8:00 a.m.-4:00 p.m.....	Late Registration and Schedule Adjustment Closes for the Fall Semester
September 2, Monday	Labor Day Holiday - University Closed
September 20, Friday	Application for December Graduation Due in Academic Dean's Office
September 20, Friday	Last Day to Drop 1st 8 Weeks Courses with "W" Grade
October 15, Tuesday	Mid-Semester, 1st 8-Weeks Courses End
October 16, Wednesday	2nd 8 Weeks Courses Begin
October 18, Friday	Last Day to Drop Courses with "W" Grade
October 21 - December 11	"WP" or "WF" Withdrawal Period
October 28 - November 15	Advance Registration for Spring Semester for Currently Enrolled Students
November 2, Saturday	Homecoming
November 6, Wednesday	Student Government Elections
November 8, Friday	Last Day to Drop 2nd 8 Weeks Courses with "W" Grade
November 18-December 13	Continuous Registration for Spring Semester Open to ALL Admitted Students and Re-Admitted Returning Students
November 23, Saturday, 12:00 noon through December 1, Sunday	Thanksgiving Holiday - Classes Dismissed
November 28, Thursday	Thanksgiving Holiday - University Closed
November 29, Friday	University Holiday - University Closed
December 2, Monday	Classes Resume
December 11, Wednesday	Last Class Day for ALL Classes and Last Day to Withdraw From a Fall Class
December 12, Thursday	Exam Day
December 13, Friday	Exam Day
December 13, Friday, 3:00 p.m.....	Exams for Wednesday Classes 3:00 and After
December 14-15	Study Days
December 16, Monday through January 5	Advance Registration and Schedule Adjustment for Spring is Closed

December 16-17, Monday and Tuesday ... Exam Days. Fall Semester Ends 9:00 p.m.
 December 17, Tuesday, 6:00 p.m. Residence Halls Close
 December 19, Thursday, 4:00 p.m. Deadline for Submitting Final Set of Grades
 December 23, Monday through Wednesday, January 1, .. University Offices Closed
 January 2, Thursday University Offices Open

SECOND SEMESTER 1991-92

January 6, Monday, 8:00 a.m.-4:30 p.m. Regular Registration
 January 7, Tuesday, 8:00 a.m.-4:30 p.m. Regular Registration
 January 8, Wednesday, 8:00 a.m.-5:30 p.m. Regular Registration
 January 9, Thursday, 8:00 a.m.-5:30 p.m. Regular Registration
 January 10, Friday, 8:00 a.m.-4:00 p.m. Last Day of Regular Registration
for Spring Semester
 January 13, Monday, 8:00 a.m. First Day of Classes
 January 13, Monday, 8:00 a.m.-5:30 p.m. Late Registration and
Schedule Adjustment
 January 14, Tuesday, 8:00 a.m.-4:30 p.m. Late Registration and
Schedule Adjustment
 January 15, Wednesday, 8:00 a.m.-4:30 p.m. Late Registration and
Schedule Adjustment
 January 16, Thursday, 8:00 a.m.-4:30 p.m. Late Registration and
Schedule Adjustment
 January 17, Friday, 8:00 a.m.-4:00 p.m. Late Registration and
Schedule Adjustment Closes for the Spring Semester
 January 20, Monday Martin Luther King, Jr. Holiday - University Closed
 January 24, Friday Application for May Graduation Due in
Academic Dean's Office
February 7, Friday Last Day to Drop 1st 8 Weeks Courses with "W" Grade
 March 4, Wednesday Mid-S₂mester, 1st 8 Weeks Courses End
March 4, Wednesday Student Government Elections
 March 5, Thursday 2nd 8 Weeks Courses Begin
March 6, Friday Last Day to Drop Courses with "W" Grade
 March 7, Saturday through March 15, Sunday .Spring Vacation - Classes Dismissed
 March 9 - May 1 "WP" or "WF" Withdrawal Period
 March 16, Monday, 8:00 a.m. Classes Resume
March 30, Monday. April 3, Friday Advance Registration for Summer Session
for Currently Enrolled Students Only
April 6 • June 5 Continuous Registration for Summer Session
Open to ALL Admitted Students
 April 10, Friday Last Day to Drop 2nd 8 Weeks Courses with "W" Grade
 April 13 -May 1 Advance Registration for the 1992 Fall Semester for
Currently Enrolled Students
 April 17, Friday Good Friday Holiday - Classes Dismissed
 May 1, Friday Last Class Day for All Classes and
Last Day to Withdraw from a Spring Class
 May 4, Monday through May 29, Friday Advance Registration and Schedule
Adjustment for Fall Semester Closed
 May 4, Monday Exam Day
 May 5, Tuesday Exam Day

Weather Policy Statement

Extreme weather conditions or energy outages have resulted in disruption of normal operations at Marshall University on several occasions during past winters. Similar situations may occur in the future. With that possibility in mind, Marshall University has developed the following policy:

1. Although it may be necessary to suspend classes because of inclement weather or other problems on some occasions, offices will not be closed and all employees will be expected to report to work.

Individual employees, for whom it is appropriate, may, in their best judgment, determine the risk of travel to be too great and elect to remain at home. Those who do so should contact their respective supervisors and indicate they are: (1) taking annual leave that day, or (2) taking a day off without pay, or (3) taking compensatory time, in the event compensatory time is owed them.

2. In the event that a building, or a section of a building, is closed (because of heat loss, power outage, etc.)¹ employees working in the affected area will *be* permitted to take their work to another area or building on campus. Or, in consultation with the supervisor, the employee may elect to take annual leave that day, take the day off without pay, or take compensatory time off.

3. In the event of an extreme situation (tornado, flood, ice storm, campus disturbance, etc.) and the employees' presence is not desired on campus, this information will be disseminated to the news media. A decision as to whether the missed time will be chargeable to annual leave, compensatory time, or a non-pay situation will be determined by the president and communicated through supervisors on the first day normal campus operation is resumed.

4. Supervisors must take steps to ensure offices and/or work stations are open to employees at all times when those employees are expected to be at work, including inclement weather situations and other disruptive situations.

5. The President will notify the media by 7:00 a.m. of suspended classes for that day. A separate announcement will be made later in the day in regard to classes scheduled to begin at 4:00 p.m. or later.

The Administration

PRESIDENT	(Interim) Alan B. Gould
Executive Assistant to the President and Director of University Relations	C. T. Mitchell
Executive Assistant to the President for Research and Economic Development Outreach	Robert F. Maddox
General Counsel	F. Layton Cottrill
Director, Affirmative Action/Human Resources	Queen E. Foreman
Director, Governmental Relations and Special Projects Coordinator	William P. Burdette, Jr.
Special Assistant to the President	Lynne S. Mayer
PROVOST	Alan B. Gould
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Dean, College of Education	Carole A. Vickers
Dean, College of Fine Arts	Paul A. Balshaw
Dean, College of Liberal Arts	Deryl Leaming
Dean, College of Science	E.S. Hanrahan
Dean, Community College	F. David Wilkin
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Director, Admissions	James W. Harless
Registrar	Robert H. Eddins
Director, Institutional Research	Michael J. McGuffey
VICE PRESIDENT, ADMINISTRATION	K. Edward Grose
Associate Vice President, Administration	Raymond F. Welty
Director, Plant Operations	vacant
Director, Campus Technology	William S. Deel
Director, Auxiliary Enterprises	Ramona Arnold
Director, Public Safety	Donald L. Salyers
Director, Special Services	Gene Kuhn
VICE PRESIDENT, FINANCE	Herbert J. Karlet
Bursar,	Richard D. Vass
Director, Purchasing and Materials Management	William J. Shondel
Comptroller	Ted W. Massey
VICE PRESIDENT, INSTITUTIONAL ADVANCEMENT	Edward G. Boehm, Jr.
Director, Development	Sue Welty
Director, Alumni Affairs	Linda S. Holmes
VICE PRESIDENT/DEAN, STUDENT AFFAIRS	Nell C. Bailey
Associate Dean/Director of Special Projects	Kenneth E. Blue
Associate Dean/Director of Research	Mary Ann Thomas
Associate Dean/Director Student Financial Aid	Edgar W. Miller
VICE PRESIDENT, HEALTH SCIENCES/DEAN, SCHOOL OF MEDICINE	Charles H. McKown
Associate Dean, Outreach and Development	John B. Walden
Associate Dean, Academic and Student Affairs	Patrick I. Brown
Associate Dean, Finance and Administration	John H. Zizzo
Associate Dean	Thomas W. Kiernan
Associate Dean, Biomedical Graduate Education and Research Development	Gary O. Rankin
Assistant Dean, Curriculum and Evaluation	Linda M. Savory
Dean, School of Nursing	(acting) Jane Fotos
DIRECTOR OF ATHLETICS	William Lee Moon, Sr.

General Information

Marshall University, one of West Virginia's two State universities, encourages individual growth by offering programs and instruction in attainment of scholarship, acquisition of skills, and development of personality.

The university provides students with opportunities to understand and to make contributions to the culture in which they live; to develop and maintain physical health; to participate in democratic processes; to learn worthwhile moral, social, and economic values; to develop intellectual curiosity and the desire to continue personal growth; and to share in a varied cultural program.

Professional, technical, and industrial career studies are available through the various departments of the university.

Marshall also recognizes an obligation to the state and community by offering evening courses, off-campus classes, lectures, musical programs, conferences, forums, and other campus and field activities.

MISSION OF THE UNIVERSITY

Commitment to Graduate and Undergraduate Students

The fundamental responsibility of Marshall University is to make available public higher education to all qualified persons desiring it, regardless of their socioeconomic status, ethnic origin or creed.

The University is committed to offer students the opportunity (1) to seek self-realization consonant with their capacities; (2) to develop effective vocational and professional competencies; and (3) to prepare for responsible participation as members of the local, regional, national and international communities.

Commitment to Scholarship, Educational Innovation and Research

Universities have traditionally included among their obligations the discovery, preservation and transmission of knowledge. Marshall University, like many American universities and colleges, places its major emphasis on the latter two functions, in keeping with its commitment to opportunities for the development of each individual's full potential.

Nonetheless, since the functions of teaching and research are inseparable, Marshall University actively promotes creative scholarship, educational innovation, and basic and applied research. It regards the continuous widening and deepening of knowledge on the part of its faculty as an indispensable preliminary to effective instruction, and it facilitates and encourages innovative teaching practices and curriculum development in all academic areas offered. Marshall University is therefore committed to the value of research in the conventional sense, that is, the discovery and creation of new knowledge (including creative productivity of an artistic nature) and the scholarly application of already existent knowledge to specific practical problems.

Commitment to Community

Recognizing its obligation to the community beyond the campus, Marshall University seeks to serve (1) by cultivating within and beyond the University those qualities needed by an educated citizenry to meet the challenges and responsibilities of societal living; (2)

by providing its students with useful knowledge and skills for careers of effective service to society; (3) by widespread involvement of faculty and students in the life of the community as sponsors of clinics, laboratories, workshops and in service training, as active participants in community programs, and as professional consultants; and (4) by sharing instructional and cultural benefits offered on and off the campus by its own staff and by visiting scholars and artists.

HISTORY

Marshall University traces its origin to 1837, when residents of the community of Guyan dotte and the farming county nearby decided their youngsters needed a school that would be in session more than three months a year. Tradition has it that they met at the home of lawyer John Laidley, planned their school, and named it Marshall Academy in honor of Laidley's friend, the late Chief Justice John Marshall. At the spot called Maple Grove they chose one and one-quarter acres of land on which stood a small log building known as Mount Hebron Church. It had been the site of a three-month subscription school and remained that for another term. Eventually \$40 was paid for the site.

On March 30, 1838, the Virginia General Assembly formally incorporated Marshall Academy. Its first full term was conducted in 1838-39. For decades the fledgling school faced serious problems, most of them financial. The Civil War forced it to close for several years, but in 1867 the West Virginia Legislature renewed its vitality by creating the State Normal School at Marshall College to train teachers. This eased Marshall's problems somewhat, but it was not until the tenure of President Lawrence J. Corbly from 1896 to 1915 that the college began its real growth. In 1907, enrollment exceeded 1,000.

Since then Marshall's expansion has been consistent and sometimes spectacular. The College of Education, first called Teachers College, was organized in 1920 and the first college degree was awarded in 1921. The College of Arts and Sciences was formed in 1924, and the Graduate School was organized in 1948. The College of Applied Science came into being in 1960; the School of Business was formed in 1969. These were merged into the College of Business and Applied Science in 1972. In 1974 the School of Medicine and Associated Health Professions was established. The Community College was organized in 1975 and became the Community and Technical College in 1991, and the College of Science was authorized by the Board of Regents in 1976. In 1977, the Board approved change of name for the College of Arts and Sciences to the College of Liberal Arts, and for the College of Business and Applied Science to the College of Business. In 1978, the School of Nursing was established as a separate entity, the other Associated Health Professions were transferred from the School of Medicine to the College of Science, and the School of Journalism was authorized as a part of the College of Liberal Arts. The most recent addition was the College of Fine Arts in 1984.

Marshall was granted University status in 1961. As of June 30, 1989 alumni numbered approximately 45,000.

Since the formation of the West Virginia Board of Regents in 1969 and now under the University of West Virginia Board of Trustees, Marshall's progress as an urban-oriented university has been given strong impetus. As a result of this support, and because of its own active leadership and its location in the thriving Tri-State Area, Marshall is a university with excellent prospects for future development.

ACCREDITATION

Marshall University is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. The teacher education programs are accredited by the National Council for Accreditation of Teacher Education and the West Virginia State Department of Education. Marshall also is a member of the Council of Graduate Schools in the United States. Academic credits earned at Marshall University are fully standardized for acceptance by all other colleges and universities.

The Department of Chemistry is accredited by the Committee on Professional Training of the American Chemical Society. The Bachelor of Science in Nursing Degree Program is accredited by the National League for Nursing. The News-Editorial Sequence of the School of Journalism is accredited by the American Council on Education in Journalism and Mass Communication. The Department of Music is an accredited institutional member of the National Association of Schools of Music. The Cytotechnology program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association in collaboration with the American Society of Cytology. The Medical Record Technology program and the Medical Laboratory Technician program are accredited by the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association. The Medical Record Association is fully accredited by the AMs Committee on Allied Health Education and Accreditation in Cooperation with the Council on Education of the American Medical Record Association. The School of Medicine is accredited by the Liaison Committee on Medical Education of the American Medical Association and the Association of American Medical Colleges, and the School's Residency Programs in Internal Medicine, Pathology, Transitional Residency, Surgery, Pediatrics, and Family Medicine are accredited by the Accreditation Council for Graduate Medical Education. Continuing Medical Education is accredited by the Accreditation Council for Continuing Medical Education. The Department of Counseling and Rehabilitation, Student Personnel in Higher Education and the Agency Counseling Specialties, is accredited by the Council for Accreditation for Counseling and Related Educational Programs (CACREP). The Legal Assisting Program is American Bar Association Approved. The Athletic Trainer program is approved by the National Athletic Trainer Association. The University is an Agency Member Unit member of the American Home Economics Association. The Plan V Dietetic Program is an approved program of the American Dietetic Association Council on Education Accreditation/Approval, a specialized accrediting body recognized by the Council of Post-secondary Accreditation and the United States Department of Education.

The university is approved for attendance of nonimmigrant international students under the Federal Immigration and Nationality Act, and is approved by the American Association of University Women. Other major organizations in which Marshall holds membership, in addition to those named above, are the American Association for Affirmative Action, American Association of State Colleges and Universities, the American Assembly of Colleges and Schools of Business, the American Association of Colleges for Teacher Education, Association for Schools, Colleges & University Staffing, The American Association of Community and Junior Colleges, the American Council on Education, the American Library Association, the Southern Council on Collegiate Education for Nursing, the Southern Conference, NACUBO-SACUBO, and the National Collegiate Athletic Association.

LOCATION

The campus of Marshall University is located in Huntington, West Virginia, just across the Ohio River from Ohio, and thirteen miles from the Kentucky border. It is served by rail, air, and highway transportation.

DIVISIONS

The university functions through nine divisions: College of Business, College of Education, College of Fine Arts, College of Liberal Arts, College of Science, Community and Technical College, Graduate School, School of Medicine, and School of Nursing.

MARSHALL UNIVERSITY LIBRARIES

The Marshall University Library System consists of the James E. Morrow Library and

two branch libraries: The Health Sciences Library and the Music Library. The James E. Morrow Library, constructed in 1929-31 and extensively remodeled in 1966-69, is a handsome campus landmark of imposing Georgian design and centrally located for campus access. Reader stations are available for 700 students including individual study carrels. The Health Sciences Library is located on the lower level of the Community and Technical College Building and the Music Library is on the first floor of Smith Music Hall. A Chemistry Collection is also located in the Chemistry Department, Northcott Hall.

On June 30, 1990, the Libraries' holdings totaled over one million bibliographic units of which 401,195 were bound volumes of periodicals and monographs. Additional holdings are available in other formats including microforms, cassettes, videos, and recordings. On-line access by author, title, subject and keyword searching is available to collections through VTLS, our automated system. An extensive U.S. Government documents collection of 793,005 publications is organized by the Superintendent of Documents classification.

The Special Collections Department provides materials on West Virginia, the Tri-State area and Appalachian region. Rare books, MU Archives, manuscripts, the Rosanna Blake Library of Confederate History, and the Hoffman Collection of Medical History are also located here.

INSTRUCTIONAL TELEVISION SERVICES

ITV Services is the telecommunication center for the university. Interactive teleconferencing via microwave and satellite is utilized to develop live distribution of courses, seminars, and workshops to and from off-campus locations.

ITV Services is an academic service agency that supports the instructional needs of the faculty through the production and distribution of instructional programming. It produces video training modules for various university departments; assists faculty and staff in the production of presentations for professional meetings, conferences, and conventions; produces university promotional features and public service announcements for broadcast distribution; and furnishes laboratory facilities for students majoring in television production and broadcast journalism.

ITV Services operates a six-channel color cable television distribution system which reaches all classroom buildings on the Marshall campus. A professional staff is available to assist qualified users in developing high-quality television productions. Offices and studios of ITV Services are located in the Communications Building.

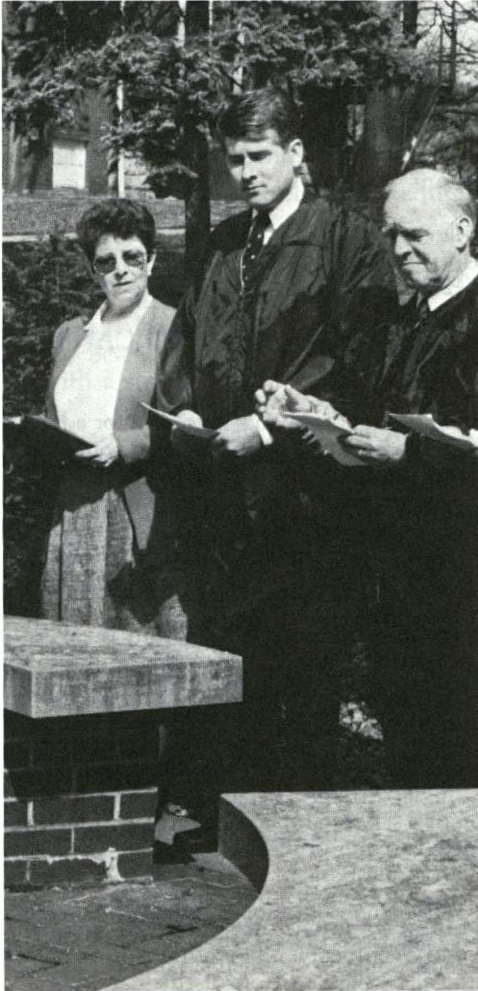
RADIO STATION WMUL-FM

Marshall University's public radio station, WMUL-FM, operating on 88.1 MHz with 1150 watts stereo seven days a week, has been broadcasting since November 1, 1961. WMUL-FM is also West Virginia's first public radio station. This university-wide activity is operated by a volunteer student staff under the supervision of a faculty member from the broadcast curriculum in the Department of Speech. The volunteer staff broadcasts approximately 140 hours per week of entertainment and informational programs of special interest to the region served by the university.

WPBY-TV

Operated by the West Virginia Educational Broadcasting Authority, this noncommercial television station broadcasts public affairs, educational, cultural, and entertainment programs on Channel 33. Main offices are located at the Communications Building on the Marshall University campus, Huntington, and production facilities are located at the Communications Building and at Nitro, West Virginia. WPBY is able to exchange programs live with WNPB, Morgantown, and WSWP, Beckley, through a state-operated interconnection system. WPBY carries local, statewide, PBS, national, and regionally syndicated programs.

In Memoriam



John E. Morton, right, a Marshall alumnus, who served the institution and its students as assistant director of student financial aid from 1972 to 1991.

Admissions

GENERAL ADMISSION PROCEDURE

Persons applying for admission to Marshall University must file an application form provided by the Office of Admissions. All credentials in support of an application should be on file at least two weeks before the opening of a semester or term.

Correspondence and matters pertaining to admissions should be addressed to:

Director of Admissions
Marshall University
400 Hal Greer Boulevard
Huntington, West Virginia 25755-2020
Telephone 1-800-642-3463 (WATS) or 1-304-696-3160

GENERAL REQUIREMENTS OF ALL APPLICANTS FOR ADMISSION

All credentials submitted in support of an application for admission become the property of the university and are not returned to the student. Such credentials include an official transcript of high school and/or college grades, ACT or SAT test scores, immunization record, and the application form for admission. The prospective student is responsible for the submission of all necessary forms and records in support of an application for admission. The Board of Trustees requires all first-time, full-time freshmen to submit the ACT or SAT test scores before they register except those who graduated from high school more than five years ago.

Prospective students are notified as soon as action is taken on their applications.

Admission is for one term only and may be used only for that time. If the student fails to register during the term for which he/she has been admitted, he/she must file another application and provide necessary credentials for any semester or term thereafter.

Admission to the university does not guarantee housing. An application for housing must be submitted after the student has been admitted to Marshall University. All housing arrangements must be made through the Office of Housing.

A housing reservation or a scholarship award or grant-in-aid is void unless the student applies for and is admitted to the university.

Any student admitted on the basis of false and/or incomplete credentials is subject to immediate dismissal from Marshall University.

All students must be fully admitted to re-enroll for succeeding terms.

NOTE: Community and Technical College admission requirements are different. (See Community and Technical College section of this catalog.)

ADMISSION AS FRESHMEN

Regular admission as freshmen is open to all students who have a high school diploma and an overall grade point average of at least a 2.00 (C average) or a composite score of at least 17 on the ACT or a combined score of at least 680 on the SAT and who have completed the 1990 Board of Trustees course requirements. GED scores are accepted for admission (see section on Admission by General Education Development Tests.) (Note: Community and Technical College admission requirements are different. See Community and Technical College section of this catalog.)

Conditional admission may be granted where there is evidence that the applicant

has the potential to complete college-level work successfully. Students admitted conditionally will be evaluated at the conclusion of each semester and will be permitted to continue only if they are in good academic standing as determined by the college to which they have been admitted.

Neither regular nor conditional admissions will ensure the entry of applicants into specific programs.

Students admitted conditionally will be required to report to their respective Deans' offices to be advised regarding the remedial services offered by the university.

The following high school units are required for admission to the university in 1990 and thereafter (except for the Community and Technical College). If a student does not meet the course requirements, see the section on the Transition Program.

Board of Trustees 1990 Admissions Requirements

Units (Years)	Required Units
4	English (including courses in grammar, composition, literature)
3	Social Studies (including U.S. History)
2	Mathematics (Algebra I and higher)
2	Laboratory Science (from Biology, Chemistry, Physics, and other courses with a strong laboratory science orientation)
Strongly Recommended Units	
2	Foreign Language

These units will be required for all freshmen admitted to 4-year programs of study in the Fall of 1990 and thereafter. Students with a 2.70 GPA and ACT of 18 will be admitted to a 4-year degree program.

Admission to the university is not necessarily admission to a particular college or curriculum with the university. Each student must meet the requirements of the college he/she wishes to enter, or of the degree sought.

Entrance into certain programs may entail requirements in addition to those stated above. For example, entrance into the nursing program requires early admission, adequate performance on the ACT or SAT and an interview. Applicants for the nursing program are required to submit two separate application forms and two transcripts, one set to be sent to the Office of Admissions and the other to the School of Nursing. Entrance into the music program requires an audition. Candidates for these programs should consult with the appropriate department chairman.

It is recommended that students interested in earning certain degrees have the following high school units:

- Bachelor of Science degree and pre-professional students • One unit of plane geometry.
- Bachelor of Science in Chemistry degree • Two units of algebra, half unit of geometry, half unit of trigonometry, one unit of chemistry and one unit of physics recommended.
- Bachelor of Science in Nursing degree • Specific information concerning admission is located under School of Nursing.

TRANSITION PROGRAM

Baccalaureate applicants who do not meet one or more of the new admission course requirements will first be admitted to the Transition Program in the Community and Technical College. This Transition Program offers courses which parallel the high school units that comprise the Fall 1990 baccalaureate admission requirements. Transition Program students will be scheduled into classes to satisfy unmet baccalaureate admission requirements as well as other appropriate classes where requirements have been met. All deficient courses must be passed to transfer to a 4-year degree program.

EARLY ENTRANCE POLICY FOR GIFTED AND TALENTED STUDENTS

The Director of Admissions at Marshall University, together with the Director of University Honors, will admit exceptionally able students who have not completed public school for enrollment in university courses on either a full or part-time basis. These students will be supervised by the Director of Honors and will be eligible for all the privileges and opportunities accorded other Honors students.

To qualify for early entrance under this program, students must meet all of the criteria in the category for which they are applying:

Full-time Admission

1. An ACT or SAT test score at least at the 85th percentile.
2. An intelligence test score at least at the 97th percentile or approved T.A.G. participation.
3. A B (3.00) or better overall grade point average.
4. A recommendation from two teachers who are familiar with the student's academic performance.
5. A written plan and agreement to finish the G.E.D. or H.S. diploma prior to graduation at Marshall University.

Part-time Admission

1. An ACT or SAT score at least at the 85th percentile or approved T.A.G. participation or strong evidence of outstanding accomplishment in the discipline in which the student wants to enroll.
2. A B (3.00) GPA in the discipline in which the student wants to enroll.
3. A recommendation by two teachers who are familiar with the student's academic performance or by an expert in the student's talent area.
4. A written plan and agreement to continue in high school during the part-time enrollment.

Admissions Procedure:

Students must submit to the Director of Admissions the normally required application materials for admission to Marshall University as well as those materials required by the Early Entrance program.

EARLY ADMISSION OF ACADEMICALLY OUTSTANDING HIGH SCHOOL STUDENTS

The university admits outstanding high school students who have completed the junior year. This program permits academically outstanding and talented students to accelerate their education by attending the Summer Session between the junior and senior year of high school, or if convenient they may enroll part-time during the senior year. To be eligible for admission under this program a student must:

1. Have completed the junior year of high school.
2. Have a B (3.00) or better overall grade point average, 9th through 11th grades.
3. Have the recommendation of the high school principal.
4. File an application for admission and submit transcripts of high school credits and grades.
5. Be approved by the Director of Admissions.
6. Be enrolled in high school at the time of admission.
7. Pay regular university fees.

For additional information concerning this program, contact the Admissions Office.

THE AMERICAN COLLEGE TEST OR SCHOLASTIC APTITUDE TEST

The Board of Trustees requires all first-time, full-time Freshmen to submit the American College Test (ACT) or Scholastic Aptitude Test (SAT) profiles before they register unless the student graduated from high school more than five years ago. ACT or SAT test scores are used in placing students in sections of English and Mathematics, for scholarship and loan applications, in the academic counseling programs of the colleges and to partially meet NCAA athletic eligibility requirements. High school students are urged to take either test during their first semester of their senior year at the nearest test center. Information and applications may be secured from the high school principal or counselor. The test results should be on file in the Admissions Office before a full-time student plans to participate in orientation or registration.

ACT-ADMISSIONS OPTION FOR FRESHMEN

The ACT Examination may be taken during the junior year of high school or early in the senior year. (Note: Marshall's code number 4526 should be listed). If ACT scores are received at Marshall no later than May 1 of the senior year, an application form will be mailed to the prospective applicant for completion. The high school counselor should confirm the grade-point average, sign the form, and mail it and a high school transcript to the Admissions Office.

If a person choosing the ACT-Admissions Option wishes to apply for financial aid, he/she must take the ACT Examination no later than December of the senior year and request scores to be forwarded to Marshall University (4526).

If a person choosing the ACT-Admissions Option wishes to apply for sports programs, he/she will need to arrange for the grade-point average to be forwarded to the Admissions Office on the transcript mailed at the time of provisional admission. The official transcript of the high school record is required along with a NCAA Core Form.

Admission to the university is not necessarily admission to a particular college, school, or curriculum within the university.

ADMISSION OF TRANSIENT STUDENTS

Any person who is a degree candidate at another collegiate-level institution and wishes to enroll at Marshall for one term to use Marshall credit toward his degree may be admitted as a transient student. That student must submit an application to the Admissions Office and have his/her home college send a letter of good academic standing to the Admissions Office to be admitted.

ADMISSION OF TRANSFER STUDENTS

To be eligible for regular admission, transfer students must have maintained an overall average of C (2.00) or better on all college work previously attempted and must be eligible to return to the institution or institutions from which they wish to transfer. Students attending community colleges who are seeking to transfer into a four-year program must meet the regular criteria for admission.

Any person who has attended another accredited institution of collegiate grade, whether he has earned credit or not, is classified as a transfer student. The university does not at any time or under any conditions disregard college or university credits attempted or earned elsewhere in order to admit an applicant solely on the basis of his high school record. All credentials submitted in support of an application for admission become the permanent property of the university. Credit earned at other accredited colleges and universities is allowed toward a degree if applicable.

The policy regarding transfer of student credits and grades between two-year and four-year institutions in the public higher education system of West Virginia is as follows:

Credits and grades earned for all baccalaureate level courses at any baccalaureate degree-granting institution in the West Virginia state-supported system of higher education shall be transferable to Marshall University.

Seventy-two hours of credits and grades earned for college-parallel courses completed at community colleges or branch colleges may be applied towards graduation at Marshall University.

Transfer students must fulfill the graduation requirements of Marshall University to receive a degree.

Candidates for graduation must have a quality point average of 2.00 or higher on all work attempted at Marshall University. Individual degree programs may have higher standards.

The conversion of credit is a complex process; therefore, it is important to send the credentials for transfer admission a minimum of two months prior to registration. This will help avoid delays before advising and registration can be concluded.

NOTE: A student who attends another institution of collegiate level during the summer session immediately following graduation from high school is admitted as an entering freshman with advanced standing. Also see Community and Technical College Admission.

ADMISSION OF PART-TIME STUDENTS

Part-time students must meet the same admission requirements as full-time students, with the exception of the ACT/SAT requirement, and the measles and rubella vaccination requirement.

ADMISSION OF SPECIAL STUDENTS

Individuals who hold the baccalaureate degree from an accredited institution may enter an undergraduate college or school at Marshall University by completing the application for admission and by presenting evidence of the receipt of the degree, either final transcript or diploma.

ADMISSION OF AUDIT STUDENTS

Auditors must file an application for admission to the university and obtain the permission of the instructor to sit in on the class. The fees for attendance as an auditor are the same as those for other undergraduate students.

NON-DEGREE ADMISSIONS POLICY

Persons who desire university instruction without wishing to become undergraduate degree candidates may be admitted as non-degree students--provided they present satisfactory evidence that they are prepared to take the work desired, such as transcripts, credentials, etc. Before enrolling in a class, non-degree students must obtain the permission of the dean of the college in which the course is being offered.

Non-degree students may apply later as advanced standing degree students by filing the necessary documents, provided they meet the admission requirements described in the current undergraduate catalog. However, work taken as a non-degree student cannot in itself qualify a person for admission as a degree candidate. Credits earned will be evaluated by the dean of the college to determine which courses may be transferred from non-degree to degree credit. The fees for attendance as a non-degree student are the same as those for other undergraduate students. Non-degree enrollment is not available for persons under suspension by the university.

A maximum of 30 semester hours of credit may be taken as non-degree credit by undergraduate students. All non-degree students should complete a non-degree application for admission and register at the scheduled times for registration. Permission to take

classes may be obtained during the registration process.

The non degree student is not eligible for financial aid since he is not working for an undergraduate degree.

ADMISSION BY GENERAL EDUCATION DEVELOPMENT TESTS

Applicants for GED admission, veterans and nonveterans, must be past the age and time of their normal high school graduating class.

Applicants for admission who completed the test in the Armed Forces may have an official copy of their scores forwarded to the Office of Admissions by writing to DAN TES, Princeton, New Jersey 08541.

A GED graduate is admitted to Marshall University on the basis of a standard score of 45 or above on each of the five parts of the test or an average standard score of 50 or above on the entire test.

The test must be taken in the state in which the student is currently residing.

No course credit is granted for completion of the college level GED Test.

MEASLES AND RUBELLA VACCINATION REQUIREMENT

(Board of Trustees Policy Bulletin No. 39)

All full-time undergraduate students of the State System of Higher Education under the jurisdiction of the Board of Trustees who were born after January 1, 1957, except those exempted by this policy statement, shall be required to provide proof of immunity to measles and rubella. To facilitate the implementation of this policy, the student must provide proof of immunity on or before the date of enrollment. The student shall have proof of immunity by the following semester or will not be permitted to enroll in classes.

ADVANCED PLACEMENT EXAMINATION

Marshall University recognizes the examinations of the College Board Advanced Placement Program. A high school senior who participates in the AP program and wishes to have his scores evaluated for credit should have his examination results sent to the Assistant Director of Admissions. Marshall's code is 5396.

The AP examinations are prepared by the College Board, and the papers are graded by readers of the Educational Testing Service, Princeton, New Jersey 08540.

The academic departments at Marshall have determined their particular policies on AP credit. In most cases, credit will be awarded for a score of 4 or 5₁ and some departments will award credit for a 3. Credit will not be allowed for scores below 3. Refer to the following chart for information on individualized examinations.

MARSHALL UNIVERSITY ADVANCED PLACEMENT GUIDE

APTEST	REQUIRED SCORE	CREDIT AWARDED	CREDIT HOURS
Biology	**3 4 or 5	BSC 104 & 105 BSC 120 & 121	8 8
Chemistry	4 5	CHM 211 CHM 211 & 212	3 6
Computer Science	3	CIS 101	3
Economics	3	ECN 241 & 242	6

**Academic department must review essay exam before credit will be awarded.

AP TEST	REQUIRED SCORE	CREDIT AWARDED	CREDIT HOURS
English Lit/Comp or English Lang/Comp	3	ENG 101	3
Government & Politics	**4	PSC 104	3
	5	PSC 104	3
History			
American	4 or 5	HST 330 & 331	6
European	4 or 5	HST 102 & 103	6
Mathematics			
Calculus AB	3	MTH 130	3
	4 or 5	MTH 130 & 131	8
Calculus BC	4 or 5	MTH 131 & 230	9
Physics B or C	**3	PHY 200	3
	4	PHY 201	3
	5	PHY 201 & 203	6

**Academic department must review essay exam before credit will be awarded.

COLLEGE LEVEL EXAMINATION PROGRAM

The College Level Examination Program (CLEP) is offered at Marshall University and enables students who can demonstrate knowledge and/or proficiency in certain fields to reduce the cost in time and money for pursuing a college education by successfully completing CLEP tests for credit. Intensive reading in a particular field, on-the-job experience, or adult education may have prepared the student to earn college credit through CLEP tests and thereby reduce the total amount of course work needed to complete degree programs. In addition, scores on the test may serve to validate educational experience obtained at a nonaccredited institution or through noncredit college courses. Credit completed through CLEP does not count as a part of the 18-hour limit under the Credit/Non-Credit Option. A student expecting to apply CLEP credit toward degree requirements must consult with his or her major department and academic dean. Applications can be obtained in the Admissions Office.

SERVICE MEMBERS OPPORTUNITY COLLEGES

Marshall University has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges and universities providing postsecondary education to members of the military throughout the world. As a SOC member, Marshall recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences.

CREDIT FOR MILITARY EXPERIENCE AND TRAINING

Physical Education for Veterans

Students who have successfully completed Initial Entry Training (Basic Training and Specialty Training), and who have completed at least 12 semester hours at Marshall with a cumulative GPA of 2.0 or better, shall upon their request be granted a maximum of four semester hours of credit in physical education. This credit is to include the general education requirement in physical education and two hours of general electives in the field of health and physical education.

Training Credit

The Commission on Accreditation of Service Experiences of the American Council on Education has developed equivalence credit recommendations for certain kinds of training received in the Armed Forces. This is credit in addition to that for physical education. Evaluation of training in the Armed Forces is done by the Admissions Office.

Veterans should initially contact the Admissions Office concerning receipt of such credit. A copy of the DD Form 214 should be presented at that time with any and all certificates of training, diplomas, or other proof of formal military training.

Veterans should also contact the Military Science Department if they are interested in receiving credit for military service and applying it toward receiving a commission as an Army officer.

United States Marine Corps Platoon Leaders Class

Equivalent credit in Military Science may be awarded for successful completion of the Marine Corps Platoon Leaders Class. Students who have completed this class may apply at the Marshall University, Department of Military Science Office for possible award of credit. Additional information concerning this class may be obtained by writing to:

United States Marine Corps
Officer Selection Office
641 Corporate Drive, Suite 104
Lexington, Kentucky 40503
(606) 223-2446

INTERNATIONAL STUDENTS

Marshall University is authorized under U.S. Federal law to enroll nonimmigrant students with F-1 or J-1 visa status.

International applicants must submit the following documents to be considered for admission:

1. A Marshall University application form, which is obtained by writing to the Director of Admissions, Marshall University, Huntington, West Virginia 25755-2020, U.S.A.
2. Official transcripts in English of all high school, college or university academic credits and grades. The transcripts must be sent directly by the institution attended to the Marshall University Admissions Office.
3. Evidence of proficiency in the English language as indicated by one of the following:
 - a. The Test of English as a Foreign Language (TOEFL) minimum score of 500 reported directly to Marshall University Admissions Office by the Educational Testing Service, Princeton, New Jersey 08540. Results from the test taken more than two years prior to the date submitted will not be considered.
 - b. Michigan Test of English Language Proficiency (MTELP) equated score of 79 minimum.
 - c. Completion of the advanced level in an intensive English language program comparable to level 9 of an English Language School (ELS).
 - d. A degree or diploma from an accredited high school, college or university in which the language of instruction is English.
 - e. English is the official native language of the country of permanent residence (England, Canada, New Zealand, etc.)
4. An affidavit of financial support either from a personal sponsor (parent, relative, friend, etc.) or scholarship agency (government, corporation, etc.) stating the availability of funds and the intention to support the educational and living

expenses of the applicant for the duration of studies at Marshall University. Applicants who are self-supporting should provide a statement so indicating and accompany the statement with documentary evidence (bank statement, letter of employer, verifying study leave and salary arrangements, etc.) that funds are available for study.

5. The American Association of Collegiate Registrars and Admissions Officers (AACRAO) World Education Series Books will be used to determine admissibility of international students.

Upon receipt of the above documents, the applicant's credentials are evaluated and a letter of admission and I-20 Certificate of Eligibility are sent; however, a \$10,000 deposit must be received in the International Students' Program Office before an I-20 form is issued to applicants from countries of proven credit risk, including Ghana, Iran, and Nigeria. Of this deposit, one-half (1/2) of the full-time tuition and fees for one year, and room and board for one year, if contracted with the University, is to remain on deposit as long as the student is enrolled. If the student subsequently moves off-campus, the money held for room and board will be refunded.

All nonimmigrant student applicants currently in the United States are required to submit an "International Student Advisor's Report" which should be completed by an official at the United States educational institution last attended or currently being attended in the United States. Forms may be obtained from the Marshall University Admissions Office.

The International Student Office will provide a list of courses designed to enable students to improve English proficiency and aid them in their studies. Special courses include: Speech 240A, Diction for International Students; and Independent Study Skills offered by the Community and Technical College.

The international student must meet the measles/rubella vaccination requirement of the West Virginia Board of Regents.

International students should address questions regarding their immigration status or other areas to the Coordinator for International Students' Programs, 119 Prichard Hall (304/696-2379).

POLICY STATEMENT: INTERNATIONAL STUDENTS MAJOR MEDICAL INSURANCE .. NON-IMMIGRANT STUDENTS

1. Every non-immigrant student must show proof of having a current major medical insurance policy before being permitted to register each semester for any classes at Marshall University.
2. Proof of coverage shall be provided by the coordinator of International Students in the form of some written notification.
3. Before a non-immigrant student can be exempted from this policy, he/she must show proof of status adjustment to permanent resident.
4. Prior to registering, students may secure information on insurance options from the Associate Dean for Student Affairs or the International Student Coordinator in Prichard Hall.

Adopted by Student Conduct and Welfare Committee, December 7, 1984;
approved by the President, January 22, 1985.

POLICY REGARDING CLASSIFICATION OF STUDENTS AS RESIDENTS AND NONRESIDENTS FOR ADMISSION AND FEE PURPOSES (Board of Trustees Policy Bulletin No. 34)

Section 1 General

11 Scope . Policy regarding residency classification of students for admission and fee purposes.

- 12 Authority - West Virginia Code (18B-1-6 & 18B-1-7 18B-10.
- 13 Filing Date - June 1, 1990
- 14 Effective Date - July 2, 1990
- 15 Repeal of Former Rule - Revises and Replaces Policy Bulletin No. 3 dated February 2, 1971; Policy Bulletin No. 34, April 8, 1986. Repeals Policy Bulletin No. 37, adopted May 1, 1974.

Section 2. Classification for Admission and Fee Purposes

21 Students enrolling in a West Virginia public institution of higher education shall be assigned a residency status for admission, tuition, and fee purposes by the institutional officer designated by the President. In determining residency classification, the issue is essentially one of domicile. In general, the domicile of a person is that person's true, fixed, permanent home and place of habitation. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as is deemed necessary to establish the domicile of a student. The burden of establishing domicile for admission, tuition, and fee purposes is upon the student.

22 If there is a question as to domicile, the matter must be brought to the attention of the designated officer at least two weeks prior to the deadline for the payment of tuition and fees. Any student found to have made a false or misleading statement concerning domicile shall be subject to institutional disciplinary action and will be charged the nonresident fees for each academic term theretofore attended.

23 The previous determination of a student's domiciliary status by one institution is not conclusive or binding when subsequently considered by another institution; however, assuming no change of facts, the prior judgment should be given strong consideration in the interest of consistency. Out-of-state students being assessed resident tuition and fees as a result of a reciprocity agreement may not transfer said reciprocity status to another public institution in West Virginia.

Section 3. Residence Determined by Domicile

31 Domicile within the State means adoption of the State as the fixed permanent home and involves personal presence within the state with no intent on the part of the applicant or, in the case of a dependent student, the applicant's parent(s) to return to another state or country. Residing with relatives (other than parent(s)/legal guardian) does not, in and of itself, cause the student to attain domicile in this State for admission or fee payment purposes. West Virginia domicile may be established upon the completion of at least twelve months of continued presence within the state prior to the date of registration, provided that such twelve months' presence is not primarily for the purpose of attendance at any institution of higher education in West Virginia. Establishment of West Virginia domicile with less than twelve months' presence prior to the date of registration must be supported by evidence of positive and unequivocal action. In determining domicile, institutional officials should give consideration to such factors as the ownership or lease of a permanently occupied home in West Virginia, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering of motor vehicles in West Virginia, possessing a valid West Virginia driver's license, and marriage to a person already domiciled in West Virginia. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against the establishment of West Virginia domicile might include such considerations as the student not being self-supporting, being claimed as a dependent on federal or state income tax returns or on the parents' health insurance policy if the parents reside out of state, receiving financial assistance from state student aid programs in other states, and leaving the state when school is not in session.

Section 4. **Dependency Status**

4.1 A dependent student is one who is listed as a dependent on the federal or state income tax return of his/her parent(s) or legal guardian or who receives major financial support from that person. Such a student maintains the same domicile as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, the dependent student takes the domicile of the parent with whom he/she lives or to whom he/she has been assigned by court order. However, a dependent student who enrolls and is properly classified as an in state student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state.

4.2 A nonresident student who becomes independent while a student at an institution of higher education in West Virginia does not, by reason of such independence alone, attain domicile in this state for admission or fee payment purposes.

Section 5. **Change of Residence**

5.1 A person who has been classified as an out-of-state student and who seeks resident status in West Virginia must assume the burden of providing conclusive evidence that he/she has established domicile in West Virginia with the intention of making the permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements, but also by that person's actions. In making a determination regarding a request for change in residency status, the designated institutional officer shall consider those actions referenced in Section 3 above. The change in classification, if deemed to be warranted, shall be effective for the academic term or semester next following the date of the application for reclassification.

Section 6. **Military**

6.1 An individual who is on full-time active military service in another state or a foreign country or an employee of the federal government shall be classified as an in-state student for the purpose of payment of tuition and fees, provided that the person established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and has at no time while in federal service claimed or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

6.2 Persons assigned to full-time active military service in West Virginia and residing in the State shall be classified as in-state students for tuition and fee purposes. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

Section 7. **Aliens**

7.1 An alien who is in the United States on a resident visa or who has filed a petition for naturalization in the naturalization court, and who has established a bona fide domicile in West Virginia as defined in Section 3 may be eligible for in-state residency classification, provided that person is in the state for purposes other than to attempt to qualify for residency status as a student. Political refugees admitted into the United States for an indefinite period of time and without restriction on the maintenance of a foreign domicile may be eligible for an in-state classification as defined in Section 3. Any person holding a student or other temporary visa cannot be classified as an in state student.

Fees an'd Expenses

GENERAL INSTRUCTIONS

1. The university and its governing board reserve the right to change fees and **rates without prior notice.**
Please Note: All fee listings in the fee section of this catalog show the rates authorized and in effect for the 1990-91 academic year. New rates applicable to the 1991-92 academic year were not available on the date of publication. When the rates for the 1991-92 academic year are authorized and approved, fee schedules will be available in the Office of the Bursar and the Office of the Registrar. The new rates will become effective with the Fall Semester of the 1991-92 academic year.
2. Tuition fees for a regular semester, a Summer Term, an Intersession, and any special class are due and payable to the Office of the Bursar in accordance with dates established and listed in the Marshall University Schedule of Courses, the university's official Bulletin of Course Listings and Registration Instructions as published by the Office of the Registrar for each term of enrollment. Enrollments (registrations) not paid on or before the official due dates will be cancelled and the student will be subject to withdrawal from the university (see Withdrawal/Reinstatement Policy). Reregistration for enrollments not paid by the official due dates will be required when allowed and approved by the appropriate academic dean and the Office of the Registrar.
3. No financial credit will be extended for enrollment fees. The university operates on a cash basis with tuition payments for a regular semester, a summer term, an intersession or special class, being collected in advance. A student's residence hall fee (room and board) is due at a semester rate payable in accordance with dates established by the Office of University Housing. In this catalog see the section on Residence Hall Fees for semester rates. Contact the Office of Housing at 304/696-6765 for reservations and special arrangements, or installment payment requests.
4. Students who are recipients of financial aid through the university's loan or scholarship program, the university's Department of Intercollegiate Athletics, or any governmental agency, or by private loan or scholarship, must complete arrangements for payment through the Director of Student Financial Aid (Room 122, Old Main Building) and the university bursar (Room JOL, Old Main Building). The arrangements must be complete on or before the student's date of registration.
5. Graduate assistants and graduate degree scholarship recipients who are eligible for enrollment fee waivers under the university's fee remission plan, must complete arrangements for the remission of fees with the university's bursar's and the Graduate School Dean on or before the registration date.
6. A student's registration is not complete until all fees are paid. The Bursar accepts cash, money orders, bank drafts and personal checks written for the exact amount of the obligation. All checks must be made payable to Marshall University.
7. A student's registration may be cancelled when payment is made by a check which is dishonored by the bank. A charge of \$10.00 will be made for each check returned unpaid by the bank upon which it is drawn unless the student can obtain an admission of error from the bank. If the check returned by the bank was in payment of tuition and registration fees, and/or residence hall fees, the Office of The Bursar

may declare the fees unpaid and the registration cancelled. In such case, the student may be reinstated upon redemption of the unpaid check and payment of the \$10.00 handling charge and the \$15.00 late registration fee when assessed for late payment. (See Withdrawal Reinstatement policy)

8. A student who owes a financial obligation to the university will not be permitted to enroll in subsequent semesters until the obligation is paid. The full payment of charges and balances outstanding on the books of the university in account with a student will be considered prerequisite to the issuance of any certificate of attendance or credit, the awarding of a diploma, or the conferring of a degree. Checks given in payment of fees, charges, or obligations, or in exchange for currency through a check cashing privilege are accepted by the university subject to bank clearing house procedure. In the event a check is dishonored by a bank, the student will be held responsible for prompt redemption of the check. Failure to properly redeem the check may result in administrative withdrawal. (See Withdrawal Reinstatement policy)
9. Students who withdraw properly and regularly from the institution will receive refunds of fees paid in accordance with the refunding policy which is stated in the schedule of refunds in this section of the catalog.
10. A student who is required to withdraw from the institution for disciplinary reasons may not receive refunds of fees paid.

ENROLLMENT FEES

On-Campus Rates for the 1990-91 Academic Year Undergraduate Courses*

These rates will change effective Fall Semester 1991.

ASSESSMENTS FOR TWELVE SEMESTER HOURS OR MORE**

Regular Semester

	Resident Rate	Metro Fee ¹ Rate	Nonresiden. ² Rates
Tuition Fee ³	\$135.00	\$ 450.00	\$ 450.00
Registration Fee ³	50.00	250.00	250.00
Higher Education Resources Fee ³	412.00	476.00	976.00
Student Activity Fee ³	20.00	20.00	60.00
Student Government Fee ³	35.65	10.25	35.65
Institutional Activity Fee ⁴	78.85	78.85	78.85
Intercollegiate Athletics Fee ⁴	37.50	18.90	37.50
***Total Enrollment Fee	\$769.00	\$1,304.00	\$1,868.00

*NOTE: When undergraduate students enroll in graduate COURSE of instruction, if duance fee n,tq will apply. See the Fee Section of the Marshall University Graduacc Catalog.

NOTE: College of Business Junior and Senior students must add a School of Business Supplement to the enrollment fees. The rates of tuition for full-time enrollments of twelve (12) semester hours or more are \$100.00 to students with a WNa. Residency Classification and \$200.00 to students with a Metro Classification or a non-residency classification. The rates of assessment for part-time enrollments of more than twelve (12) semester hours are \$8.00 per semester hour for students with a WNa. Residency Classification and \$17.00 per semester hour for students with a Metro Classification or a non-residency classification.

1. This is applicable to students with residency classifications in the county of Lawrence, state of Ohio and the counties of Boyd, Carter, Greenup, and Lawrence, state of Kentucky.

2. This is based on the policy statement defining the term nonresident for fee purposes as printed in this catalog under the section entitled Policy Regarding Classification of Students - Resident and Nonresident for Admission and Fee Purposes.

3. Students enrolled for less than twelve semester hours pay a prorated charge calculated in direct proportion to the number of semester hours scheduled. (On MW fifth of the full-time fee multiplied by the number of semester hours scheduled by the student)

4. Students enrolled in a regular semester for seven (7) or more semester hours are required to pay in full the institutional activity fee and the intercollegiate athletics fee. Payment of the two fees are optional to students enrolled for six (6) semester hours or less. See the Table of Assessment for Student Activity Fees.

ENROLLMENT FEES

ON-CAMPUS RATES FOR THE 1990-91 ACADEMIC YEAR

UNDERGRADUATE COURSES

(these rates will change effective Fall Semester 1991)

ASSESSMENTS FOR LESS THAN TWELVE SEMESTER HOURS.

Regular Semester

Hours	West Virginia Resident	Metro ¹	Non-Resident
1-6	\$ 55.00/h,	\$ 101.00/h,	\$ 148.00/h,
7	501.35	804.75	1152.35
8	556.35	905.75	1300.35
9	611.35	1006.75	1448.35
10	666.35	1107.75	1596.35
11	721.35	1208.75	1744.35

TABLE OF ASSESSMENTS FOR STUDENT ACTIVITY FEES - Regular Semester

Institutional Activity Fee, Student Center Fee, Intercollegiate Athletic Fee

	Fees payable in full amount with course loads of seven (7) or more credit hours	Per hour cost of Activity Fees payable at a prorated charge with course loads of less than twelve (12) credit hours -Student Center Fee.
Institutional Activity Fee:		
Artists Series, Convocations and Forums	\$ 9.50	
Birke Art Gallery	.60	
Career Planning and Placement	.30	
Chief Justice	3.05	
Debate	2.05	
Educational Support Services	2.15	
Health Service	21.00	
Identification Card	.35	
Intramural Sports	7.00	
Music Organizations	4.25	
Parthenon	6.00	
Programming Student Activities	10.25	
Student Government	2.40	
Student Legal Aid Program	1.00	
Human Relations Center	4.50	
University Theatre	2.00	
WMU.-Radio	2.45	
Total Institutional Activity Fee	\$78.85	
Student Center Fee:		
Student Center Bonds	\$18.00	\$ 1.50
Student Center Operations	17.65	1.50
Total Student Center Fee	\$35.65	\$ 3.00 per hour cost
Intercollegiate Athletics Fee:	37.50	
Total Activity Fee	\$152.00	\$ 3.00 per hour cost

¹NOTE: College of Business and Junior and non-resident students must add a School of Business Special Fee to the enrollment fees; the rates of all students for part-time enrollment of less than twelve (12) semester hours are \$8.00 per 5 "m = r" hour to students with a WNA. Residence Classification and \$17.00 per semester hour to students with a Metro Classification or a non-residence classification.

¹METRO. Applicable to students with residency classifications in the County of Lawrence, State of Ohio and the Counties of Boyd, Cameron, Putnam and Lawrence in the State of Kentucky.

ENROLLMENT FEES ASSESSMENTS FOR TWELVE SEMESTER HOURS OR MORE *

On-campus Rates for the 1991 Summer Term

Undergraduate Courses

Summer Term (5 weeks) - Normal load - 6 credit hours

These rates will change effective First Summer Term 1992

	Resident of West Virginia Fee Rate	Metro Fee Rate ¹	Nonresident Fee Rate
Tuition Fee ¹	\$135.00	\$ 450.00	\$ 450.00
Registration Fee ¹	50.00	250.00	250.00
Higher Education Resources Fee ¹	412.00	476.00	976.00
Faculty Improvement Fee	20.00	20.00	60.00
Institutional Activity Fee	59.30	59.30	59.30
Student Center Fee	35.65	10.25	35.65
Total Enrollment Fee*	\$711.95	\$1,265.55	\$1,830.95

ASSESSMENTS FOR LESS THAN TWELVE SEMESTER HOURS *

West Virginia Resident • Summer Term (5 weeks)

Rates will change effective First Summer Term 1992

Hours	West Virginia Resident	Metro3	Non-Resident
1-6	\$ 60.00/h,	\$ 106.00/h,	\$ 153.00/h,
7	420.00	742.00	1071.00
8	480.00	848.00	1224.00
9	540.00	954.00	1377.00
10	600.00	1060.00	1530.00
11	660.00	1166.00	1683.00

TABLE OF ASSESSMENTS

STUDENT ACTIVITY FEE

Summer Term (5 weeks)

Institutional Activity Fee, Student Center Fee

	Fees payable in full amount with course loads of twelve (12) or more credit hours	Per hour cost of Activity Fees payable at a prorated charge with course loads of less than twelve (12) credit hours
Institutional Activity Fee:		
Convocations and Forums	\$ 2.00	\$.18
Birke Art Gallery	.60	.04
Educational Support Service	2.15	.20
Health Service	21.00	1.75
Identification Card	.35	.03
Intramural Sports	7.00	.60

*NOTE: College of Business Junior and Senior students; must add a School of Business Student Assessment to the listed enrollment fees. The room, of ment for full-time enrollments of twelve (12) semester hours or more are \$100.00 to students with a WYA. & residency Classification and \$200.00 to students with a Metro Classification or a nonresidency classification. The rate of assessment for part-time enrollments of less than twelve (12) semester hours are \$8.00 per semester hour to students with a WYA. Residency Classification and \$17.00 per semester hour to students with a Metro Classification or a nonresidency classification.

Students enrolled for less than twelve semester hours pay a prorated charge calculated in direct proportion to the number of semester hours scheduled. (One-twelfth of the full-time fee multiplied by the number of semester hours scheduled by the student)
 2. The Table of Assessments for Student Activity Fees. The Student Center Fee and the Institutional Activity Fees are payable as a prorated charge calculated in direct proportion to the number of hours scheduled by the student. (One-twelfth of the full-time fee multiplied by the number of hours scheduled by the student)
 3. Member applicable to students with residency limitations in the county of Wayne, the state of Ohio and the county of Boyd, Carter, Greenup and Lawrence, state of Kentucky.

Parthenon	6.00	.50
Programming Student Activities	10.25	.85
Student Legal Aid Program	1.00	.08
Human Relations Center	4.50	.40
University Theatre	2.00	.15
WMUL-Radio	2.45	.22
Total Institutional Activity Fee	\$59.30	\$ 5.00 per credit hour
Student Center Fee:		
Student Center Bonds	\$18.00	\$ 1.50
Student Center Operations	17.65	1.50
Total Student Center Fee	\$35.65	\$ 3.00 per credit hour
Total Activity Fee	\$94.95	\$ 8.00 per credit hour

ENROLLMENT FEES - OFF-CAMPUS RATES FOR THE 1990-91 ACADEMIC YEAR UNDERGRADUATE COURSES:

Rates will change effective Fall Semester 1991

Resident of West Virginia: \$52.00 per credit hour; Metro student: \$100.15 per credit hour; Nonresident: \$145.00 per credit hour - plus an off-campus course fee of \$40.00 for each course of instruction except courses offered by the Community and Technical College, for enrollments in a regular semester, a 5-week summer term an intercession period or any special class or course. Please note: College of Business Junior and Senior students must add a School of Business Special Fee assessment to the aforementioned fees. The rates of assessment are \$8.00 per credit hour to students with a W.Va Residency Classification and \$17.00 per credit hour to students with a Metro Classification or a nonresidency classification.

RESIDENCE HALLS

Students requesting housing in university residence halls are required to sign a contract to live and eat in the university facilities.

Residence hall contracts are effective for the full academic year, fall or spring semesters or summer terms, and are binding on all students who sign a contract for the period.

The food service plan is not valid during vacation periods. Food service plans (10, 15 or 19 meals per week) become effective on the first day of any given semester or summer term. Meals prior to the first day of classes must be paid in cash.

NOTE: No deduction or refund is made in food service charges unless the student is absent from the campus for more than a calendar week because of personal illness or a university-approved trip. No deduction or refund is made in room charges for absences. Payment for services for room and board are required at the contractual rate. No reduction from the contracted rate will be allowed unless approved in advance by the Housing Office.

RATES¹

REGULAR SEMESTER ASSESSMENT

Rates will change effective full Semester 1991

	Room and Board Total per Semester ¹		
	19-Meal	15-Meal	10-Meal ²
Triple Occupancy			
Buskirk	\$1,578.00	\$1,533.00	\$1,478.00
Twin Towers	1,598.00	1,553.00	1,498.00
Hodges, Laidley, Holderby	1,518.00	1,473.00	1,418.00

¹Room and Board are paid by installment. A \$100 reservation deposit must accompany the application. Of the \$100 amount, \$50 will be applied to the first semester's room and board payment, and \$50 will be held on account as a damage deposit. Contact the Office of Housing at 304/696-6765 for due dates and any special arrangements.
²10-meal plan is available only to Juniors, Seniors, and Graduate students and is effective Monday through Friday only.

Double Occupancy			
Buskirk	1,678.00	1,633.00	1,578.00
Twin Towers	1,728.00	1,683.00	1,628.00
Hodges, Laidley, Holderby	1,633.00	1,588.00	1,533.00
Single Occupancy			
Buskirk	1,923.00	1,878.00	1,823.00
Twin Towers	1,983.00	1,938.00	1,883.00
Hodges, Laidley, Holderby	1,770.00	1,725.00	1,670.00
Other Accommodations-Hodges, Laidley, Holderby			
Triple-two persons	1,718.00	1,673.00	1,618.00
Triple-one person	1,903.00	1,858.00	1,803.00
Double-one person	1,853.00	1,808.00	1,753.00

SUMMER TERM - 5 WEEKS¹

Double Occupancy	
Holderby	510.35
Buskirk	524.70
Twin Towers	540.00
Holderby (Double for one person)	612.08

Single Occupancy	
Holderby	553.15
Buskirk	600.95
Twin Towers	619.70

Rates for Married Students Housing (84 units available)*

Efficiency Apartment	\$185.00*
One Bedroom Apartment (Old Building)	215.00*
Two Bedroom Apartment (Old Building)	245.00*
One Bedroom Apartment (New Building)	290.00•
Two Bedroom Apartment (New Building)	120.00•

*A \$50 damage deposit required. Most units are furnished and utility costs are included in the rental rate. An unfurnished apartment rate is \$20.00 less per month.

NOTE: Reservation for rooms in all residence halls and married students' housing, must be made through the Student Housing Office, Old Main Building.

SPECIAL FEES

Cap and Gown Purchase (Keepsake cap and gown). Purchase at Bookstore.

Associate Degree	
Baccalaureate Degree	
Master's Degree, including hood and gown	
Cap and Gown Rental -Doctor's Degree (payable to the Bookstore)	
Damage Deposit -married students' apartments	\$ 50.00
Residence Hall Rooms -Key Replacement (re-key fee)	\$ 15.00
Residence Hall Rooms -Damage Deposit	\$ 50.00
Residence Hall Rooms -Reservation Deposit	\$ 50.00
Residence Hall Rooms -Long Term Lease Deposit	\$100.00
Residence Hall Rooms -Summer Conference Rate, Single	\$ 8.00
Residence Hall Rooms -Summer Conference Rate, Double	\$ 10.00
Graduation Fees	
Associate Degree	\$ 10.00
Baccalaureate Degree	\$ 15.00

¹A \$50 deposit must accompany application for a room.

Master's Degree	\$ 20.00
First Professional Degree	\$ 25.00
Diploma Replacement Fee	\$ 20.00

NOTE: Graduation fees are due and payable to the Bursar on notification from the dean of the student's college or school. The fee is payable at the rate approved and in effect for the semester or term in which the requirements for graduation are completed.

Handling fee for checks returned by bank unpaid	\$ 10.00
Identification card replacement fee	\$ 3.00
Language/Reading Education Center	
Individual Testing	\$ 10.00
Diagnostic Testing	\$ 50.00
Tutorial Services	\$ 5.00
Late Registration Fee	\$ 15.00

NOTE: Late Registration **Fees** are applicable to payments of tuition accepted by the cashier after the due date for fees.

Library Charges:

I. Photographic Services	
a. Copies from all copiers - per exposure	\$.10
b. Facsimile copies from Microfilm - per copy	\$.15
c. Facsimile copies from Microfiche - per copy	\$.15
2. Overdue books and materials	
a. Media Equipment -one-day loan period, no renewal	
Each day thereafter	\$ 2.00
Audio Cassettes -three-day loan period, one renewal	
Each day thereafter	\$.10
Kits and Slides -three-day loan period, one renewal	
Each day thereafter	\$ 1.00
Video tapes -seven-day loan period, one renewal	
Each day thereafter	\$ 1.00
Pamphlets -fourteen-day loan period, one renewal	
Each day thereafter	\$.10
Microforms, videotape players, and record players do not circulate. Faculty may check out materials for one week, except for equipment.	
b. Books and government documents•two•week loan period, one renewal	
1-7 days	no fine
8th day overdue	\$.10
Each day thereafter	\$.10
Maximum fine	\$ 5.00
c. Reserve Material -Two-hour books and three•day books	
First hour overdue	\$ 1.00
Each hour thereafter	\$.10
Maximum fine	\$ 5.00
d. Payment for Lost Library Materials will include: List price determined from current bibliographical sources,plus a processing fee of	\$10.00
e. Damaged Books	
Whatever costs incurred in rebinding, replacing pages, etc. Books damaged beyond repair will be paid in accordance with the Lost Book Schedule.	
Meal Card Replacement Fee	\$10.00
Nursery School deposit	\$10.00
Nursery School enrollment fee (regular semester)	\$90.00
Summer Term	\$25.00

Orientation Fee, per session (non refundable)		
New Students who attend the orientation program		\$30.00
Parking Fees	Inside	Outside
Per regular semester	\$25.00	\$15.00
Per Summer Term (5 weeks)		\$ 5.00
Pool Rental (per hour), HPER Division		\$25.00
Portfolio Assessment Fee for Regents B.A. students requesting evaluation of their life or work experience for college equivalent credit		\$100/evaluation
Postage charge for mailing yearbook to graduating seniors will be determined from current rates in effect on the mailing date.		
Psychology Clinic Charges	M U Students/Staff	Non-Marshall Clients
Diagnostic Evaluation	\$25.00	\$50.00
Individual Therapy (per hour)	\$10.00	\$20.00
Special Education Program Charges		
Diagnostic Evaluation		\$100.00/person
Tutorial Services for L O Students (Learning Lab) per semester:		
	WVa. Resident	Out-of-State
One time per week for one hour	\$120.00	\$ 240.00
Two times per week for one hour	240.00	480.00
Three times per week for one hour	360.00	720.00
Four times per week for one hour	480.00	960.00
Five times per week for one hour	550.00	1,200.00
Six times per week for one hour	670.00	1,440.00
Seven times per week for one hour	790.00	1,680.00

Special fee for activity card for the use of the spouse of a full-time student
(\$37.50 \ Athletic; \$9.50 Artists Series and convocations and forums) \$47.00

Speech and Hearing Center charges:

All services are free to Marshall University students, faculty and staff and members of their immediate families.

Evaluation

Speech/Language with pure tone air conduction hearing test	\$30.00
Pure tone air and bone conduction hearing test	\$20.00
Speech reception and speech discrimination testing	\$15.00
Middle ear workup including acoustic reflex testing	\$15.00
PI-PB function	\$10.00
Tone decay	\$10.00

Therapy

Individual -

2 one-hour sessions/week - One semester (10-12 weeks)	\$!00.00
2 one-half hour sessions/week - One semester (10-12 weeks)	\$ 50.00
1 one-hour session/week - One semester (10-12 weeks)	\$ 50.00

Group -

12 sessions/week (in addition to individual therapy)	\$ 20.00
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A sliding scale is available to clients for whom the above fee schedule is prohibitive. Arrangements for reduced fees should be made prior to the appointment and may be made by contacting the clinic office manager at (304) 696-3640, Speech and Hearing Center, Room 143, Smith Hall.

Towel Deposit - HPER Department \$ 5.00
 Transcript Fees - Each student receives the first transcript without charge. A charge of \$3.00 is made for each additional transcript.

REMISSIONS OF TUITION AND REGISTRATION FEES

Graduate and Teaching Assistants

Tuition, registration, higher education resources, and faculty improvement fees are waived for graduate assistants approved by the Dean of Graduate School. The Student Activity Fee is not waived and must be paid.

REFUND OF ENROLLMENT FEES

(tuition Fee; Registration Fee, Higher Education Resources Fee, Faculty Improvement Fee, Activity Fees)

REFUND PROCEDURE

During the period for Registration, Late Registration and Schedule Adjustments for a regular semester, a summer term or an intercession period, enrollment fees (tuition fees) will be refunded to students for official complete withdrawals from all classes (courses) for the appropriate enrollment term and classes dropped from the student's course schedule that reduce the student's total scheduled semester hours from full time status to part time status and classes dropped from the student's course schedule in a current parttime status that reduce the student's total scheduled semester hours.

At the conclusion of the Late Registration and Schedule Adjustment period, refunds will be processed only to students who completely withdraw from the semester. The refundable amount will be issued in accordance with refund periods listed below:

ACADEMIC YEAR

First Regular Semester 1991-92

100% Refund Period - April 15 through August 23, 1991, for complete withdrawals from the semester and drops below full-time status.

90% Refund Period • August 26-30, 1991, for complete withdrawals from the semester and drops below full-time status.

90% Refund Period • September 3-6, 9, 1991, only for complete withdrawals from the semester.

70% Refund Period - September 10-13, 16-20, 23, 1991, only for complete withdrawals from the semester.

50% Refund Period - September 24-27, 30, October 1-4, 7, 1991, only for complete withdrawals from the semester.

. . . . no refund after October 7, 1991.

Second Regular Semester 1991-92

100% Refund Period - October 28, 1991, through January 10, 1992, for complete withdrawals from the semester and drops below full-time status.

90% Refund Period. January 13-17, 1992, for complete withdrawals from the semester and drops below full-time status.

90% Refund Period - January 21-24, 27, 1992, only for complete withdrawals from the semester.

70% Refund Period - January 28-31, February 3-7, 10, 1992, only for complete withdrawals **from the semester.**

50% Refund Period - February 11-14, 17-21, 24, 1992, only for complete withdrawals **from the semester.**

. . . . no refund after February 24, 1992.

First Summer Term 1992

100% Refund Period - April 6, through June 5, 1992, for complete withdrawals from the **term and drops below full-time status.**

90% Refund Period - June 8, 1992, for complete withdrawals from the term and drops below full-time status.

90% Refund Period - June 9-11, 1992, only for complete withdrawals from the term.

70% Refund Period - June 12, 15, 1992, only for complete withdrawals from the term.

50% Refund Period - June 16-19, 1992, only for complete withdrawals from the term.

. • . . no refund after June 19, 1992

Second Summer Term 1992

100% Refund Period - April 6 through July 13, 1992, for complete withdrawals from the **term and drops below full-time status.**

90% Refund Period - July 14, 1992, for complete withdrawals from the term and drops below full-time status.

90% Refund Period - July 15-17, 1992, only for complete withdrawals from the term.

70% Refund Period - July 20-21, 1992, only for complete withdrawals from the term.

50% Refund Period - July 22-24, 27, 1992, only for complete withdrawals from the term.

. • . no refund after July 27.

Every student who completes a registration incurs a fee assessment. Normally refund checks are mailed from the Office of the Bursar within a four-week period after the date of withdrawal. In the process of refunding, all refund transactions relative to Enrollment Fees and Residence Hall Fees are reviewed by the Marshall University Student Financial Assistance Office. Proceeds of refunds will first be applied as repayment to scholarship loans or grants awarded to the student through the MU Student Financial Assistance Office. The balance of proceeds, if any, will then be paid to the student less any outstanding obligations due the University by the student.

Refund of Residence Hall Fees:

First Regular Semester: When a room reservation is cancelled in writing prior to July 1, 1991, the \$50.00 reservation deposit will be refunded. Written cancellation of a room reservation after June 30, 1991, and prior to August 24, 1991, the opening day of

housing, will result in a refund of the residence hall fees less the \$50.00 reservation deposit. Voluntary withdrawal from the University and in turn housing and food service on or before August 29, 1991 will result in a refund of fifteen weeks room and board. Withdrawal after August 30, 1991 will result in the forfeiture of all monies paid for room rent. A prorated refund will be processed for the unused portion of the board plan.

Second Regular Semester: Written cancellation of room reservation prior to January 12, 1992, the opening day of housing, will result in a refund of the residence hall fees less the \$50.00 reservation deposit. Voluntary withdrawal from the University and in turn housing and food services on or before January 17, 1992 will result in a refund of fifteen weeks of room and board. Withdrawal after January 17, 1992 will result in the forfeiture of all monies paid for room rent. A prorated refund will be processed for unused portion of a board plan. Please refer to University Housing for specific cancellation information.

Damage Deposit:

The \$50.00 damage deposit, less any damage charges, is refundable when the student severs all ties with the University Residence Halls.

All residence hall refunds must be approved by the Student Housing Office.

Cancellation of Class:

When it becomes necessary to cancel a class by administrative and/or faculty action, a student is granted a full refund of the fee for the class cancelled unless he registers in another course of like value in terms of semester hours. This action does not apply to withdrawals due to disciplinary action or withdrawals due to nonpayment of fees or obligations.

Food Service Plans

Refunds when applicable will be prorated on the basis of a full week of 10, 15, or 19 meals and not on the total number of meals remaining on the meal plan for the semester.

Refunds to students called to armed services -enrollment fee only

Men and women called to the armed services of the United States shall be granted full refund of fees, but no credit, if the call comes before the end of the first three- fourths of the term, and full credit by courses, but no refund of fees, if the call comes thereafter. The term "called to active duty" is herein defined as being called to active duty as the result of the federal activation of a total reserve component or National Guard unit of which the student is a bona-fide member. Such reserve components and guard units are defined as company strength and above.

Student activity fee refunds

The student activity fee is not refundable unless the activity card is returned to the Office of The Bursar on the date of a withdrawal or the date of a schedule change which requires a refund of the student activity fee.

Late fees are nonrefundable.

Off-campus course fee is non-refundable.

WITHDRAWAL/REINSTATEMENT FOR NONPAYMENT OF FEES AND OTHER FINANCIAL OBLIGATIONS

A. ENROLLMENT AND RESIDENCE HALL FEES

1. Upon notice from the Bursar, the Registrar will initiate a complete withdrawal for students not paying fees. The withdrawal will be "Administrative-Nonpayment of Enrollment or Residence Hall Fees" and will be dated to the

census date which is to result in an erasure of all entries on the permanent record.

2. The Registrar will telephone the instructors involved indicating that the student should not be permitted to continue in attendance in the class.
3. The Registrar will send written notification to the student, *his* instructors, and his academic dean that the student has been withdrawn and that the student should not be permitted to continue attendance in the class.
4. If the student fulfills the financial obligation, the Bursar's Office will notify the student and his academic dean. The academic dean will have discretion to determine reinstatement.
In case of reinstatement by the dean, the student, the instructors, the registrar, and the Bursar's Office will be notified in writing immediately.
5. Upon receipt of reinstatement notice from the academic dean, the Registrar will initiate the procedure to reinstate the student in the courses for which the student was enrolled at the time of withdrawal.
6. Students who do not meet their financial obligation for enrollment and residence hall fees will have all entries of that registration on the Registrar's permanent record erased.
7. A student who owes a financial obligation to the university will not be permitted to enroll in subsequent semesters until the obligation is paid. The full payment of charges and balances outstanding on the books of the university, in account with a student will be considered prerequisite to the issuance of any certificate of attendance or credit, the awarding of a diploma or the conferring of a degree.
8. If a student disputes an administrative withdrawal, he/she may file an appeal with the Student Grievance Board through the Vice President for Student Affairs. (The Student Grievance Board is a subcommittee of the Student/Conduct and Welfare Committee). This appeal must be filed before the effective date of withdrawal established by the Bursar. The administrative withdrawal will be suspended until the President of the university acts upon the recommendation of the Student Grievance Board.

B. OTHER OBLIGATIONS

1. Failure to properly fulfill other types of financial obligations may result in administrative withdrawal from the university.
2. Upon notice from the Bursar, the Registrar will initiate a complete withdrawal for a student not paying financial obligations. The withdrawal will be "Administrative-Nonpayment of Financial Obligations" and will be dated with the effective date of processing of the withdrawal. Under these conditions, the procedures outlined under A-2, A-3, A-4 and A-5 above will be followed.
3. Students who do not meet these "Other Financial Obligations" and who are administratively withdrawn from the university will receive the grade determined by the withdrawal policy in effect at the time the administrative withdrawal was initiated.
4. A student who owes other types of financial obligations to the university will not be permitted to enroll in subsequent semesters until the obligation is paid.
5. If a student disputes an administrative withdrawal, he/she may file an appeal with the Student Grievance Board through the Vice President for Student Affairs. (The Student Grievance Board is a subcommittee of the Student/Conduct and Welfare Committee). This appeal must be filed before the effective date of withdrawal established by the Bursar. The administrative withdrawal will be suspended until the President of the university acts upon the recommendation of the Student Grievance Board.

University Housing

t, The university residence halls are designed and staffed to provide a living environment which compliments the educational process of the university. A staff in each residence hall is trained to provide an atmosphere conducive to social, intellectual, and personal development.

REQUIRED HOUSING POLICIES

The West Virginia Board of Trustees policy pertaining to university housing for freshmen and sophomores states that all full-time freshmen and sophomores must live in a Marshall University residence hall unless they reside with their parents and commute from that residence to the main campus. Married students and students who graduated from high school more than two years ago are exempt from this policy.

UNIVERSITY RESIDENCE HALLS

Six residence halls on campus accommodate approximately 2,100 students. Individual halls accommodate from 180 to 500 residents in rooms for two persons. The halls are planned to provide each student with the best possible living and learning conditions. Residence hall government plans social and educational programs and recreational activities in association with trained Residence Life staff members, who provide an opportunity for sound academic and social development. All the halls are located at points convenient to most parts of the campus. Rooms are furnished with study desks and chairs, single beds, window shades, and chests of drawers. Linens, desk lamps, waste baskets and curtains are provided by the students. Pay laundry facilities are available in each hall. Two cafeterias are available in the residence halls. Students may also apply the cash equivalency of their meal plans to purchases in the Student Center cafeteria.

ROOM APPLICATIONS AND RESERVATIONS

A university residence hall application form is automatically sent to a student after his/her application for admission to the university has been accepted by the Office of Admissions. Applications for housing may be made prior to the student's official admission to the university. Housing applications cannot be completely processed until the applicant is admitted. However, the acceptance of a housing application does not constitute a guarantee of admission to the university. Room reservations should be made as early as possible. Applications must be made on an official form and must be accompanied by a deposit of \$100.00. Of this amount, \$50.00 will be applied to the first term's room and board payment, and \$50.00 will be on account as a damage deposit. No citizen of the United States or any other person within the jurisdiction thereof shall, on the grounds of race, color, national origin, sex, age, political affiliation, sexual orientation or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in university housing or food service. In accordance with this, no individual will be excluded from housing on the basis of such factors, nor will such factors, other than sex, be considered in making initial room assignments nor in approving requests for room changes, with the exception that the needs of handicapped students will be evaluated in room assignment decisions.

Students desiring assignment to a "quiet study" floor may so indicate on the

appropriate space on the residence hall application. Depending upon demand, floors or areas of various residence halls may be set aside for students who indicate a need or desire for a more studios atmosphere than the normal residence hall environment.

RESIDENCE HALL LIVING EXPENSES

Room and board costs in university residence halls range from approximately \$1,588.00 (double room with 15 meal plan) to \$1,983.00 (single room with 19 meal plan) per semester, depending on the facility - a total of approximately \$3,176.00 • \$3,966.00 for the academic year. (These figures are tentative and are subject to change without prior notice). Room rents for each hall are found under the title "Fees" in this catalog.

CA CELLATION S AND REFUND

1. The \$50.00 room reservation deposit is nonrefundable after July 1 under any circumstances. The \$50.00 damage deposit will be refunded on written request if no individual room damage has previously occurred.
2. Voluntary withdrawal from the university and in turn housing and food service on or before the first Friday following the official date on which housing becomes available in any semester will result in a refund of fifteen weeks room and board. Withdrawal after the first Friday of any term will result in the forfeiture of all monies paid for room rent. A prorated refund will be processed for the unused portion of the board plan.
3. Failure on the part of the student to submit payment for any semester by the due date may result in cancellation of the specific room reservation but the student is still bound by the housing and food service agreement. Also, the student may be subjected to withdrawal from the university. This provision will also apply to any student who may have canceled a room reservation after the first week of classes of any given semester or summer term.
4. Any student dismissed from the residence hall and/or the university for disciplinary reasons automatically forfeits fees paid for that semester.
5. Payment of room and board fees will be refunded on a prorated basis if the student is denied admission, is declared academically ineligible to return, or is unable to attend the university for medical reasons for one academic semester or summer term.
6. In no event will a student be released from the housing contract for the succeeding semester, whether in attendance or not, unless written notice is delivered in accordance with the following: Junior and Senior level students must complete appropriate paper work obtained from the Housing Office for release consideration from the contract no later than the last official class day of the preceding semester or summer term. Freshman and sophomore level students are bound by the residency requirement. Requests to be released from this requirement must be complete and submitted by July 31 for Fall Semester release or November 15 for Spring Semester release. Release from the Housing Contract and/or residency requirement is not automatic. Any attempt to cancel the housing contract will be void and of no effect unless the student remains absent from and receives no credit for one academic semester subject to written notice by the student, as set forth above, of intent to cancel said contract.

BREAKAGE

In addition to room and board expenses, each resident is required to deposit a \$50.00 damage fee with the university. The fee will be carried forward from year to year and

will be refunded on written request only when the student severs ties with the Housing Office. Students are expected to exercise reasonable care in the use and custody of university property in the residence halls. The cost of repair for any unnecessary or careless breakage or damage to a room or furniture is assessed to the responsible student or students.

HOUSING FOR FAMILIES, SINGLE GRADUATE AND MARRIED STUDENTS

Housing for families, single graduate and married students is provided in 81 furnished family dwelling units owned and operated by the university. The units include a variety of accommodations. The rents range from \$185.00 to \$320.00 per month. (These figures are tentative and are subject to change without prior notice.) Applications may be procured from the Student Housing Office. To be eligible for family-student housing, students must be enrolled for course work as follows: graduate students, 9 hours; undergraduate students, 12 hours. To be assured of space, students should apply at least one year in advance of the semester for which housing is needed.

Single graduate students may apply to live in Building 2 provided space is available after families and married couples have been accommodated.

"DURATION OF HOUSING CONTRACTS

University residence contracts are for the entire academic year, (unless first time enrollment commences in the spring) or for one or both summer terms. Accommodations are also available for intersession classes, short term workshops, and other types of approved activities. Except under conditions explained on page 38, students are responsible for payment of all fees and charges for the entire period of the housing contract.



Student Services

STUDENT AFFAIRS

The Division of Student Affairs provides a variety of educational and administrative services, programs, and activities in support of the academic mission of the University. It is committed to excellence in and integration of curricular and cocurricular activities **to ensure a supportive living, learning environment for the whole student.**

Guiding concepts of the Division are those of human growth and development and personal discipline within an open and supportive environment. The integration of the cognitive and affective dimensions so essential for personal growth are central in all **Student Affairs programs and activities.**

Goals of Division of Student Affairs are as follows:

1. To provide opportunities for students to broaden their cultural perspective and to facilitate the reduction of prejudice.
2. To provide training in leadership development.
3. To critically evaluate functions, objectives, and trends enabling the Division to strengthen services and seek innovative approaches to facilitate the educational process.
4. To identify, reduce, and anticipate organization and personal factors which contribute to unnecessary student attrition.
5. To maintain a timely and efficient management program that allocates resources, provides control of expenditures, and administers programs to meet developmental needs of a diverse student population.
6. To provide personal maintenance and support services and integrate them into the total life of the University community.
7. To encourage and assist individuals in developing goals, problem solving skills, and interpersonal relations skills.
8. To encourage and support participation of students in the University community and the Huntington community at large.
9. To assist in developing a secure and healthful institutional environment.
10. To assist students in clarifying their values, utilizing their leisure time wisely, developing a satisfying lifestyle, and selecting a career.

The Vice President/Dean of Student Affairs is involved in all University matters pertaining to student welfare with primary involvement in matters outside the classroom. The Vice President/Dean of Student Affairs is a member of the President's Cabinet and Provost's Council; helps to assess the learning and social needs of students; recommends ideas to make Marshall a more productive and pleasing environment for students; and supervises a comprehensive Student Affairs Staff.

Four Associate Deans assist in the management and supervision of the various areas and units that comprise the Division of Student Affairs. These areas are: 1. Student Life, 2. Student Development, 3. Student Financial Assistance and 4. Student Affairs Research. Each of these is outlined in the following pages to provide an understanding of programs and services available to enhance student out of class learning. The Vice President/Dean of Student Affairs is located in Room 109, Old Main, telephone 696-6422.

I STUDENT LIFE

The student as a planner, participant, leader, and presenter is best exemplified in the Itta called Student Life. Staff strives to create environments for students where they can practice leadership skills and responsible citizenship, clarify their values, and generally become full participants in the learning process.

Staff provides advising, leadership development, support services in a variety of settings including but not limited to student social-cultural events, student governance, residence hall programs, fraternities and sororities, legal aid, judicial affairs, affairs, and off-campus and commuting students.

The various units within Student Life are as follows:

1. New Student Orientatio'n
2. Residence Halls -Programming and Staff
3. Student Activities
4. Recognized Student Organizations
5. Judicial Affairs
6. Student Governance
7. Student Legal Aid
8. Greek Affairs (fraternities and sororities)
9. Placement Services

The Student Life office is located in the Memorial Student Center, Room 2W31, telephone 696-6420.

Education Records: Privacy Rights of Parents and Students

The Family Educational Rights and Privacy Act of 1974, 93-380, 93rd Congress, H.R. 93-380 authorizes granting to parents and students the right of access, review, challenge, and exception to education records of students enrolled in an educational agency or institution. In accordance with the regulations of the Family Educational Rights and Privacy Act of 1974, Marshall University has adopted a policy to be implemented by all units of the institution. Upon enrollment in the university, the student and/or eligible parent(s) may request a copy of the policy.

Under the Act the student and eligible parent(s) are granted the following rights:

- a. to be informed of the provisions of the Act through adoption of an institutional policy;
- b. to inspect and review the records of the student;
- c. to reserve consent for disclosure except as exceptions are granted in the regulations, i.e., school officials, officials of other schools to which the student seeks attendance, or others as delineated in Section 99.31;
- d. to review the record of disclosures which must be maintained by the university; and
- e. to seek correction of the record through a request to amend the record and to place a statement in the record.

After the student registers for courses, the student and/or eligible parent(s) may request a copy of the policy Education Records: Privacy Rights of Parents and Students from the Student Legal Aid Center, MSC, 2W29.

Complaints of alleged failure by the university to comply with the Act shall be directed to:
The Family Educational Rights and Privacy Act Office
330 Independence Avenue, S.W
Washington, D.C. 20201

The University encourages complainants to lodge a formal complaint with either the Vice President/Dean of Student Affairs, Ombudsman, or the Attorney for Students.

Requests for further clarification on this Act, the regulations, and University policy should be directed to the Vice President/Dean of Student Affairs or Student Legal Aid Center.

Liability

Marshall University, as a state agency, cannot assume responsibility for loss of or damage to the personal property of students. Furthermore, the University cannot assume responsibility for personal injury to students.

Students and their parents are strongly urged to make certain that such matters are covered by their personal insurance. (See Health Insurance)

New Student Orientation

New Student Orientation Programs are conducted during the summer and immediately preceding the fall, spring, and summer terms to help freshmen, transfer students, and their parents learn more about Marshall and meet students, staff, faculty, and administrators. Special orientation programs for returning students (students 25 years of age or older), student athletes, honor students, and others are also conducted during the summer. Faculty members and administrators, with the assistance of students, inform and advise incoming students regarding university policies, regulations, and community life, and assist them in developing their academic schedules and programs. A one time only, non-refundable \$30.00 fee is charged to all new students who attend the Orientation Program.

Each new student should attend one of the orientation programs. For information, please write to New Student Orientation Programs, Office of Student Life, Marshall University, 400 Hal Greer Blvd., Huntington, West Virginia 25755, or telephone 696-2354 or 696-6770.

Renters' Insurance

Student Government offers a student insurance policy to cover personal belongings up to \$2,000, whether the student lives on-campus or off-campus.

Information can be obtained from the Student Government Office in the Memorial Student Center, 696-6435.

Residence Life

The staff of Residence Life Office, in cooperation with the Housing Office, strives to promote a positive environment for students living on campus. As a resident on Marshall's campus, the student can expect many things--a congenial atmosphere and a pleasant surrounding--all to maximize their academic pursuits. Social, recreational and educational activities which enhance residents' academic progress are provided throughout the year.

The residence hall experiences provide a very dynamic aspect of a student's life. For that very reason, local students are encouraged to involve themselves with this option of independent living. Residence halls have and continue to be a unique, vital source of student support groups, new friends and exposure to a wide variety of other cultures.

Living on campus is convenient: No time wasted in commuting; up to 19 meals per week; recreational facilities within or adjacent to the halls; immediate access to study partners; mail service; private telephone; laundry facilities; computer access; and much more (One hall has a sauna!). Residence halls are not just for out-of-townners. The best is for everyone.

Each residence hall is supervised by a Resident Director. On every floor is a Resident Advisor (RA) whose goal is to assure students, new and returning, of a positive and comfortable environment during the transition to communal living, and personal

development. In addition, there are two Minority Assistants to assist all residents in matters pertaining to cultural pluralism. Many Marshall alumni speak fondly of the college years they spent living in the residence halls, the source of many exciting and warm memories. For more information call 696-3183.

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Residence Hall Association

Since a significant portion of the student's time is spent in the residence halls, it is important that she/he participate in influencing the types of programs, procedures, and policies to be instituted. Two governmental units for the residence halls exist. The individual Residence Hall Associations (RHA) are primarily responsible for social and educational programs and advising the Resident Directors about concerns of residents. The other unit, the Inter-Hall Government Council (IGC), is coordinating body of all the RHAs and is primarily concerned with policy and procedure recommendations to the Director of Residence Life. Funding for these governments and activities comes from a voluntary fee collected at the beginning of each year. All general meetings are open to any resident. RHA and IGC elections are held in the spring of each year. Interested residents should contact any member of the Residence Life Office, 696-3183.

Student Activities Programming

A complete college experience involves the development of academic and vocational pursuits, as well as the development of personal and interpersonal skills. Student Activities Programs are designed to help the student develop knowledge and skills for continued growth. Part of the total experience is found in the excitement of working with other students on a programming committee, for example. This not only develops interpersonal relationships and practical work experience, but also provides special training in leadership qualities vital to the student's future success.

The programs chosen and presented by the student committees help to develop a stimulating, creative and enjoyable campus environment, both for the audience and for committee members. The following committees are coordinated by the Campus Entertainment, Unlimited Board:

- Cinema Arts
- Marco's
- Contemporary Issues
- Homecoming
- Springfest
- Special Events

The Student Activities staff and student leaders cooperate with all divisions of the University community in programming to meet student interests as well as educational and informational needs. The office is located in the Memorial Student Center 2W38, 696-6770.

Judicial Affairs

The faculty and administration recognize the rights and responsibilities of students. These include the privilege and obligation of maintaining high standards of social and personal conduct. While encouraging students to develop independence, the University embraces the concept that liberty and license are not synonymous, and it therefore accepts the obligation to maintain standards which will provide for the welfare of the individual and the campus community at large.

For Marshall University to function effectively as an educational institution, students must assume full responsibility for their actions and behavior. Students are expected to respect the rights of others, to respect public and private property, and to obey constituted

authority. A student's registration constitutes acceptance of these responsibilities and standards; thus registration serves as an agreement between the student and the University. Failure to adhere to the policies and conduct regulations of the University places the student in violation of the Marshall University Code of Conduct and may, therefore, subject the student to disciplinary action such as disciplinary warning, a period and degree of probation, suspension, or expulsion. All registered students are subject to the Code at all times while on or about university-owned property, or at university sponsored events.

Students are expected to be thoroughly familiar with the rights, regulations, and policies outlined by the Board of Trustees and all University rules and regulations as expressed in this catalog and in **The Student Handbook**. Copies of **The Student Handbook** are available in the Student Life Office, the Student Government Office, and the office of the Vice President/Dean of Student Affairs.

Student Government

Student Government provides an opportunity for all students to have a *voice* in any program which would make Marshall a better university. Four main objectives of Student Government are:

1. To represent democratically all members of the student body.
2. To provide services. Among services offered are consumer protection information, assistance with off-campus housing, personal property insurance, bus transportation to some home football games, a Student Directory, and various student discounts.
3. To serve as a viable vehicle for organizing the student body energies for projects and causes, such as the Muscular Dystrophy Dance Marathon and the Red Cross Blood Drive.
4. To accurately reflect constituent needs and opinions to students, faculty, and administration.

Student Government is located in Memorial Student Center 2W29, 696-6435.

Student Legal Aid Center (SLAC)

The Student Legal Aid Center employs a part-time licensed attorney and an ombudsman to assist all students. Although the attorney may not represent students in court, he/she offers advice and counseling on all legal matters which concern students, including the areas of landlord/tenant, consumer, domestic relations, contracts, auto accidents, traffic tickets, criminal charges, employment and civil rights.

The campus ombudsman assists students in understanding the various policies and procedures within the University such as grade appeals, judicial board appeals, grievances, mediation, and other areas. The primary role of the ombudsman is to ensure the fair and equitable treatment of students within all areas of the University.

Seminars are usually offered each semester on the topics of landlord/tenant, consumer protection, credit, and others. Brochures such as: Renter's Handbook, How To Sue In A Magistrate Court, Domestic Violence, Divorce/Annulment, Consumer Protection Tips, as well as other informative pamphlets are available free in the Center.

For free and confidential advice stop by Room 2W29 in the Memorial Student Center, or call 696-2366.

No appointment is necessary, but due to the limited office hours maintained, students are encouraged to call ahead.

Hours vary each semester depending on student traffic.

Student Organizations

Over one hundred clubs and organizations are active on the Marshall University campus

offering extracurricular and/or cocurricular activities for students in the following interest areas: departmental, religious, honorary, professional, and social and special interests. For more information, contact the Student Life Office, telephone 696-6420, the Student Activities Office, telephone 696-6770, the Greek Affairs Office, telephone 696-2284, or consult the Guide to Recognized Student Organizations.

Greek Affairs

Greek Life offers the individual student a unique opportunity for personal and inter, personal development. Marshall's fraternities and sororities encourage scholastic achievement and good citizenship from their members, provide opportunities for social growth and provide leadership opportunities within the individual chapters. Greek organizations also encourage involvement and leadership in various campus organizations, sponsor many campus and community service projects, and offer lifelong friendships between the members.

Marshall's Greek system offers 19 fraternity and sorority chapters which are governed by the Interfraternity Council, the Panhellenic Council, and the Black Greek Council. Marshall also employs a Coordinator of Greek Affairs who is responsible for advising Greek organizations. For more information contact the Greek Affairs Office at the Memorial Student Center, Suite #2W31, telephone 696-2284.

Placement Services

The Placement Services' staff provides a multitude of services for underclassmen, graduating seniors, Community and Technical College graduates, alumni, graduate students and professionals of Marshall University.

It is particularly important that students make full use of all available assistance, especially in these times when the search for career employment after graduation has become unusually competitive. By taking advantage of the Placement Services' extensive resources and experience, students will greatly enhance their chances of securing satisfying employment. The services relating to employment skills or information needed in pursuit of employment include:

1. Part-time or Full-time Student Employment

Employers are increasingly impressed by graduates who have had work experience in addition to their academic training. This is particularly true if the work activity is related to career goals. In the employers' estimation, this prior exposure to work provides proof of genuine interest in the career field, more intense knowledge of the field, and reference sources. For this reason, the Placement Services' staff provides employment leads for jobs listed by area citizens and companies. Students may call at Placement Services to review the positions listed and apply if interested and qualified.

2. Summer Employment Assistance

The summer months present another opportunity for students to acquire work experience in addition to defraying college expenses. If students find it difficult to work while attending school, they will find it helpful to use their summers in productive employment. The Placement Staff can help with identification of summer job openings and preparation of resumes, application letters, and interviewing. The experience gained in professionally applying for jobs can, in itself, be invaluable for the postgraduation job search.

3. Special Career Programs

Each year the Placement Services' sponsors career related events which permit students to meet personally with employers in their chosen career fields. Periodically Career Fairs are held in a variety of disciplines such as Business, Health, Social Service, Graduate and Professional School Day and Education. Employers are invited to the campus so students can informally discuss employment or career questions with them.

Another career offering is entitled the Extern Experience. This volunteer program permits students to identify a career field in which they have interest and then be assigned to an actual employer site within the Huntington area. Students spend from 15 to 25 hours with this employer on a no-salary basis to gain valuable insights into the job assignments and requirements, work environment, co-workers' salary ranges, and day to day activities of a particular career. Students can elect to be placed in more than one setting to help them make a valid choice. The sophomore and junior years seem to be the most appropriate time for career researching experiences such as the extern program.

4. Job Search Skills

For graduates in many degree fields the degree simply gives a "ticket to the race." Competition is inevitable in the search for many career positions. One of the very vital service areas of the Placement Services, therefore, involves instruction in conducting a self-inventory of skills and interests, writing a resume and letters of application, interview techniques, company information, addresses of employers, file preparation, and all related aspects of conducting a job search. The ability to present oneself convincingly is especially important.

5. Job Assistance to Graduates (4 year and 2 year)

A primary function of the Placement Services is to assist students in finding a suitable position after graduation. While campus recruiting has diminished somewhat in the last few years, approximately 125 organizations still visit the campus to interview graduating students in many fields. Besides arranging these personal interview opportunities, Placement Services also distributes a bi-weekly Employment Opportunities Bulletin that lists current job openings in human services, education, business and civil service. This bulletin is available for mailing to graduates for a nominal charge even after graduation so that job leads can continue to be received. A very practical knowledge of comparative salaries, fringe benefits, company policies and training can be gained from employment interviewing. Another vital need for graduates seeking career positions is the identification of addresses for contacting prospective employers. Placement Services is a prime source for this information on either a local, state, or national scale.

6. Alumni Assistance

Placement Services does not stop at graduation. In fact, all services available to under graduates continue indefinitely after graduation. The kinds of assistance most commonly sought by alumni are requests for vacancy information and forwarding of personal employment screening data to prospective employers. Alumni are encouraged to seek assistance even if they did not register as Marshall students. Information on any program or service can be obtained by calling (304) 696-2371 or stopping at the Placement Services at 17th Street and 5th Avenue.

II. STUDENT DEVELOPMENT

The Student Development Center is best described as the educational support service

area of the Division of Student Affairs. Its major goal is to enhance and support a student's personal and academic development. This assistance is accomplished through developmental, remedial, and preventive programs, activities, services which include, but are not limited to personal and social counseling; educational and career counseling; reading and study skills development; tutorial services; minority, women and international student programs; health education; returning students and disabled student services.

All units of the Student Development Center are located on the first floor of Prichard Hall (telephone 696-2324) except for the Minority Students Office, located in 1W25 Memorial Student Center, and the Buck Harless Student Athlete Program, located in Rm. 3007 of the Henderson Center.

Counseling Service

The Counseling Services staff offers individual and small group counseling experiences, personal and emotional health seminars, educational support activities such as tutoring, consultation services, career exploration information, and referral services. Career interest and personality testing is available to assist students in evaluating his/her talents, skills, and characteristics. These resources can be utilized to assist students in resolving problems of an educational, personal/social, or career nature. All information discussed is confidential. To schedule an appointment, call 696-3111.

Disabled Student Services

The staff helps disabled students with all aspects of campus living and learning programs and activities. The staff's ultimate goal is for each disabled student to function independently in the educational environment. For additional information, call 696-2271. For additional services available to Community and Technical College students, call 696-3016.

Health Insurance

Student Government endorses a student accident and sickness group insurance plan providing coverage for hospital and medical expenses. The plan provides annual coverage on-campus and away from the University. For additional information contact the Associate Dean of Student Affairs, Prichard Hall, phone 696-2324.

Student Health Education Programs

The Coordinator of Health Education Programs provides information to students to help prevent health problems and to promote a healthy lifestyle. Topics of programs and seminars include substance abuse, family planning, physical fitness, nutrition, and human sexuality seminars. For additional information, call 696-4800.

Student Health Service

Student Health Service (SHS) is provided by John Marshall Medical Services, Inc., an affiliate of the University's School of Medicine. The clinic is located at 1801 Sixth Avenue, one block southeast of the main campus, and is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. The clinic is closed on Saturday, Sunday, and Holidays. After 5:00 p.m. Monday through Friday, all students in need of health care must go to Cabell Huntington Hospital (CHH) Immediate Care Unit, 1340 Hal Greer Boulevard. After 8:00 p.m. on Monday thru Friday and on Saturday, Sunday, and Holidays, all care at the Immediate Care Unit will be considered for validation as "Emergency Care".

Student Health Service will be provided from the first day to the last day of each fall, spring, and summer class session to students who pay full student activity fees and attend classes scheduled between semesters (intersession). Marshall University students who

present current validated activity and identification cards are eligible to use this service. All students are seen on a walk-in, first come, first-served basis. However, appointments are necessary for family planning or contraceptive educational purposes, for which you may call 696-7173. Emergencies will be seen immediately." Services provided include diagnosis and treatment by a physician, and licensed practitioner or physician's assistant, limited routine laboratory procedures, limited routine radiographic procedures, routine physical therapy treatment, and injections for allergies (if vaccines and dosage directions are provided by the private physician of the patient and approved by the staff physicians). New and additional services provided care for chronic illnesses, routine physical examinations on an appointment basis, care for children under the age of 18 and the spouse of students who have paid their Student Health fee. When available, emergency ambulance service is provided for any student by the Department of Public Safety. Community ambulance service, unless requested by the Department of Public Safety, is at the student's expense.

All emergency visits to Cabell Huntington Hospital (CHH) must be validated as emergencies by the Student Health Service. Validation will be based on the time and reasons for the visit on the emergency room report from CHH. Emergency care charges are the responsibility of the student or his/her insurance carrier. However, if the services are validated as an emergency, Student Health will pay up to \$50.00* maximum on charges not covered by the student's insurance carrier. The balance of charges above those covered by the student's insurance carrier and Student Health are the responsibility of the student. If hospitalization is a result of emergency care, the Student Health Service will pay the room fees for one night's hospitalization at CHH at double occupancy rates.

The SHS will pay up to the first \$44.00* of the cost of the initial visit for any referral by a SHS provider to a medical specialist, other than initial psychiatric evaluation which will be up to \$60.00*, of John Marshall Medical Services, Inc. or in the Huntington community. All prescriptions, treatment, and follow-up care that results from the initial specialist consultation, as well as services relating to dental evaluation or repair or refraction for correction lenses, will be at the expense of the student, his or her parent, or insurance carrier. Students' referral billings should be submitted to the Associate Dean of Student Affairs, Room 117, Prichard Hall for determination of payment.

International Students and Scholars Program

International Student Services are designed to help international students adjust to life styles and study habits in a new and sometimes perplexing environment. The staff provides special assistance to students regarding cultural familiarization, language, housing, employment, academic and personal matters, responsibilities as nonimmigrant students, and immigration requirements and procedures. It concentrates on helping international students achieve their educational goals, while providing an insight into American culture through a program of social activities, orientation seminars, and host family visits, in addition to the annual International Festival held each spring. This office also assists nonimmigrant faculty and staff with information on immigration requirements and procedures. Cooperation between the Center for International Studies, MCIE, and the Coordinator of International Students/Scholars Program is ongoing. For additional information call 696-2379.

Minority Students Program

The minority students' staff offers programs that address specific educational, cultural, and social needs of black students. The program's goal is to aid in providing an environment that permits student growth and enriches the university community through various black cultural experiences. Programs related to the understanding of the black political

*Policies and fees are subject to change.

perspective, life style, social life, and educational and professional advancements are characteristic of this office. For additional information, call 696-6705.

Student Support Services Program

The Student Support Services Program is a federally funded program which provides a wide range of academic and cultural enrichment programs to a special identified group of Marshall students. Services are provided which allow students to develop reading and learning skills and to improve study habits. A tutorial component is available to supplement classroom instruction and to help students better understand subject matter in most freshman and sophomore level courses. Counseling is also available to help students in academic planning, social development, and career decision making. For additional information, call 696-3164.

Tutoring Services and Study Skills Development

The Coordinator of Tutoring Services maintains a list of recommended tutors who have been endorsed by their respective departments. Tutoring is supported by a student fee and is therefore not an additional expense for students.

Often students need to improve their study skills in order to complete their classes successfully. The Student Development staff helps students improve study skills through both individual and group processes. A series of workshops are presented each semester which include such topics as time management, preparing for exams, notetaking, getting the most from textbooks, and memory techniques.

For tutoring or study skills help, call 696-6622.

Upward Bound Program

The Upward Bound Program is federally funded by the Department of Education to provide academic/cultural enrichment, and counseling services to identified high school youth in six target high schools in Wayne, Cabell, and Mingo Counties. The overall goal of the program is to motivate academically capable youth to consider a postsecondary program. This goal is accomplished through a variety of services and programming, including a six-week campus residential program. For additional information, call 696-6456.

WV Division of Rehabilitation Services

The WV Division of Rehabilitation Services operates an office on campus to coordinate services to those disabled students under DRS sponsorship. For additional information, please call 696-2394.

Women's Center and Returning Students Program

The Women's Center is an information, resource, and service center for students. Ongoing activities include counseling, information and referral services, weekly seminars on topics of interest for women and returning students, a newsletter, and a resource library. The Center also sponsors speakers, conferences, and arts events, and acts as an advocate for women students, both individually and on a collective basis. "Returning students" is our description of non traditional students over the age of 25 who have "returned" to college after a break in their education. The Center maintains close ties with the Returning Student Organization, and also conducts summer and winter orientations for adults interested in returning to school. Please stop by the Center located in Prichard Hall Room 143, or for additional information, call 696-3112.

Buck Harless Student Athlete Program

The Student Athlete Program is an academic support and personal development program to assist intercollegiate student athletes. The program is dedicated to helping student athletes reach their maximum academic, athletic, and personal development potential.

The Buck Harless Student Athlete Program wants to ensure student athletes succeed to their highest academic ability and to help offset any educational disadvantages resulting from their participation in intercollegiate sports. Inherent in the program is the philosophy that student athletes take responsibility for their own growth and development.

Program goals are to prepare student athletes for viable careers, assist them in securing degrees, and produce responsible citizens.

For additional information call 696-6628.

Substance Abuse Education Program

The SAEP provides seminars and other programs to promote the responsible use of alcohol and to educate the campus community about illegal drugs. Individual counseling and referral are an integral part of this service. For more information call (696)-3111.

III. STUDENT FINANCIAL ASSISTANCE

The staff of Student Financial Assistance at Marshall University assists students in furthering their education through the use of scholarships, grants, low interest loans, and employment. The purpose of the scholarship program is to recognize excellent academic achievement by both incoming freshmen and continuing students. All forms of financial assistance, including scholarships, are administered by the Student Financial Assistance staff, 122 Old Main, in keeping with policies and procedures set forth by the Financial Aid Advisory Council. The Financial Aid Advisory Council assumes that the primary responsibility for financing a college education rests with the student and his/her family. Financial assistance from the University and other sources is viewed as being supplementary to the efforts of the family.

Application for Financial Assistance

All students seeking financial assistance must apply annually.

Students (new and continuing) wishing consideration for academic scholarships or for any of the federally funded financial aid programs must complete and submit an Institutional Application for Financial Aid. To guarantee consideration for an academic scholarship this form must be received in the Office of Student Financial Assistance by February 1. Incoming freshmen and transfer students must also be admitted by February 1.

Students applying for federal "need-based" aid should submit the Institutional Application and the College Scholarship Service's Financial Aid Form (FAF) as soon after January 1 as possible. The FAF will enable us to determine your eligibility for Pell Grants, College Work-Study, Supplemental Educational Opportunity Grants, Perkins Loans, Stafford Loans, WV Higher Education Grants, and other programs noted below. You should complete the FAF in its entirety and mail to Princeton, NJ for processing; be sure to send the appropriate fee, to check the appropriate boxes to ensure Pell and WV Grant consideration, and to code 5396 for Marshall University. The FAF may be obtained in the Office of Student Financial Assistance or from a high school guidance counselor.

Stafford, PLUS and SLS Loan applications may be secured from the Office of Student Financial Assistance or from your local lender.

Financial Assistance Programs

Academic Scholarships - The academic scholarship program is funded through many standing scholarships. Those wishing consideration need only to apply as noted in the preceding section; applications for specific scholarships are not required. Awards are made to students who have the following academic credentials or who meet the criteria designated by a specific academic department. To guarantee consideration, continuing students must maintain a 3.5 grade point average (GPA) at Marshall. Incoming transfer students must have a 3.5 GPA from all prior institutions attended and a 26 ACT Composite Score. Incoming freshmen must have a 3.5 GPA and a 26 ACT Composite Score (in-state students with a 3.35 GPA and a 27 ACT Composite Score or a 3.20 GPA and a 28 or 29 Composite Score will also be considered). Other special groups such as outstanding black high school students, merit scholarship finalists and semifinalists, are awarded annually. Students who have been out of high school for five or more years as of their date of admission and who have a 3.75 high school GPA will be given special consideration. (Please note: Because of funding limitation, only out of state students from Lawrence and Gallia Counties, Ohio, and Boyd County Kentucky are guaranteed consideration for academic scholarships.)

Pell Grant # Pell Grants are intended to provide the "floor" of a student's financial assistance package. During the 1991-92 academic year, the maximum grant is expected to be \$2,300 or sixty percent (60%) of the student's cost of education. The student's eligibility is computed by the U.S. Department of Education, but awards are distributed by the institution.

College Work Study - Marshall University employs students on a part-time basis who need financial assistance to remain in school. Employment is primarily on campus. All year basis. Students generally work 15 hours or less per week.

A limited amount of institutional employment is also available on campus. Students possessing specialized or technical skills are encouraged to apply in accordance with job descriptions as posted. All available positions are posted for a period of ten (10) days at the southeast doors of Old Main.

Supplemental Educational Opportunity Grant - Grants are awarded to needy students who are Pell Grant recipients and who otherwise would be unable to continue their education. Students are not required to repay these grants which generally range from \$200 to \$1200 per year.

West Virginia Higher Education Grant - This grant is used to pay tuition and fees only for in-state residents. Incoming freshmen must complete a separate application, as well as the Financial Aid Form, which must be sent to the West Virginia Higher Education Grant Program.

Perkins National Direct Student Loan # The interest rate for this loan is five percent (5%). The total loan allowable for an undergraduate is \$9,000; total for undergraduate and graduate is \$18,000. Repayment commences nine months after graduation or withdrawal. A \$30.00 monthly payment is mandatory. Students have up to ten (10) years to repay.

Stafford (Guaranteed) Student Loan - Current regulations allow students to borrow up to \$2,625 for each of their first two undergraduate years and then up to \$4,000 per year to a maximum of \$17,250. Graduate and professional students may borrow up to \$7,500 per year to a maximum of \$54,750 including all loans. Interest is currently eight (8) percent through the fourth year of repayment and then adjusts to ten (10) percent on the unpaid principal balance. Repayment begins after graduation or withdrawal.

Supplemental/PLUS Loans • These loans are available to parents of dependent undergraduates, independent undergraduates, and graduate and professional students. Loans of up to \$4,000 per year are available to eligible borrowers. Interest rates are now fluctuating; it begins accumulating immediately. Parents begin repayment within sixty days; students may defer repayment until completing their education.

Special Financial Assistance Concerns

Satisfactory Academic Progress Standards for Financial Aid Eligibility • Undergraduate Students: In order to be able to receive financial assistance, Federal Regulations require that a student be making measurable satisfactory progress toward the completion of his/her degree or program. Marshall University has adopted standards by which to monitor financial aid recipients' academic progress. (These standards insure the proper distribution of financial assistance to eligible students.) The satisfactory academic progress standards for financial aid eligibility are as follows:

Students who have registered for 0-30 credit hours must have completed 50% of the credits registered for and have a cumulative GPA of J.60.

Students who have registered for 31-64 credit hours must have completed 67% of the credits registered for and have a cumulative GPA of 1.70.

Students who have registered for 65-89 credit hours must have completed 75% of the credits registered for and have a cumulative GPA of J.80.

Students who have registered for 90+ credit hours must have completed 80% of the credits registered for and have a cumulative GPA of 2.00.

Academic Progress is, therefore, to be measured in terms of performance, through the grade point average, and in terms of degree of program completion. The above limits eligibility to enrollment through the 160th credit hour. Further, the University limits eligibility for financial assistance to the first twelve (12) regular semesters of full-time enrollment; the first eighteen (18) regular semesters of three-quarter time enrollment; the first twenty-four (24) regular semesters of half-time enrollment or less. A student whose status changes will have his or her maximum period of eligibility determined considering the individual situation. For instance, a student who had enrolled for two semesters at half-time status would have eleven semesters at full-time status remaining or thirteen (13) total semesters. (Please note that regular semesters include only the fall and spring terms and that full-time is enrollment for twelve (12) semester hours or more; three-quarter time includes enrollment for 9, 10, or 11 semester hours; half-time is enrollment for 6, 7, or 8 semester hours.) Eligibility as an undergraduate will cease with the completion of the first baccalaureate degree.

Withdrawing from classes after the drop/add period can have a negative effect on continued eligibility as it can serve to increase the time required to complete one's program. Repetitions will be dealt with according to the University's policy governing grade point averages and will be included in classes registered for and completed. Audits will be dealt with similarly.

Students not meeting the above standards will receive notification from the Director of Financial Aid as soon as such status is discovered. This notification will indicate ineligibility for financial aid, suggest that academic assistance can be found through the Student Development Center and inform the student about his or her right to appeal. All appeals must be made in person to a financial aid advisor.

Students who transfer to Marshall will automatically be considered eligible for assistance during their first semester of enrollment. However, those whose transfer credits or grade point average do not meet the University's standard for satisfactory academic progress will be considered only conditionally eligible. These students will be expected to meet the standards of others with conditioned eligibility (a 2.00 GPA and completion of all classes enrolled for) to remain eligible after the initial semester. Transfer credits will be added to Marshall University credits in determining the maximum period that a student will be considered eligible for aid. In measuring total semesters of eligibility, transfer credits will be divided by twelve (12) at the undergraduate level and six (6) at the graduate level to determine the number of semesters enrolled.

Graduate Students • Satisfactory academic progress will be questioned of graduate

students only when their grade point average drops below 2.00 or the completion ratio drops below 67%. Students will be eligible a maximum of six (6) regular full-time semesters. Students attending on less than a full-time basis will be given a maximum of ten (10) regular semesters of eligibility. (Please note that regular semesters include only the fall and spring semesters and that full-time is enrollment for nine (9) semester hours or more.) Eligibility for graduate students seeking a masters degree will cease with the completion of the first masters degree. Students seeking a second degree at the doctoral or professional degree level will be given consideration on a case by case situation.

Other Assistance Programs Available:

Army ROTC Scholarships • Army ROTC scholarships are offered for four, three, and two years for the pursuit of undergraduate four-year degrees and are awarded on a competitive basis to the most outstanding students who apply.

Four-year scholarships are awarded to students who will be entering college as freshmen. High school seniors should apply for the four-year scholarships by December first of their senior year. Three and two-year scholarships are awarded to students already enrolled in college and to Army enlisted personnel on active duty. Students who attend the Camp Challenge of the Two-Year Program may compete for two-year scholarships while at camp.

Each scholarship pays for up to \$7000 or 80% annually, and required educational fees, and provides a specified amount for textbooks, supplies and equipment. Each scholarship also includes a subsistence allowance of \$100.00 a month up to \$1,000 for every year the scholarship is in effect. The total value of a scholarship will depend upon the tuition and other educational expenses.

Special consideration for an Army ROTC scholarship is given to students pursuing degrees in nursing, engineering, physical sciences, and other technical skills currently in demand by the Army. Students who receive a scholarship will be required to attain an undergraduate degree in the field in which the scholarship is awarded.

All cadets in the Advanced Course receive a subsistence allowance of \$100.00 a month up to \$1,000 for each of the two years (this is not in addition to the subsistence allowance provided to scholarship winners), as well as pay for attending the six-week Advanced Camp. Students attending the Camp Challenge of the Two-Year Program also receive pay for this camp.

Scholarship applications are available through the Department of Military Science by calling 304-696-6450 or coming to Gullickson Hall, Marshall University, Huntington, WV 25701.

Athletic Scholarships, Students wishing information regarding athletic grants, in aid should write to Marshall University, Director of Athletics, P.O. Box 1360, Huntington, WV 25715. Normally such assistance is offered by the Financial Aid Advisory Council after recommendations are received from the Director of Athletics.

Financial assistance recipients who are eligible for refunds of fees paid to the University for tuition, fees, room and/or board will receive a refund only after the assistance disbursed to the student for the payment period has been recovered.

Should you have questions regarding these or other concerns with financial assistance, more specific information is available in the Student Handbook or from the Office of Student Financial Assistance, telephone 1-800-642-3463 (in-state only) or 1-304-696-3162.

V. MARSHALL ARTISTS SERIES

The Marshall Artists Series provides for the educational and artistic enrichment of the university and the surrounding community by presenting recognized national and international artists in the various art forms. Music, dance, drama, lecture, and quality

film lecturers are included in the five divisions of activity: Baxter Series, Mount Series, Forum Series, Special Events, Foreign Film Series and Young Concert Artists Series. In addition, a number of workshops, seminars, master classes, and residencies are scheduled with visiting artists. The concern is global, and programs advance knowledge, understanding¹ and appreciation of the arts and entertainment.

Students with valid Activity Cards may attend all programs at no charge, since these activities are funded in part by the Student Activity Fee. Tickets may be acquired in room IW23, Memorial Student Center. One guest ticket per show is also available at half-price.

Students serve on the Artists Series Advisory Boards. Applications for participation as board members are made to the President of Student Government in Room 2W38, Memorial Student Center.

VI. CLINICAL OPPORTUNITIES FOR STUDENTS

Besides the clinical assistance of various kinds provided by the Division of Student Affairs, certain academic departments of the university offer clinical facilities for students, as described.

Counseling Clinic

The Counseling and Rehabilitation Department provides counseling services to Marshall University students and staff free of charge. Services provided include personal problem counseling and vocational educational and personal decision making. The Clinic is located in Harris Hall; inquiries or appointment requests should be directed to the Department office, 357 Harris Hall, telephone 696-2383.

Learning Center - Community and Technical College

The Learning Center offers a 13 credit hour program (CR/NC) in the development of academic skills, math, writing, reading, spelling, vocabulary, study skills, English as a second language, ORE, SAT, PPST, Michigan Test preparation, and other areas. Each self-paced program is individually designed to the needs of the student. Students may use this course to build basic academic skills, reinforce class work, prepare for future studies, or refresh existing skills. Students may enroll in REA 148 throughout the semester. The Learning Center is located in the Community and Technical College Building, Room 138. For more information call 696-3016.

Psychology Clinic

The Department of Psychology staffs a clinic which provides consultation and services on a wide range of psychological problems for Marshall students, staff, and the general public. A variable fee schedule is negotiable. The clinic is located in Harris Hall and inquiries and appointment requests should be directed to the Department Office in Harris Hall 326, telephone 696-6446. The clinic is staffed by graduate students in clinical training; some faculty services are also available.

Speech and Hearing Center

The Department of Communication Disorders operates the center which provides free assistance to any Marshall student, or any member of their immediate family who wants help with speech and hearing problems.

The Department of Communication Disorders also provides special training for students requesting assistance with dialect change or foreign dialect. People who have foreign dialect or who have non-standard speech patterns not considered to be clinically

significant but which they wish to change may be scheduled in the clinic.

Students admitted to the center come from a screening procedure required as a part of courses in education and Communication Disorders, from self-referral, or by referral from any course instructor.

Consultation, examination, recommendations and treatment are available to the public insofar as time and facilities permit. The center is located in Smith Hall 143, telephone 696-3640.

DEPARTMENTAL STUDENT ACTIVITIES

Band, Orchestra and Choral Groups

All students at Marshall University are eligible to enroll for any of the musical organizations on campus including the Marching Band, Concert Band, Jazz Bands, Marshall Community Orchestra, Chamber Choir, University Chorus, Choral Union, Vocal Jazz Ensemble, Collegium Musicum, Opera Workshop, Wind Ensemble, and various chamber music ensembles. These organizations perform for Marshall University functions, make a number of appearances in the city of Huntington and in West Virginia, and occasionally in neighboring states. Each organization offers the student an enjoyable experience and an opportunity for advancement to higher musical achievement. Those interested in enrolling for any of these organizations should consult first with the Department of Music.

Birke Art Gallery

The Birke Art Gallery is administered by the Art Department in the College of Fine Arts. A wide variety of programming is offered each year, including exhibitions of works by Marshall University undergraduate and graduate students; individual and group shows by regionally, nationally and internationally recognized artists; and slide lectures by visiting artists and art educators. The Gallery is located on 3rd Avenue in Smith Hall. Hours are weekdays 10:00-4:00, Monday evenings 7:00-9:00, and Saturday afternoons 1:00-4:00.

Debate, Individual Events, Speakers Bureau

Marshall University offers a nationally competitive interscholastic forensics program specializing in the areas of debate and individual events. Students are provided with the opportunity to participate in eleven individual speaking events in public communication and oral interpretation activities. Additionally, the forensic program provides competition in value based debate.

Marshall's nationally ranked teams compete against other universities and colleges at invitational tournaments throughout a season that culminates in national championship competitions. All full-time undergraduate students are eligible to tryout for the debate and individual events team.

Students achieving distinction in individual events and/or debate are also eligible for membership in the national forensic honorary, Pi Kappa Delta.

The Speakers Bureau is an honorary service organization offering the Marshall Huntington community programs for social, civic, church, and educational organizations. Speakers Bureau programs include interpretive readings, informative and entertaining speeches. Membership in the Speakers Bureau, open to all Marshall University students, is earned through auditions.

For additional information regarding any of these programs please contact the Director of Forensics in care of the Department of Speech.

Intercollegiate Athletics

The Athletic Department schedules games with institutions having similar academic and athletic standards. Marshall University is a member of the NCAA and the Southern Conference and conforms to their standards.

The Director of Athletics, who reports to the President, is responsible for implementing the athletic policy of the university. The athletic program is advised by the Athletic Committee.

Some athletic coaches also serve as academic instructors, and all are required to have academic degrees.

The university participates in the following intercollegiate sports: Women: basketball, volleyball, tennis, indoor and outdoor track, and cross country; Men: football, basketball, baseball, indoor and outdoor track, cross country, golf, and soccer.

Recreational Sports and Fitness

The recreational sports program at Marshall University is a program of competitive athletics and recreational activities promoted for every student and faculty member on the campus. The program is sponsored jointly from student activity fees and by the Department of Health, Physical Education and Recreation and conducted by the Director of Recreational Sports. It includes a variety of activities in every field of athletics and recreational interests designed for lifelong participation.

Religious Life

Marshall University Campus Christian Center is located on the campus at the corner of Fifth Avenue and Seventeenth Street. Operated jointly by ten denominations, the Center offers opportunities for worship, Christian growth, personal counseling, social fellowship and private study, and is a gathering place for a wide variety of student activities. Five campus pastors have offices in the Campus Christian Center and are available on a walk-in basis.

Student Publications

The Parthenon, the campus newspaper, is published four times a week by students working in the School of Journalism.

The Student Handbook is published annually and contains general information for all students with particular emphasis on information for new students.

The Chief Justice, the university annual, is published by students working in the School of Journalism.

Et Cetera is a campus literary magazine published annually. It is sponsored by the Department of English.

University Theatre

University Theatre, an all-university activity, is under the direction of the Department of Theatre/Dance. Normally five to seven full-length plays and several studio and experimental dramas are produced each year.

University Theatre experience is intended not merely to give training in dramatic skills and techniques, but to develop such qualities as poise, confidence, initiative, self-reliance, and cooperativeness. A further purpose is to encourage appreciation of dramatic literature, thus helping to keep alive the plays which have made dramatic history.

Participation in University Theatre productions is open to all undergraduate or graduate students who are pursuing any degree in the university and are currently enrolled for at least three hours of credit. Non-students may be cast with the approval of the director,

department chairman, and the dean of the College of Fine Arts. Participation in Marshall University Summer Theatre is open to all students in the university and to members of the community.

Learning Resources Center

Designed for use by faculty, staff, and students of the College of Education, the Learning Resource Center, located on the first floor, east wing, of Jenkins Hall, provides print and non-print materials, production facilities, and audiovisual equipment, including videotaping and microteaching facilities.

Higher Education for Learning Problems

H.E.L.P. is an individualized tutorial program for learning disabled students. Assistance with course work, study skills, note-taking skills, and oral testing is available. Graduate assistants conduct tutorial sessions. Remediation in reading and spelling is available from Learning Disabilities Specialists. Application to H.E.L.P. must be made separately from application to the University and should be completed no less than one year in advance. Information from Dr. Barbara Guyer, Special Education, phone (304) 696-2851.



Academic Information

CATALOG TERMS AND DEFINITIONS

Following are definitions of terms used in the academic sections of this catalog.

PROGRAM: A program is a unified, complementary series of courses or learning experiences that lead to a degree.

MAJOR: A major is an area of concentration requiring at least 24 semester credits for completion. It is offered within one department or by a combination of two or more departments.

MINOR: A minor is a program of study outside the major department requiring at least 12 semester credit hours for completion. All courses for a minor are offered within one department with no more than 3 credits at the 100 level.

OPTION: An option is a defined series of courses within a major or degree program that prepares students for a specific profession. Options are found in those majors which are broad enough to accommodate a variety of professional applications.

SPECIALIZATION: A particular line of research or study restricted to a special branch or field of activity within a profession. (In College of Education, what a student is certified to teach. Viewed as a major and/or a minor.)

CONCENTRATION: A sequential arrangement of courses with a specialized emphasis within a major and/or option.

SEQUENCE: Same as Option in the School of Journalism.

CREDIT HOUR: One lecture credit hour is given normally for each 15 classroom contact hours plus 30 hours of outside preparation or equivalent. One laboratory credit hour requires at least 30 hours of laboratory work per one lecture credit plus necessary outside preparation or equivalent. Laboratory experiences are complements to classroom courses that focus on the theory and principles of the discipline. They are organized activities involving the observation and verification of experiments and experimental techniques.

PRACTICUM: A practicum is a learning activity that involves the application of previously learned processes, theories, systems, etc. Generally credit is assigned on the same basis as that of a laboratory.

FIELD EXPERIENCE: Same as Practicum within the Department of Sociology/Anthropology.

INDEPENDENT STUDY: Independent Studies are tutorials, directed and independent readings, directed and independent research, problem reports, and other individualized activities designed to fit the needs of students within the major.

INTERNSHIP: Internships are supervised, off-campus contractual work-study arrangements with external agencies or institutions.

SEMINAR: A seminar is a small group of students engaged in advanced study of the original research or some important recent advancements in the field. Seminars are organized under the direction of a faculty member, and credit is allowed according to university regulations for granting semester-hour credit.

WORKSHOP: Workshops are highly practical, participatory courses usually designed for advanced students or professionals. They provide experience or instruction in a new technique, theory or development in a given discipline. If credit is granted, appropriate university guidelines will be followed.

SPECIAL TOPICS: Special Topics are experimental courses that may be offered twice by a given department with no prior committee approval. Such courses may satisfy

university, college or department requirements toward a given degree and may carry specific requisites. No more than 6 such credits may be applied toward an associate degree and no more than 12 toward a baccalaureate degree.

DEVELOPMENTAL COURSES: Developmental courses assist students in their attainment of selected basic cognitive, psychomotor, or affective skills. These courses may be given for credit but can not be used to satisfy Graduation Requirements.

TRANSCRIPT: A transcript is a copy of the student's permanent academic record. An official transcript can only be issued by the Office of the Registrar. See Transcript of Academic Records for additional information on the procedure for obtaining a transcript.

STUDENT SCHEDULING AND COURSE INFORMATION

Semester Hours

The semester hour is the basis of college credit within the institution. Normally one semester credit hour is given for each 15 classroom contact hours, which usually assumes approximately 30 hours of outside preparation or equivalent. In schedule preparation one semester hour usually represents the credit received for passing a subject scheduled one hour per week in a regular semester. Laboratory courses require the scheduling of two or three hours per week for each semester hour of credit.

Semester Load

To make normal progress toward graduation, the student should complete approximately 16 or 17 semester hours each semester or a proportionate amount during a summer term. Semester loads of 19 or more hours, or summer term loads of 7 or more hours may be taken with permission of the academic dean if not stipulated in a specific degree program.

Schedule Adjustment

Schedule adjustment is the adding or dropping of courses or the changing of class hour or day after a person has registered in any semester or term. The specific Schedule Adjustment Period for any semester or term is defined in the Schedule of Courses for that semester or term. After the conclusion of the defined Schedule Adjustment Period, students are not permitted to add classes or make changes in class hours or days, nor are late registrations permitted except with the permission of the student's academic dean. Dropping of classes after the Schedule Adjustment Period is defined under dropping of courses..

Full Time student

A student carrying at least 12 semester hours of undergraduate courses or a combination of 12 semester hours of undergraduate and graduate courses in a regular semester, or at least 4 semester hours in a five week summer term.

Numbering of Courses

Courses numbered 000-099 are developmental courses and cannot be used to satisfy graduation requirements. Courses numbered 100-199 are primarily for freshmen. Courses numbered 200-299 are primarily for sophomores. Courses numbered 300-499 are primarily for juniors and seniors. Courses numbered 500 and above are for graduate and medical students.

CLASSIFICATION OF STUDENTS

Students who have completed 90 hours or more of college work are classified as seniors. Students who have completed at least 53 hours and less than 90 hours of college work are classified as juniors.

Students who have completed at least 26 hours and less than 53 hours of college work are classified as sophomores.

Students who have completed less than 26 hours of college work are classified as freshmen.

FACULTY-STUDENT ADVISORY PROGRAM

Each student admitted to Marshall University is assigned to a faculty advisor, usually in the field in which the student has expressed an interest. The advisor renders academic guidance by assisting in the preparation of class schedules, by counseling the student in meeting degree requirements, and by checking with the student on academic progress.

Students should always interact with their Academic Advisor prior to the initial registration for any semester or term. Some colleges now require such interaction. See individual college announcement for specific information concerning your college's requirement.

DROPPING COURSES OR COMPLETELY WITHDRAWING FROM THE UNIVERSITY

1. Dropping of Courses

Dropping a course after the schedule adjustment period requires that a drop form bearing appropriate signatures be submitted to the Registrar's office. Appropriate signatures vary with the academic calendar and are as follows:

- A. Dropping a course before the published "W" date requires the signature of the faculty member.
- B. Dropping a course after the published "W" date requires the signature of both the faculty member and the student's academic dean.

Off-campus or night courses may be dropped by mailing a request to drop to the Registrar's office. The postmark on such a request will be the official date of withdrawal.

2. Withdrawal from the University

Withdrawal from the university is defined as dropping all classes for which a student is registered.

Withdrawal requires that a withdrawal form be submitted to the Registrar's office or that a request for withdrawal be mailed to the Registrar's office. It is not possible to withdraw by telephone.

The effective date of withdrawal is the date that the withdrawal form is submitted to the Registrar's office. The postmark on mail requests will be the official date of withdrawal.

The university's refund policies, as stated under "Refund of Fees", require relinquishing of the student activity card at the time of withdrawal.

3. Grades Assigned in Case of Dropping Courses or Withdrawal from the University

In all cases of dropping courses or withdrawal from the university the instructors will report grades as follows:

- A. A student dropping courses or withdrawing from the university on or before the eighth Friday after the first class day of the regular semester will receive a grade of "W". During the summer session the "W" period ends on the third Friday after the first day of class. For eight-week courses and other courses of varying lengths, the "W" period ends on the Friday immediately following the midpoint in the course. Students dropping or withdrawing after the "W" period will receive a "WP" or "WP".
- B. A "W" grade or a "WP" (withdrew passing) grade will have no bearing on

the student's grade point average. A "WF" (withdrew failing) will be the equivalent of an "F" grade.

- C. Students who drop courses without approval, or who do not follow regulations provided in the preceding paragraphs, receive a grade of "F" at the end of the Semester or summer term.
- D. A student who has registered for a class and has never attended it shall receive a grade of "IW" (Irregular Withdrawal). The "IW" grade is not considered in determining the student's quality point average.

4. Final Date for Dropping or Withdrawing

The last scheduled day of classes is the final date for dropping or withdrawing.

5. Military Service

Men and women called to active duty in the armed services of the United States shall be granted full refund of fees, but no credit, if the call comes before the end of the first three fourths of the semester or term, and full credit, but no refund of fees, shall be granted if the call comes thereafter provided, however, that credit as described above will be granted only in those courses in which the student is maintaining a passing mark at the time of departure to military service. The term "called to active duty" is herein defined as being called to active duty as the result of the federal activation of a total reserve component, National Guard unit, or any portion thereof which involves a particular student or an individual who is a bona fide member of the reserve component or a National Guard unit. The final grades, both passing and failing, for three fourths of a semester or more are to be shown on the student's permanent record card.

MANDATORY WITHDRAWAL FOR MEDICAL REASONS

- 1. A student will be subject to a mandatory medical withdrawal if it is determined by the Vice President/Dean of Student Affairs and/or designee that the student is endangering himself or other members of the university community by his/her continued membership in the university community.
- 2. Through an approved designee, the Vice President/Dean of Student Affairs reserves the right to request a complete mental or physical evaluation if it is reasonably believed that said student behavior or health habits warrant it.
- 3. The student shall be referred to the appropriate health physician and a written document of evaluation and recommendations will be requested and forwarded to the university designee. The university will then act upon the evaluation and recommendations with regard to the student's continuation at Marshall University.
- 4. If evaluation supports or indicates a recommendation for a medical withdrawal from the university, the appropriate Student Affairs office will facilitate the withdrawal.
- 5. Students will be accorded an informal hearing before the Vice President/Dean of Student Affairs or a designee to obtain an understanding of the evaluation and rationale for the mandatory withdrawal.
- 6. In the event that the student declines the opportunity for such an evaluation, a withdrawal for medical reasons may be unilaterally effected by the university.
- 7. Withdrawal for medical reasons will be done without academic penalty to the student. Fees will be refunded in accordance with university policy.
- 8. A decision to withdraw may be appealed to the Student Conduct and Welfare Committee or a special subcommittee thereof appointed by the chairperson.

Adopted by Student Conduct and Welfare Committee, December 7, 1984;
approved by the President, January 22, 1985.

COURSE SYLLABI POLICY

During the first two weeks of semester classes (3 days of summer term), the instructor

must provide each student a copy of the course requirements which includes the following items: 1) attendance policy, 2) grading policy, 3) approximate dates for major projects and exams, and 4) a description of the general course content.

This policy may not apply to the following types of courses: thesis, seminar, special topics, problem report, independent study, field work, internships and medical clerkships.

Adopted by University Council, March 12, 1980; amended by Academic Planning and Standards Committee, April 10, 1980; approved by the President, May 5, 1980.

CLASS ATTENDANCE POLICY

It is the responsibility of each individual instructor to evaluate the importance of Student class attendance. Accordingly, each instructor prepares at the beginning of each semester a written statement setting forth his policy for consideration of unexcused absences, make-up examination, and related matters, which will be in force for the semester. This statement is filed with the chairman of the department and a statement of policy on attendance appropriate to each class is read at the first class meeting.

In cases where marked violations of class attendance policy occur, the instructor may notify the dean so that every effort can be made to find and counsel the student whose academic prospects are being jeopardized by non-attendance.

Absences such as those resulting from illness, death in the family, or institutional activities (those approved by the academic deans, such as debate, artistic performances and athletics) are to be excused when a student reports and verifies them to the instructor. For such excused absences, the student should not be penalized.

AUDITING COURSES

Audit students are those who enroll only for purposes of refreshing or acquainting themselves with the material offered in the course. Audit students receive no academic credit. Auditing is allowed only when there is space available in the class and the academic dean having jurisdiction over the course authorizes audit status. Enrollment for audit is limited to the regular registration period for the semester or term. Students who want to audit classes must enroll and pay fees in the same manner and at the same tuition rate as students enrolling for credit. Faculty members wanting to audit courses must secure approval of their dean and the instructor of the course or courses desired and must enroll in the regular manner for such courses.

Attendance and other requirements for auditors shall be determined by the instructor of the course being audited. It is the prerogative of the instructor to notify the respective dean and the Registrar's Office to withdraw the auditor from the class if attendance or other requirements are not met. It is the responsibility of the instructor to discuss the requirements of the course with the auditor.

It is not possible to change a registration from credit to audit or audit to credit after the close of the schedule adjustment period at the beginning of a semester or summer term.

CREDIT/NON-CREDIT OPTION

A student may elect to present a maximum of 18 semester hours of credit on a credit/non-credit basis towards fulfillment of requirements of a baccalaureate degree. Credit completed through the College Level Examination Program (CLEP) does not count as a part of the IS-hour limit under the CR/NC option. The decision to take a course on a credit/non-credit basis must be made during registration and may not be changed after the end of the registration period. Courses taken on this basis must be in areas other than the student's major or teaching specialization.

Some departments and colleges have special regulations regarding CR/NC. The student is advised to consult with the department chairman or the dean of the college prior to registration for *CRINC*.

Courses completed under the CR/NC option are not reflected in the student's grade point average. A course attempted under the option for which a grade of NC is received may be repeated under the option or for a letter grade.

A letter grade of C or better must be achieved to receive a CR grade. For the letter grades of D and F, an NC grade will be recorded.

D & F REPEAT REGULATIONS

If a student earns a grade of uD" or "F¹¹ (including failures due to regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the sixtieth semester hour, and if that student repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his grade point average. The original grade shall not be deleted from the student's record. Marshall University also adds that only by repeating this course for a letter grade and by no other means, including CLEP examination or courses taken under the CR/NC Option, can the original grade be disregarded.

Institutional officials shall make clear to students the fact that this regulation pertains only to graduation requirements and not to such requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education.

Nothing in this policy shall interfere with provisions of Board of Trustees Policy Bulletin No. 60.

Adopted: February 8, 1972

Revised: December 14, 1985

West Virginia Board of Regents Policy Bulletin No. 20
Board of Trustees policy effective July 1, 1989

ACADEMIC FORGIVENESS POLICY

Amended and approved at December 9, 1986, APSC meeting

The academic forgiveness policy allows academic forgiveness of D and F grades for purposes of calculating the grade-point average (GPA) required for graduation. This policy is designed to assist students who previously left college with low grades and will be implemented, provided certain conditions are satisfied, where the D and F repeat rule is not applicable.

The student wishing forgiveness must not have been enrolled on a full-time basis or on a part-time basis for more than 12 credit hours at any higher education institution for a period of five consecutive calendar years prior to the request for academic forgiveness. Only D and F grades received prior to the five-year, non-enrollment period may be disregarded for GPA calculation.

In order to receive a degree or certificate, the student must complete at least 24 additional credit hours through actual coursework from Marshall University after the non-enrollment period, earn at least a 2.0 GPA on all work attempted after the non-enrollment period and satisfy all degree or certificate requirements. Grades disregarded for GPA computation will remain on the student's permanent record.

This policy pertains only to the calculation of the GPA required for graduation and does not pertain to GPA calculated for special academic recognition (such as graduating with honors} or to requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education. The Board of Regents Bachelor of Arts Program is governed by a different forgiveness policy.

To implement this policy, the student must submit a written request to the Dean of

the College in which the student plans to earn a degree or certificate. This request must identify the non-enrollment period and the courses and grades which the student wishes to be deleted from the GPA calculation. The Dean can accept, modify, or reject the student's request and will provide the student with the justification for modification or rejection upon request.

Students who do not normally qualify for readmission because of a low GPA will, if their request for forgiveness is approved, be readmitted and placed on academic probation.

The decision of forgiveness must be made anew whenever the student changes program, department, college or institution.

CREDIT BY EXAMINATION

Credit by examination is granted at Marshall University in many academic departments. Information can be obtained by contacting the chairman in a particular department.

DEAN'S LIST

Students registering for 12 or more hours of courses for which they are receiving letter grades, and who at the end of a semester have a grade average of "B" or above are considered honors students. A list of such students constitutes "The Dean's List" of the undergraduate college of enrollment.

HONORS STUDENTS IN GRADUATE COURSES

Honors students who have attained senior status with an overall grade point average of 3.5 or better are eligible to take courses at the graduate level (500 and 600 series). Forms to accomplish this are available in the Graduate School office. Credit so earned applies to the fulfillment of either graduate or undergraduate degree requirements, but not both. In case of non-honor students, written permission from the Dean, Chairman, and Professor will be required.

Grades received in graduate courses taken by undergraduate students for undergraduate credit will be included in the computation of the student's undergraduate grade point average.

INTER-COLLEGE TRANSFER

All decisions regarding a student's transfer to another college within the university are controlled by the student and the dean of the college to which the student proposes to transfer.

Individuals who are returning to the university from one or more years of active military duty are eligible to enter the college of their choice.

PUBLIC SERVICE INTERNSHIP

The Public Service Internship Program was developed by the Board of Trustees to place qualified students in state government agencies for an off-campus learning period of one semester. Students enrolled in this program work a forty-hour week with an executive agency in a supervised intern program. They also attend a weekly seminar conducted by the state program coordinator and have a directed studies program conducted by their major department at Marshall.

Participants must be full-time enrollees of junior or Senior rank. They also must have the approval of their department chairperson and the university selection committee. Final placement is made by the state program coordinator. For their participation in the program students receive 12 hours of academic credit and an educational stipend.

Academic credit for the program is offered in the following three courses:

488. Directed Studies	3 hours
489. Seminar in Public Service	3 hours
490. Public Service Internship	6 hours

These courses will carry the sponsoring department's designator.

The student's major department will determine how the credit is to be allocated in order to meet departmental requirements. All courses must be taken in order to receive credit. Students interested in this program should contact the Department of Political Science early in the semester prior to the one in which they wish to participate.

EVENING CLASSES

Marshall University helps meet community needs through the Evening Classes. Credit and noncredit courses may be taken for personal, business, cultural, domestic, industrial and recreational improvement.

Classes are provided for those not interested in college credit but who wish to meet for one or more sessions to discuss some topic of vital interest to them in their daily work. A class of 15 or more students is required for a special interest group.

The evening classes serve those who need or want further education for credit or non-credit. It is possible to earn college credit which will serve the needs of those working toward college degrees in various fields of study.

For those who want college credit there are two lines of work:

1. Undergraduate work for high school graduates who wish to improve their employment status through education or those who want to extend their knowledge in some direction or wish to satisfy their intellectual curiosity by following a particular line of studies.
2. Graduate work for those who hold a baccalaureate degree and who wish to work for a master's degree.

CONTINUING EDUCATION

Marshall University regards non-credit, continuing education programs as a very important dimension of higher education. As a state-supported institution, it recognizes an obligation to provide for the people of the Tri-State area certain community services in addition to regular academic offerings.

Continuing Education Units

Marshall University, through the Office of Continuing Education in the Community and Technical College, offers a non-collegiate credit "Continuing Education Unit" program designed to give recognition to persons continuing their education through certain types of short courses, seminars, conferences, and workshops. The program is designed for industry, business, educational, civic, professional, and other groups.

One Continuing Education Unit is defined as: ten contact hours of participation in an organized continuing educational experience under responsible sponsorship, capable direction and qualified instruction.

Continuing Education Units may be awarded as whole units or as whole units plus tenths of units. Awards may be made for less than ten contact-hours of work.

Continuing Education Units are appropriately awarded for only non-credit work and cannot legitimately be considered for conversion to college credits nor can college credits be legitimately converted to CEU's.

A separate permanent record will be maintained by the university of all CEU's earned.

For further information, please contact the Director of Continuing Education, Marshall University Community and Technical College, 696-3113.

ACADEMIC COMMON MARKET Out-of-State Programs at Reduced Tuition

West Virginia provides for its residents who wish to pursue academic programs not available within the State through the Academic Common Market and through contract programs. Both programs provide for West Virginians to enter out-of-state institutions at reduced tuition rates. Contract programs have been established for study in veterinary medicine, optometry, architecture, and podiatry; the Academic Common Market provides access to both baccalaureate and graduate programs not otherwise available in West Virginia. The programs are restricted to West Virginia residents who have been accepted for admission to one of the specific programs at designated out-of-state institutions. Further information may be obtained through the Office of the Provost, the Graduate School Office, Old Main 113, or the Board of Trustees.

ACADEMIC PUBLICATIONS OF THE UNIVERSITY

The university issues seven bulletins annually: *the* General Undergraduate Catalog, the Catalog of the Graduate School, the School of Medicine Bulletin, the admission bulletin, the schedule of courses for each semester, and the summer session bulletin. Other special publications are issued from time to time.

GRADE INFORMATION AND REGULATIONS

GRADES AND QUALITY POINTS

The following system of grades and quality points is used within the institution:

- A. For superior performance. Four quality points are earned for each semester hour with a grade of A.
- B. For performance distinctly above the average in quality. Three quality points are earned for each semester with a grade of B.
- C. For performance that is average quality. Two quality points are earned for each semester hour with a grade of C.
- D. For performance of below-average quality. One quality point is earned for each semester hour with a grade of D.
- F. Failure, given for unsatisfactory work. Zero quality points.
- W. Withdrawn on or before the eighth Friday after the first class day of the regular semester or the third Friday after the first class day in the summer session.
- WP. Withdrawn passing after the "W¹" period.
- WF. Withdrawn failing after the "W" period. A WF is equivalent to an F. Zero quality points.
- I. An I grade (Incomplete) is given to students who do not complete course requirements because of illness or for some other valid reason. The I grade is not considered in determining the quality point average. The student has the responsibility of completing the work within the period defined by the instructor, not to exceed twelve calendar months from date of receipt of the incomplete. **If** the work is completed satisfactorily, one of the four passing marks will be awarded. If the work is unsatisfactory or the student fails to complete the work within the twelve-month period, an F or failing grade will be recorded. If the student originally enrolled in the course under the Credit/No Credit Option, the removal will be under the same option in certain previously approved situations. An incomplete grade may be removed by repeating the course within the twelve-month period. All grades remain on the student's permanent record as originally submitted by the course instructor. Any grade change is added to the permanent record.

JW. Irregular Withdrawal. A student who has registered for a class and has never attended it shall receive a grade of "IW" (Irregular Withdrawal). The "IW" grade is not considered in determining the student's quality point average.

CR/NC. Recorded as CR (for satisfactory performance) or NC (for unsatisfactory performance) for courses elected by the student for the credit/non-credit option or **for courses designated by the department chairperson for credit/no credit grading.** CR and NC are not considered in determining the quality point average.

GRADE APPEAL POLICY, ACADEMIC PROBATION, ELIGIBILITY FOR SCHOLASTIC DEFICIENCIES, AND ACADEMIC DISHONESTY

Marshall University's policies in the above areas are in keeping with Board of Trustees Policy Bulletin No. 60, which is reproduced in its entirety following this section. The Academic Rights and Responsibilities of Students policy statement which follows provides details with respect to student rights and procedures on these and similar matters relating to academic appeals.

Marshall University Academic Rights and Responsibilities of Students

This policy statement implementing Board of Trustees Policy Bulletin No. 60 (April 8, 1986) supersedes previous Marshall University Undergraduate Catalogs which concern grade appeals, academic dishonesty, and any other procedures relating to academic appeals. Consult the most recent undergraduate catalog for the latest appeal procedures.

I. Statement of Philosophy

Marshall University is an academic community and as such must promulgate and uphold various academic standards. Failure of a student to abide by such standards may result in the imposition of sanctions pursuant to Policy Bulletin No. 60 of the University of West Virginia Board of Trustees. A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by Marshall University, accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill course work and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program.

II. Definitions:

- A. Academic Dean: the chief academic officer of the student's college, program, or school or his/her designee who will also serve in an advisory capacity to the student. The student is encouraged to contact his/her academic dean for guidance on any appeal procedure.
- B. Academic Deficiency: failure to maintain the academic requirements and standards as established by Marshall University and its constituent colleges and schools other than those relating to academic dishonesty. This shall include but is not limited to the criteria for maintenance of satisfactory academic progress, i.e. quality point average, special program requirements, professional standards, etc.
- C. Academic Dishonesty: any act of a dishonorable nature which gives the student engaged in it an unfair advantage over others engaged in the same or similar course of study and which, if known to the classroom instructor in such course of study, would be prohibited. This shall include, but is not limited to, the following: securing or giving unfair assistance during examinations or required work of any type; the improper use of books, notes, or other sources of information; submitting as one's own work or creation of any oral, graphic, or written material wholly or in part created by another; securing all or any part of assignments or examinations in advance of their submission to the class by the instructor; altering of any grade or other academic record; and any other type of misconduct or activity which manifests dishonesty or unfairness in academic work. Each classroom instructor may modify the general definition of academic dishonesty to fit the immediate academic needs of a particular class, provided the instructor defines, in writing, the details of any such departure from the general definition.
Academic dishonesty also includes conspiring with or knowingly helping or encouraging a student to engage in academic dishonesty.
- D. Day: shall refer to a calendar day.
- E. Limited Enrollment Program: any academic program which imposes admissions requirements in addition to general admissions to the University.
- F. Student: any undergraduate student who has been admitted to and is currently enrolled in a course or in a certificate or degree program at Marshall University or for whom the institutional appeal period has not expired. Students enrolled in the undergraduate Nursing Program will follow these procedures.

- G. University Community: faculty, staff, or students at Marshall University.
- H. President's Designee: Provost.
- I. Provost: refers to the Chief Academic Officer.
- J. Appeal Deadlines: the time allowed for each level of appeal. There will be no time extensions unless granted by the Academic Appeals Board for good cause. If the appeals do not meet the established deadlines, the issue is no longer appealable.

III. Student Academic Rights:

Concomitant with other academic standards and responsibilities established by Marshall University and its constituent colleges and schools, each student shall have the following academic rights:

- A. The student shall be graded or have his/her performance evaluated solely upon performance in the course work as measured against academic standards.
- B. The student shall not be evaluated prejudicially, capriciously, or arbitrarily.
- C. The student shall not be graded nor shall his/her performance be evaluated on the basis of his/her race, color, creed, sex, sexual orientation, or national origin.
- D. Each student shall have the right to have any academic penalty, as set forth herein, reviewed pursuant to the procedures in Section V. Except in those cases where a specific time is provided, this review shall occur within a reasonable time after the request for such review is made.
- E. Each student shall have access to a copy of a university catalog or program brochure in which current academic program requirements are described (e.g., required courses, total credit requirements, time in residence requirements, minimum grade point average, probation standards, professional standards, etc.).
- F. Each student shall receive from the Instructor written descriptions of content and requirements for any course in which he/she is enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and cost, grading criteria, standards and procedures, professional standards, etc.)
- G. The instructor of each course is responsible for assigning grades to the students enrolled in the course consistent with the academic rights set out in the preceding sections.
- H. Marshall University and its constituent colleges and schools are responsible for defining and promulgating:
 1. the academic requirements for admission to the institution, for admission to limited enrollment programs, and for admission to professional and graduate degree programs,
 2. the criteria for maintenance of satisfactory academic progress, for the successful completion of the program, for the award of a degree or certification, for graduation,
 3. the requirements or criteria for any other academic endeavor, and the requirements for Student academic honesty, consistent with the policies, rules, and regulations of the Board of Trustees and with the fundamentals of due process, and
 4. probation, suspension, and dismissal standards and requirements.
- I. Normally, a student has the right to finish a program of study according to the requirements under which he/she was admitted to the program. Requirements, however, are subject to change at any time, provided that reasonable notice is given to any student affected by the change.

IV. Academic Sanctions

A student who fails to meet the academic requirements or standards, or who fails to abide by the University policy on academic dishonesty, as defined by Marshall University and its constituent colleges and schools may be subject to one or more of the following academic sanctions:

- A. A lower final grade in or failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences, any or all of which may be imposed by the instructor of the course involved).
- B. Academic Probation:
 1. For Academic Deficiency:
 - a. Undergraduate Students

Any student who has less than a 2.0 grade point average on course work attempted at Marshall University and/or any approved course work transferred from another institution shall be placed on academic probation. Normally, the student will be permitted to enroll in no more than thirteen (13) hours.

In addition, a student placed on academic probation shall abide by such further conditions or restrictions imposed upon him/her pursuant to policies promulgated by the college or school in which he/she is enrolled as provided in Sec. III, H of this policy.
 - b. Graduate Students:

Graduate students should consult the appropriate Graduate School publications for the description of this sanction.
 - c. Medical Students:

Medical School students should consult the appropriate Medical School publications for the description of this sanction.
 2. For Academic Dishonesty

In those cases in which a student has been found guilty of academic dishonesty he/she may be placed on academic probation for a period of time not to exceed one academic year. During this period the student is given an opportunity to prove that he/she can become a responsible and positive member of the University community. Conditions and restrictions for probation may be imposed, as deemed appropriate, including but not limited to:

- a. Exclusion from representation of the University in any extracurricular activities such as intercollegiate athletics, debate teams, university theatre, band, etc.; however, the student may participate in informal activities of a recreational nature sponsored by the University.
- b. Self-Improvement: A program of self-development will be planned in conjunction with a faculty or staff person assigned in a counseling/guidance capacity.
- c. Surrender of Student Activity Card: Upon request the Student Activity Card is to be yielded to the Provost and all rights and privileges pertaining thereto forfeited for a specified period of time not to exceed one academic year.

A student violating any term of academic probation while on such probation will be subject to further academic sanction up to and including academic dismissal from the University.

C. Academic Suspension:

1. For Academic Deficiency:

a. Undergraduate Students

A student who has a deficit of twenty (20) or more quality points and who does not receive better than a 2.0 average on all work attempted during the semester in which the student last enrolled may be suspended and may not enroll during the next regular academic semester. Individual colleges and schools may impose additional suspension requirements pursuant to policies promulgated in accordance with Sec. III, H of this policy.

b. Graduate Students

Graduate students should consult college and program publications for a description of the conditions under which academic suspension may be imposed for academic deficiency.

c. Medical Students

Medical School students should consult Medical School publications for a description of the conditions under which academic suspension may be imposed for academic deficiency.

2. For Academic Dishonesty:

In those cases in which a student has been found guilty of academic dishonesty he/she may be academically suspended for a period of time not to exceed one academic year. During such period the student may not enroll in any course or program offered by Marshall University or any of its constituent colleges or schools. A student violating any term of academic suspension while on such suspension will be subject to further academic sanction up to and including academic dismissal from the University.

D. Academic Dismissal:

This is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from a limited enrollment program and remain eligible to enroll in courses in other programs at Marshall University, or a student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at Marshall University. The terms of academic dismissal from a program for academic deficiency shall be determined, defined, and published by each of the constituent colleges and schools of Marshall University. Academic dismissal from a program or from the University may also be imposed for violation of the University policy on academic dishonesty.

V. Academic Appeals

In cases where a student is appealing a grade, the grade appealed shall remain in effect until the appeal procedure is completed, or the problem resolved.

A. Student Appeals for Instructor-Imposed Sanctions: The intent of the appeals process is to treat all parties fairly, and to make all parties aware of the appeals procedure.

In those cases in which a student has received an instructor-imposed sanction, the student shall follow the procedures outlined below:

1. Undergraduate students:

- a. The student should first attempt a resolution with the course instructor. This initial step must be taken within ten (10) days from the imposition of the sanction or, in the case of an appeal of a final grade in the course, within thirty (30) days of the beginning of the next regular term. The student who makes an appeal is responsible for submitting all applicable documentation. If the instructor is unavailable for any reason, the process starts with department chairperson.
- b. If the procedure in Step 1 (a) does not have a mutually satisfactory result, the student may appeal in writing to the department chairperson within ten (10) days after the action taken in Step 1 (a), who will attempt to resolve the issue at the departmental level. When a student appeals a final grade, the faculty member must provide all criteria used for

- determining grades.
- c. Should the issue not be resolved at the departmental level, either the student or instructor may appeal in writing to the dean of the College in which the course is offered within ten (10) days of the action taken in Step 2 (b). The dean will attempt to achieve a mutually satisfactory resolution. The dean of the College in which the student is enrolled will be notified.
 - d. Should the issue not be resolved by the dean, either the student or instructor may appeal in writing within ten (10) days of the action taken in Step 3 (c) to the Chairperson of the Academic Standards and Curricular Review Committee who shall refer the matter to the University Academic Appeals Board for resolution. The hearing panel has the right to seek additional documentation if necessary.
 - e. Should the student or the instructor be dissatisfied with the determination of the Academic Appeals Board then either party may file an appeal with the Provost within thirty (30) days from receipt of the decision of the Board. The decision of the Provost shall be final.
2. Graduate Students:
Graduate Students who desire to appeal an instructor-imposed sanction should consult the appropriate Graduate School publication for the proper procedures to follow.
 3. Medical School Students:
Medical School students who desire to appeal an instructor-imposed sanction should consult the appropriate Medical School publications for the proper procedures to be followed.
- B. Appeals for Academic Dishonesty:**
- Primary responsibility for the sanctioning for academic dishonesty shall lie with the individual instructor in whose class or course the offense occurred; however, charges of academic dishonesty may be filed by any member of the University community.
- Sanctions for academic dishonesty may range from an instructor-imposed sanction, pursuant to Sec. IV., A herein, to dismissal from the institution.
1. In those cases where the instructor imposes a sanction pursuant to Sec. IV., A only and does not refer the matter to the department chairperson for additional sanctions, the student may appeal the sanction in accordance with the procedures described in Sec. V, A.
 2. Where the offense is particularly flagrant or other aggravating circumstances are present, such as a repeat violation the instructor may refer the matter to the department chairperson for additional sanctions as permitted by this policy. In addition any member of the University community may refer a case of academic dishonesty to the chairperson of the department in which the course involved is being offered. Allegations of academic dishonesty must be referred to the department chairperson within thirty (30) days from the date of the alleged offense. This process starts with the Dean if there is no department chairperson.
- In those cases where the matter is referred to the department chairperson the following procedures are applicable:
- a. The department chairperson shall bring together the student involved and the faculty member and/or other complainant within ten (10) days from the date of referral. A written admission of guilt at this level may be resolved with a maximum penalty of "F" in the course.
 - b. If the student denies guilt or disagrees with the sanction imposed or if the faculty member, other complainant, or chairperson feels that the penalties in Step (a) are insufficient for the act complained of, the case shall be forwarded in writing by the chairperson to the student's academic dean within ten (10) days from the date of the meeting. The academic dean shall bring together the student, the faculty member or other complainant, and the department chairperson to review the charges within ten (10) days from the date of referral. The academic dean may impose any sanction permitted by Sec. IV of this policy.
 - c. Should the student, faculty member, or other complainant be dissatisfied with the determination of the academic dean, the case may be appealed in writing within ten (10) days of the dean's written decision to the Chairperson of the Academic Standards and Curricular Review Committee who shall refer the case to the University Academic Appeals Board for resolution.
 - d. Should the student, faculty member, or other complainant be dissatisfied with the determination of the Academic Appeals Board then he/she may file an appeal with the Provost within thirty (30) days from receipt of the written decision of the Board. The decision of the Provost shall be final.
- C. Appeals For Academic Deficiencies:**
1. In those cases in which an undergraduate student has been denied admission to a program, has been or may be placed on academic probation or academic suspension for academic deficiencies the following procedures are applicable:
 - a. The student is entitled to written notice:
 - (1) of the nature of the deficiency or reason for denial of admission to a program,
 - (2) of the methods, if any, by which the student may correct the deficiency, and

- (3) of the penalty which may be imposed as a consequence of the deficiency.
- b. The student shall be given the opportunity to meet with the person or persons who have judged his/her performance to be deficient, to discuss with this person or persons the information forming the basis of the judgment or opinion of his/her performance, to present information or evidence on his/her behalf, and to be accompanied at any such meeting by an advisor of his/her choice from the University (faculty, staff, or student). Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless given specific permission to do so by the person conducting the meeting. The student is not entitled to an attorney in such meetings and the (ormal rules of evidence are not applicable. The student must request such a meeting in writing within ten (10) days from receipt of the notice.
 - c. If the student is dissatisfied with the outcome of the meeting outlined in (b) above, the student may appeal the judgment to the Provost within thirty (30) days after receipt of written notice of the judgment.
 - d. The decision of the Provost is final.
2. In those cases in which a student has been or may be dismissed from an undergraduate academic program or has been or may be dismissed from the institution for academic deficiency the following procedures are applicable:
 - a. The student is entitled to written notice:
 - (1) of the nature of the deficiency,
 - (2) of the methods, if any, by which the student may correct the deficiency, and
 - (3) of the penalty which may be imposed as a consequence of the deficiency.
 - b. The student shall be given the opportunity to meet with the person or persons who have judged his/her performance to be deficient. The student must request such a meeting in writing within ten (10) days from receipt of the notice. The student shall be given the opportunity to discuss with this person or persons the information forming the basis of the judgment or opinion of his/her performance, to present information or evidence on his/her behalf, and to be accompanied at any such meeting by an advisor of his/her choice from the University (faculty, staff, or student). Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless given specific permission to do so by the person conducting the meeting. The student is not entitled to an attorney in such meetings and the formal rules of evidence are not applicable.
 - c. If the student is dissatisfied with the outcome of the meeting outlined in (b) above, the student may file an appeal with the Chairperson of the Academic Standards and Curricular Review Committee who shall refer the matter to the Academic Appeals Board. In such cases at least two (2) of the faculty and student members of the hearing panel must be chosen from Board members appointed from the constituent college or school involved. This appeal must be filed within ten (10) days after receipt of written notice of the decision.
 - d. If the student is dissatisfied with the decision of the Academic Appeals Board, the student may appeal the decision to the Provost within thirty (30) days after receipt of written notice of the decision.
 - e. The decision of the Provost is final.
 3. Graduate Students:

In those cases in which a Graduate School student has been or may be placed on academic probation, or academic suspension, or has been or may be dismissed from Graduate School for academic deficiencies, he/she should consult the appropriate Graduate School publications for the proper procedure to follow.
 4. Medical Students:

In those cases in which a Medical School student has been or may be placed on academic probation, or academic suspension, or has been or may be dismissed from Medical School for academic deficiencies, he/she should consult the appropriate Medical School publications for the proper procedures to be followed.

VI. Undergraduate Academic Appeals Board

A. Description and Jurisdiction

The Undergraduate Academic Appeals Board is a permanent subcommittee of the Academic Standards and Curricular Review Committee. It is established to hear all appeals arising from the following:

1. Instructor-imposed sanctions, including: lowering of final course grade, failure of course, or exclusion from further participation in the class.
2. Final course grades.
3. Sanctions imposed for academic dishonesty.
4. Dismissal from an academic program.
5. Dismissal from the University.

6. Such other cases as may be referred to the Board by the Academic Standards and Curricular Review Committee.
- B. **Composition of the Board**
 The Academic Appeals Board shall be composed of faculty and student members chosen in the following manner:
1. **Faculty Members:**
 The dean of each of the constituent colleges and schools of the University shall appoint three (3) faculty members from his/her unit to serve on the Board. Such appointments shall be made annually in the Fall semester.
 2. **Student Members:**
 The President of Student Government shall appoint two (2) students from each of the constituent colleges and schools of the University. All student members of the Board must be in good academic, financial, and disciplinary standing with the University and must have been enrolled for at least two (2) semesters at Marshall. If, for any reason, the President of the Student Government fails or is unable to appoint student members from any constituent college or school, then the dean of that constituent unit may appoint such student members.
 3. **Hearing Officers:**
 The Academic Standards and Curricular Review Committee shall appoint the Hearing Officer of the Board and two (2) alternates. The Hearing Officer and alternates must have previously served on the Board.
- C. **Selection of Members for an Individual Hearing**
 An individual Hearing Panel shall be composed of two (2) faculty members, one student member, and one non-voting Hearing Officer. The members of the Hearing Panel shall be chosen randomly by the Chairperson of Academic Standards and Curricular Review Committee or his/her designee. In appeals arising from dismissal from an academic program at least two (2) of the faculty and student members of the panel must be chosen from Board members appointed from the constituent college or school involved.
- VII. **Hearing Procedures**
 It is the intent of these procedures to insure that Marshall University students receive appropriate due process in academic matters. This includes fundamental fairness, just sanctions, and all rights in accordance with the belief that academic appeal hearings at an institution of higher education such as Marshall University should have an educational objective. Academic appeals, pursuant to these procedures, are informal and not adversarial in nature.
- A. The time and place of the hearing are determined by the Hearing Officer. The hearing should be held within sixty (60) days of the written request. Upon written request, the Hearing Officer may, at his/her discretion, grant a continuance to any party for good cause.
 - B. The Hearing Officer will notify the appellee, appellant, and other appropriate parties in writing at least five (5) days prior to the hearing, of the date, time, and place of the hearing. A statement of the facts and evidence to be presented in support of the student's grounds for appeal will be provided to the appellee in appropriate cases.
 - C. The appellant student and the appellee have the right to an advisor. Advisors must be members of the University community (faculty, staff, or student). Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the Hearing Officer. Attorneys are not permitted to appear on behalf of any appellant or appellee.
 - D. Prior to the scheduled hearing, the members of the Board may convene in closed session to examine the content of the appeal, the specific issues to be considered, and all supporting documents.
 - E. The student with his/her advisor if any, will be called before the Board and the Hearing Officer will then restate the nature of the appeal and the issues to be decided.
 - F. The hearing shall be closed. All persons to be called as witnesses, other than the appellant, with his/her advisor, if any, and the appellee and his/her advisor, if any, will be excluded from the hearing room. Any person who remains in the room after the hearing has begun will be prohibited from appearing as a witness at the discretion of the Hearing Officer.
 - G. Anyone disrupting the hearing, may be excluded from the hearing room if, after due warning, he/she engages in conduct which substantially delays or disrupts the hearing, in which case the hearing shall continue and the Board shall make a determination based on the evidence presented. If excluded, the person may be readmitted on the assurance of good behavior. Any person who refuses the Board's order to leave the hearing room may be subject to appropriate disciplinary action pursuant to Marshall University policy. When a student is ejected for disruptive behavior and does not have a recognized representative, the hearing officer will appoint one.
 - H. Except as provided in G and K herein, all evidence must be presented in the presence of the student.
 - I. The student or other parties involved may petition the Hearing Officer for a subpoena or a request for appropriate written information or documents.
 - J. The student will be given the opportunity to testify and present evidence and witnesses on his/her

- own behalf and to discuss with and question those persons against whom the appeal is filed.
- K. The Board may admit as evidence any testimony, written documents, or demonstrative evidence which it believes is relevant to a fair determination of the issues. Formal rules of evidence shall not be applicable in academic appeal hearings.
 - L. If the student appellant or the appellee fails to appear at a hearing and fails to make advance explanation for such absence which is satisfactory to the Board, or if the student appellant or the appellee leaves before the conclusion of the hearing without permission of the Board, the hearing may continue and the Board may make a determination on the evidence presented at the hearing, or the Board may, at its discretion, dismiss the appeal.
 - M. Upon completion of the testimony and presentation of evidence, all persons, except Board members will be required to leave the room. The Board will then meet in closed session to review the evidence presented. The Board shall make its findings based upon a preponderance of evidence. The Board shall reach its determination by a majority vote. The results shall be recorded in writing and filed with the Chairperson of the Academic Standards and Curricular Review Committee and the Provost. If the Board's decision includes the imposition of academic sanction, the sanction given and its duration must be specified for the record. A report of a dissenting opinion or opinions may be submitted to the Chairperson of the Academic Standards and Curricular Review Committee and the Provost by any Hearing Officer. The actual vote of the Board will not be disclosed. The Hearing Officer is a non-voting member of the Board.
 - N. The findings of the Board and any sanction shall be announced at the conclusion of the hearing. The student, the faculty member, and the appropriate Academic Dean shall be notified in writing of the findings and any sanction at the conclusion of the hearing.
 - A record of the hearing shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.
 - O. The student, or any other person, may not cape the proceedings.
 - P. In an appeal related to a final grade the appeals board will complete the change of grade forms and submit that information to the Registrar, the faculty member and the appropriate Academic Dean.
 - Q. Within thirty (30) days following receipt of the Board's decision, the student may file an appeal with the Provost who shall review the facts of the case and take such action as deemed appropriate under all the circumstances. The Board's finding and sanction, if any, may be affirmed, modified, or remanded to the original Hearing Board for further action as deemed appropriate by the Provost. A written brief stating grounds for appeal should be presented by the student to the Provost with the appeal. The scope of review shall be limited to the following:
 1. Procedural errors.
 2. Evidence not available at the time of the hearing.
 3. Insufficient evidence to support the findings of the Board.
 4. Misinterpretation of university policies and regulations by the Board.
 5. A sanction disproportionate to the offense.
 6. Lack of jurisdiction.
 - R. The decision of the Provost is final. The student, the faculty member, the appropriate Academic Dean, and the Registrar shall be notified in writing of the Provost's decision.

Approved by Academic Standards and Curricular Review Committee, Oct. 28, 1988

POLICY REGARDING ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

Following is Policy Bulletin No. 60, adopted by the West Virginia Board of Regents, November 13, 1984. This revises and replaces Section 7 of Policy Bulletin No. 57 dated July 13, 1982. It is to be implemented no later than July 1, 1985. The University of West Virginia Board of Trustees assumed jurisdiction of the West Virginia Board of Regents July 1, 1989.

Other statements in this catalog relating to academic rights and responsibilities are being reviewed by the appropriate committees. In whatever instances they differ from Policy Bulletin No. 60, this Bulletin takes precedence.

SECTION 1' ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

1.0 Academic Responsibilities

1.0.1 The institution and its constituent colleges and schools shall define and promulgate, consistent with the policies, rules, and regulations of the Board of Trustees, the academic requirements for admission to the institution, for admission to limited enrollment programs, and for admission to professional and graduate degree programs (where offered); the criteria for maintenance of satisfactory academic progress,

for the successful completion of the program, for the award of a degree or certification, for graduation; the requirements or criteria for any other academic endeavor; and the requirements for student honesty and originality of expression.

1.02. A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by the institution, accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill course work and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program.

1.1. Academic Rights. Concomitant with the academic standards and responsibilities established pursuant to Section 1.0, each student shall have the following academic rights:

1.1.1. The student shall be graded or have his/her performance evaluated solely upon performance in the course work as measured against academic standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded nor shall his/her performance be evaluated on the basis of his/her race, color, creed, sex or national origin.

1.1.2. Each student shall have the right to have any academic penalty, as set out in Section 3.2 below and more specifically defined by his/her institution, reviewed.

SECTION 2. APPLICATION OF POLICY TO STUDENTS

2.1 Definition of student. A student, for these purposes, shall be defined as any individual who has been admitted to and is currently enrolled in a course or in a certificate or degree program at the institution, or for whom the institutional appeal period has not expired.

2.2 Application of policy to students. A student as defined in this policy shall be subject to any applicable penalties for failure to comply with the academic requirements and standards promulgated by the institution and/or its constituent colleges and schools according to Section 1.0.1. Students are expected to adhere to these academic standards in all academic settings, classrooms, laboratories, clinics, and any other activities which are part of academic requirements.

SECTION 3. ACADEMIC REQUIREMENTS AND CONSEQUENCES OF FAILURE TO MEET REQUIREMENTS.

3.1. Academic requirements and criteria. The institution and its constituent colleges and schools shall define and promulgate the academic requirements, criteria and standards as set out in section 1.0.1 above. Normally, students may finish a program of study according to the requirements under which they were admitted to the program. However, requirements are subject to change at any time, with reasonable notice provided to the students.

3.2. Consequences of failure to meet academic requirements. A student who fails to meet the academic requirements or standards, including those for academic honesty as defined by the institution and its constituent colleges and schools according to Section 1.0.1, may be subject to one or more of the following penalties:

3.2.1. A lower grade or failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences), all of which may be imposed by the instructor.

3.2.2. Academic probation as determined and defined by the institution and its constituent colleges and schools.

3.2.3. Academic suspension as determined and defined by the institution and its constituent colleges and schools.

3.2.4. Academic dismissal is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from a limited enrollment program and remain eligible to enroll in courses in other programs at the institution, or a student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at the institution.

A student may appeal any penalty according to the procedures in Section 4 below. Each institution and its constituent colleges and schools shall determine and specify the point at which penalties, excluding those specified in Section 3.2.1, may be imposed. Each instructor determines the point at which the penalties specified in Section 3.2.1 may be imposed. Each institution and its constituent colleges and schools shall determine the method(s), if any, by which a student may correct the condition(s) leading to imposition of these penalties and thereby have them removed.

SECTION 4. APPEALS

4.1. Each institution and its constituent colleges and schools shall establish policies and procedures by which a student may appeal or challenge any academic penalties imposed by a faculty member or by the institution or one of its constituent colleges and schools, including those described in Section 3.2 above.

Additional procedures may include but not be limited to:

4.1.1. Appeals of a grade penalty or exclusion from class,

4.1.2. appeals of final course grades,

4.1.3. appeals of imposition of academic probation,

4.1.4. appeals of imposition of academic suspension,

4.1.5. appeals of dismissal from undergraduate programs,

4.1.6. appeals of dismissal from graduate programs,

- 4.1.7. appeals of dismissal from professional degree programs,
- 4.1.8. appeals of dismissal from the institution.
- 4.2. Policies and procedures relating to appeals of academic penalties shall be governed by due process and shall include, as a minimum:
 - 4.2.1. Written notice to the student (1) of his/her failure to meet or maintain an academic standard, (2) of the methods, if any, by which the student may correct the failure, and (3) of the penalty which may be imposed.
 - 4.2.2. An opportunity for the student to meet with the faculty member(s) or other individual(s) who have judged his/her performance to be deficient, to discuss with these faculty member(s) or other individual(s) the information forming the basis of the judgment or opinion of his/her performance, to present information or evidence on his/her behalf, and to be accompanied at any such meeting by an advisor of his/her choice from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.
 - 4.2.3. An opportunity for the student to appeal the decision or judgment of faculty members through the established institutional appeals procedure within thirty calendar days after written notice of the decision or judgment.
 - 4.2.4. An opportunity to appeal to the president of the institution or his/her designee within 30 calendar days after the receipt of written notice of the decision or judgment.
 - 4.2.5. The decision of the president or his/her designee regarding an academic appeal is final.
- 4.3. Appeals procedures for academic dismissal
 - 4.3.1. The appeal will be subject to the following conditions:
 - 4.3.1.1. The appeal must be filed within thirty calendar days after written notice of the decision.
 - 4.3.1.2. The appeal to the appropriate academic officer or appeals committee is not adversarial in nature; the formal rules of evidence do not apply.
 - 4.3.1.3. The student may be advised by a person of his/her choice from the institution; likewise, the faculty member, academic officer, or committee recommending academic dismissal may have an advisor from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.
 - 4.3.1.4. Witnesses may be called by any of the parties involved.
 - 4.3.1.5. A record of the appeal shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.
 - 4.3.2. The decision of the president or his/her designee regarding academic dismissal is final.

SECTION 5. PUBLICATION

5.1. All standards, criteria and procedures of the institution shall be published in one or more appropriate institutional publications such as catalog, student handbooks, academic pamphlets, and handouts. Such requirements are subject to change with reasonable notice provided to the students.

Adopted: West Virginia Regents, November 13, 1984
Board of Trustees policy effective July 1, 1989

READMISSION OF INELIGIBLE STUDENTS

Students who have been declared ineligible to attend either the fall or spring semester may attend either or both summer terms to improve their academic standing. After the student has reduced the quality point deficiency to fewer than 20 or by the number stipulated by his or her college, he or she may petition for readmission and enrollment in the fall or spring semester. If the student's academic standing does not improve, he or she will be subject to dismissal from the university.

Any student who enters another college or university following academic dismissal from Marshall University and thereafter seeks readmission to Marshall is classified as a transfer student and is governed by the regulations applying to transfer students.

It should be understood, however, that students must have a quality point average of 2.0 or higher on all work attempted at Marshall University. Quality points earned at another institution may not be used to reduce a quality point deficiency created at Marshall. (See Board of Trustees transfer policy)

ABSENCES FROM EXAMINATIONS

Students are required to take all regular examinations. If a student attends a course throughout the semester and is absent from the final examination without permission, the instructor counts the examination as zero and reports the final grade of F. If the absence is the result of illness or some other valid reason beyond the control of the student the grade of I is reported, and the student may, upon application, take the examination at a later date. (See "Incomplete" under Grades and Quality Points)

REPORTING OF FINAL GRADES

Grades of the current semester or summer term and the cumulative quality point average are mailed to the student as soon as possible following each semester or term of enrollment by the Office of the Registrar.

TRANSCRIPTS OF ACADEMIC RECORD

Every student is entitled to one free official transcript of his or her record. Each additional copy costs \$3.00. Transcript requests are normally processed within 24 hours of receipt. A longer period is required for processing if the request is received at the close of a semester or summer term.

Students who default in the payment of any university financial obligation or have other obligations to the university forfeit their right to claim a transcript until all such obligations are resolved.

Transcript requests are to be sent directly to the Office of the Registrar and may be in the form of a letter or on the Transcript Request forms available in the office. All requests are prepared in the order in which they are received.

GRADUATION INFORMATION

This is the general information for the University. See the specific section for the college in which you are enrolled for possible additional graduation requirements.

APPLICATION FOR GRADUATION

It is the responsibility of every student to apply for graduation at the beginning of the semester or term in which they intend to complete graduation requirements. The specific application for your college may be obtained from the office of your academic dean. It is a requirement of the University that a receipt showing payment of the graduation fee accompany your completed application for graduation. The deadline for applying for graduation for every semester or term in the academic year is listed in the Calendar at the beginning of this Catalog or in the current Schedule of Courses.

GRADE-POINT AVERAGE REQUIRED FOR GRADUATION

Quality points are based on the following quality point values for each semester HOUR of credit: "A" 4; "B" 3; "C" 2; "D" 1; and "F", "WF", "O". The grade point average to be computed for graduation purposes (not necessarily each semester) shall be based upon all work for which the student has registered with the following exceptions:

- a. Courses with grades of "W", "WP", "I", "IW", and "CR/NC."
- b. Courses in remedial and/or developmental education.
- c. Courses taken on an audit basis.
- d. Courses which have been repeated under the "D and F Repeat Provisions."

Candidates for graduation must have a quality point average of 2.0 or higher overall

and in the major area of study on all work attempted at Marshall University or any other institution under the jurisdiction of the Board of Trustees.

Candidates for graduation and/or teacher certification must have a quality point average of 2.5 or higher.

It is the student's responsibility to keep informed on quality point standing and degree and/or certificate requirements. This information can be obtained from the dean of the college in which the student is registered.

MINIMUM RESIDENCE REQUIREMENTS FOR GRADUATION

For all undergraduate degrees (except the Regents Bachelor of Arts Degree and Community and Technical College Associate Degree) at least one year's work in residence is required, one semester of which must be in the senior year. A "year in residence" must represent not less than two semesters work in residence or one semester and two summer terms with not less than 24 hours credit. For students transferring into Marshall University, at least 12 hours of 300/400 level course work must be taken in the college of residence, and at least 15 hours must be taken in the major field at Marshall University. (Except "Combined College and Professional Programs.")

Candidates for bachelors degrees who initially enter Marshall University within 10 years of their date of graduation may graduate by meeting requirements in effect at the time of their entrance provided that they have never altered their original degree objective. When the time between entrance and graduation is greater than 10 years, the student must meet the graduation requirements in effect on the date of graduation. For courses no longer offered, substitutions may be made by permission of the academic dean.

Students in the College of Education must meet the college residency requirements and the prevailing requirements for teacher certification. All students are to refer to individual colleges for any additional residency requirements.

For all Community and Technical College Associate Degree and Certificate programs, at least 12 hours credit must be earned in residence. These 12 hours must be for regular coursework (excluding Non-Collegiate Learning), must be taken for letter grades (excluding CR/NC), and must be applicable to the degree program.

For Community and Technical College students, "in residence"¹¹ means on-campus or at one of the formal off campus instruction sites.

CATALOG OF RECORD

The catalog of record is the catalog that identifies the graduation requirements that must be met by a particular student in pursuit of a specific degree. The catalog of record is that academic catalog that is in effect at the time the student declares the degree program (major) in which they intend to graduate.

QUALIFYING EXAMINATION IN ENGLISH COMPOSITION

To encourage an acceptable standard of written English, the university requires for graduation a grade of C or better in English 102 or 201H or the passing of a qualifying examination in English composition. Students enrolled in Associate Degree programs who receive A, B, or C in Com 122 -Business Communications II, Com 132 -Technical Communications II, or Com 112 -Communications II, will be excused from the EQE. Students who receive a D in these courses will take the EQE.

The examination is given six times each year: twice during each regular semester and once each summer term. Students in four-year programs take the examination at the first opportunity after they have reached junior classification (58 hours credit, including the required courses in composition). Students in associate degree (two-year) programs are eligible to take the examination in their second year, after they have passed six hours of fresh man English/Communications (not including English 099 or Communications 094).

International students from countries whose national language is not English and students who receive A, B, or C in English 102 or 201 H are excused. Students receiving credit for English 102 as a result of passing the CLEP Subject Examination in Freshman English after September 1, 1976 are also excused. For all others in the undergraduate colleges, passing the examination is a requirement for graduation. Passing the examination is also a requirement for admission to student teaching.

The date of the student's passing, or a notation of being excused, is entered on the student's permanent record. Those who do not pass the examination are required to attend the noncredit English Composition Clinic in the next half-semester before they retake it. The examination may *be* taken as many times as necessary.

GRADUATION WITH HONORS

I. Baccalaureate Degree Candidates for graduation who have achieved special distinction in academic work are recognized at Commencement and by having printed on their diploma their honor status as determined by the following scale for final cumulative grade point average:

Summa cum laude (3.85 and above)

Magna cum laude (3.60 to 3.84)

Cum laude (3.30 to 3.59)

NOTE: Honor calculations are not rounded.

To be eligible for graduation with honors:

- 1. A transfer student from a two-year college within the state system must have earned at least 56 hours of work at Marshall University (all work to be included in determining graduation with honors),**
 - 2. A transfer student from a four-year institution within the state system must have earned a minimum of 36 hours of work at Marshall University (all work to be included in determining graduation with honors).**
 - 3. All other transfer students must have earned at least 64 hours of work at Marshall University, at least 50 percent of which must be upper division level work, and graduation with honors must be achieved both on the work taken at Marshall University and all academic work attempted at the collegiate level regardless of the institution attended.**
- 2. Associate Degree Candidates for graduation who have achieved special distinction in academic work are recognized at Commencement and by having printed on their diplomas their honor status as determined by the following scale for final cumulative GPA.**
- With High Honors - 3.70 and above
With Honors - 3.30 to 3.69

NOTE: Honor calculations are not rounded.

To be eligible to graduate with honors:

- 1. A transfer student must have earned at least 36 hours of work at Marshall University.**
- 2. All college-credit work completed by a student at Marshall University or at any other institution within the state system is included in determining graduation with honors.**
- 3. All transfer students desiring to graduate with honors must have earned at least 32 hours of work at Marshall University applicable to an associate degree program and must have attained honors for all work attempted at Marshall and honors for all academic work attempted at the collegiate level regardless of the institution attended.**

ADDITIONAL BACHELOR'S DEGREE

A person may receive more than one Baccalaureate Degree by completing all of the

major and minor requirements for the desired subsequent degree. A minimum of 30 additional hours will be required after receipt of the previous Baccalaureate degree. Grade point averages and graduation with honors must conform to existing university policies. Two or more Baccalaureate degrees may not be awarded simultaneously.

ADDITIONAL ASSOCIATE DEGREE

A person may receive more than one Associate Degree by completing all of the requirements for the desired subsequent degree. A minimum of 20 hours will be required in addition to the receipt of the previous Associate or Baccalaureate Degree. Grade point averages and graduation with honors must conform to existing university policies.

ADDITIONAL CERTIFICATE

A person may receive more than one Certificate or receive a Certificate after earning a Bachelor or Associate Degree by completing all of the requirements for the desired subsequent Certificate. A minimum of ten hours will be required in addition to the receipt of previous degree or certificate. Grade point averages and graduation with honors must conform to existing university policies.

POLICY REGARDING THE TRANSFERABILITY OF CREDITS AND GRADES AT THE UNDERGRADUATE LEVEL (Board of Trustees Policy Bulletin No. 17)

It is the policy of the Board of Trustees that the transfer of credits among the institutions in the system will be complete, consistent with appropriate and legitimate academic program(s) integrity:

To this end, the following policy guidelines are hereby promulgated:

1. Undergraduate level credits and grades earned at any public institution governed by the Board of Trustees shall generally be transferable to any other such institution.
2. At least 64 and no more than 72 hours of credits and grades completed at community colleges or branch colleges in the West Virginia state system of higher education shall be transferable to any baccalaureate degree-granting institution in the state system.
3. All grades earned for college credit work within the state system shall be counted for purposes of graduation with honors, and transfer students from within the state system shall be treated the same for this purpose as generic students.
4. With the exception of those enrolling in specialized four-year programs which have demonstrable and bona fide externally imposed requirements making such a goal impossible, students completing two-year associate degrees at public institutions governed by the Board of Trustees shall generally, upon transfer to a baccalaureate-level degree-granting institution, have junior level status and be able to graduate with the same number of total credit hours as a nontransfer student at the same institution and in the same program. An exception may exist in any instance where the associate degree is a technical type designed for terminal career purposes and the general education component is substantially of a markedly different nature than that required for a student at the same two-year institution enrolled in a college transfer associate degree program.

Credit hours taken in general education toward associate degrees will count toward the total number of general education credit hours required at the baccalaureate degree-granting institution.

5. There shall be developed and maintained specific detailed articulation agreements between appropriate institutions in the state system. Particularly community colleges, community college components, and branch colleges will indicate clearly in

catalogs and other official materials which courses are not necessarily transferable for major programs or other specific purposes to those institutions where significant numbers of students traditionally transfer; any such course(s), however, will be transferred as elective credit up to the maximum herein required.

6. A statewide Ad Hoc Articulation Council appointed by the Chancellor consisting of two (including at least one faculty member) representatives from free-standing components and branch colleges, two (including at least one faculty member) representatives from baccalaureate degree-granting institutions, the Chairman of the Advisory Council of Students or his representative, and two representatives from the Board of Trustees' staff shall be convened as a facilitating body in cases of disagreements between institutions over the transfer of credit. This Council will make a report and a recommendation to the Chancellor.
 7. Consistent with provisions above, each baccalaureate degree-granting institution may require transfer students to meet any of the following standards:
 - (a) An average of "C" on previous work attempted and the required grade point average for admission to a particular program.
 - (b) The completion of 36 or more additional hours of credit in residence, regardless of the number of hours transferable.
 - (c) The completion of 16 of the last 32 hours before graduation in residence.
- Any policies of this Board contrary to the foregoing are rescinded.

Adopted: West Virginia Board of Regents July 10, 1979
Board of Trustees policy effective July 1, 1989

DEGREE PROGRAMS OFFERED AT MARSHALL UNIVERSITY

Associate Degrees and Certificates of Proficiency		College
Accounting	A.A.S.	Community and Technical
Aviation Technology	A.A.S.	Community and Technical
Banking and Finance	A.A.S.	Community and Technical
Computer Technology	C.P./A.A.S.	Community and Technical
Electronics Technology	A.A.S.	Community and Technical
Emergency Medical Technology	C.P.	Community and Technical
Engineering Technology	A.A.S.	Community and Technical
Legal Assistant	A.A.S.	Community and Technical
Library Media Technology	A.A.	Community and Technical
Management Technology	A.A.S.	Community and Technical
Business Management		
Specialization		
Industrial Management		
Specialization		
Real Estate Management		
Specialization		
Retail Management Specialization		
Medical Laboratory Technology	A.A.S.	Science
Medical Record Technology	A.A.S.	Community and Technical
Occupational Development		
Technology	A.A.S.	Community and Technical
Office Technology	A.A.S.	Community and Technical
Administrative Secretarial		
Specialization		
Information Processing		
Specialization		

Legal Secretarial Specialization

Medical Secretarial Specialization

Police Science A.A.S.

Radiologic Technology A.A.S.

Community and Technical

Community and Technical

The A.A.S. in Plastic Technology is offered in cooperation with Shawnee State University.

Baccalaureate Degrees

Accounting	B.B.A.	Business
Accounting Option		
Industrial Option		
Basic Humanities	B.A.	Liberal Arts
Classics Option		
Philosophy Option		
Religious Studies Option		
Biological Science	B.S.	Science
Botany	B.S.	Science
Business Information Systems	B.B.A.	Business
Chemistry	B.S.	Science
Chemistry (Intensive)	B.S. Chemistry	Science
Communication Disorders	B.A.	Education
(5 year program-must complete M.A. to be certified)		
Communication Disorders	B.A.	Liberal Arts
Computer Science	B.S.	Business
Computer Science Option		
Information System Option		
Counseling and Rehabilitation	B.A. (non-teaching)	Education
Criminal Justice	B.A.	Liberal Arts
Corrections Option		
Law Enforcement Option		
Legal Studies Option		
Cytotechnology	B.S. Cytotechnology	Science
Dietetics	B.S. (non-teaching)	Education
Economics	B.A.	Liberal Arts
Economics	B.B.A.	Business
Education, Elementary	B.A.	Education
(See Teaching Specializations)		
Education, Secondary	B.A.	Education
(See Teaching Specializations)		
English	B.A.	Liberal Arts
Finance	B.B.A.	Business
Finance Option		
Banking Option		
Insurance Option		
Fine Arts	B.F.A.	Fine Arts
Music Option		
Theatre Option		
Visual Arts Option		
Foreign Languages	B.A.	Liberal Arts
Classical Language (Latin)		
French		
German		
Spanish		
Geography	B.A., B.S.	Liberal Arts

Geology	B.A., B.S.	Science
History	B.A.	Liberal Arts
Home Economics	B.A. (non-teaching)	Education
Fashion Merchandising Option		
Food Service Management Option		
International Affairs	B.A.	Liberal Arts
Journalism	B.A.	Liberal Arts
Advertising Option		
Broadcast Option		
Magazine Option		
News Editorial Option		
Public Relations Option		
Management	B.B.A.	Business
Management Option		
Health Care Option		
Operations Option		
Marketing	B.B.A.	Business
Marketing Option		
Retail Option		
Transportation Option		
Mathematics	B.S.	Science
Medical Technology	B.S.M.T.	Science
Nursing	B.S.N.	Nursing
Park Resources & Leisure Services	B.S. (non-teaching)	Education
Leisure Services Option		
Parks and Conservation Option		
Therapeutic Recreation Option		
Physical Education	B.A. (non-teaching)	Education
Adult Fitness Option		
Athletic Training Option		
Sports Communication Option		
Sports Management and Marketing Option		
Physics	B.S.	Science
Political Science	B.A.	Liberal Arts
Psychology	B.A.	Liberal Arts
Regents Bachelor of Arts	R.B.A.	Marshall U.
Safety Technology	B.S. (non-teaching)	Education
Social Work	B.S.W.	Marshall U.
Sociology	B.A.	Liberal Arts
Sociology Option		
Anthropology Option		
Speech	B.A.	Liberal Arts
Broadcasting Option		
Communication Option		
Zoology	B.S.	Science

Undergraduate Teaching Specializations

Multi-Subject Education K-8 (Elementary)

Students majoring in multi-subject K-8 have the option of adding one or more of the following elementary specializations.

Elementary Specializations:

Consumer and Homemaking 5-8

Early Education PK-K
 French 5-8
 General Science 5-8
 Language Arts 5-8
 Math 5-8
 Mentally Impaired K-12
 Oral Communication 5-8 (Speech)
 Physically Handicapped K-12
 Social Studies 5-8
 Spanish 5-8

Secondary Programs

Two specializations are required unless the field is comprehensive. One specialization must be 5-12, 9-12, or K-12.

Art Education K-12, Comprehensive

Art Education 5-12
 Athletic Trainer 5-12
 Biological Science 9-12

Business Education 9-12, Comprehensive

Business Principles 9-12
 Chemistry 9-12

French, 5-8

French, 5-12

General Science, 5-12

Health Education, 5-12

Home Economics 5-12; Vocational-Comprehensive

Occupational Home Economics 9-12;

Consumer and Homemaking 5-8

Journalism, 9-12

Language Arts, 5-8

Language Arts, 5-12

Latin, 9-12

Marketing Education 9-12, Comprehensive

Mathematics 5-8

Mathematics 5-12

Music K-12, Comprehensive

Oral Communication 5-12

Physical Education K-12

Physical Education 5-12

Physics 9-12

Safety 9-12

School Library-Media K-12

Social Studies 5-8

Social Studies 5-12, Comprehensive

Spanish 5-8

Spanish 5-12

Master's Degrees and Other Advanced Degrees

Graduate degree students interested in graduate offerings should refer to the Marshall University Graduate Catalog.

Accounting

M.S.

Adult Education

M.S.

Adult Fitness and Cardiac Rehabilitation

M.S.

Art

M.A.

Biological Sciences

M.A., M.S.

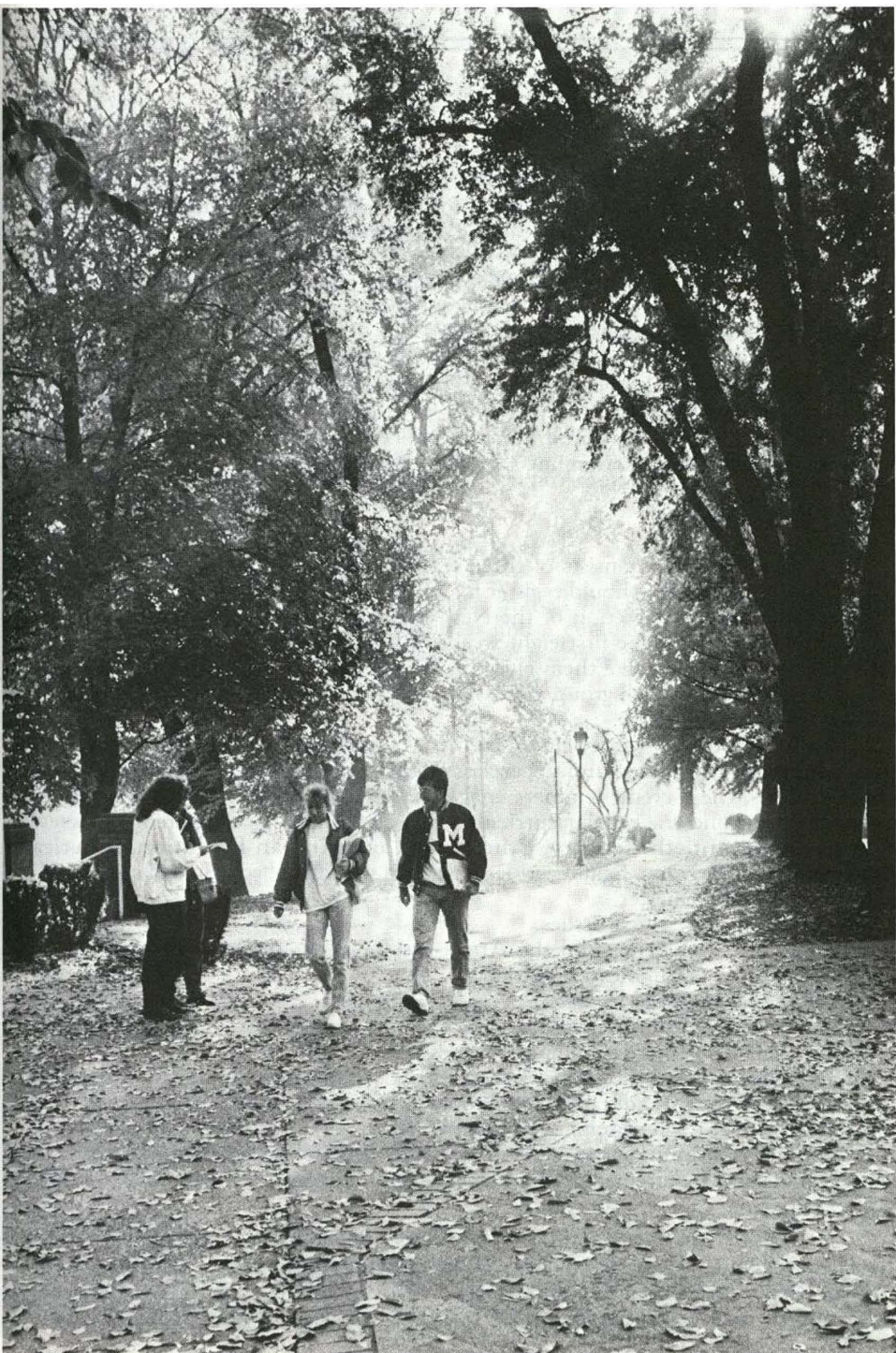
Biomedical Sciences	M.S., Ph.D.
Business and Commerce	M.B.A.
Business Education	M.A.
Chemistry	M.S.
Communication Disorders	M.A.
Community Health	M.S.
Counseling	M.A.
Criminal Justice	M.S.
Education, Early Childhood	M.A.
Education, Elementary	M.A.
Education, Secondary	M.A.
Educational Administration	M.A., Ed.D.
Educational Supervision	M.A.
English	M.A.
Geography	M.A., M.S.
Health and Physical Education	M.S.
History	M.A.
Home Economics	M.A.
Humanistic Studies	M.A.
Journalism	M.A./
Library Science Education	M.S.
Marketing Education	M.A.
Mathematics	M.A.
Mine Safety	M.S.
Music	M.A.
Nursing	M.S.N.
Physical Science	M.S.
Political Science	M.A.
Psychology	M.A.
Reading Education	M.A.
Safety	M.S.
Social Studies	M.A.
Sociology	M.A.
Special Education	M.A.
Speech	M.A.
Teaching MA	M.A.T.
Vocational Technical Education	M.S.

The Certificate of Advanced Studies (C.A.S.) in Education may be obtained also. The M.A. in Humanistic Studies is offered in cooperation with the West Virginia College of Graduate Studies.

The Master of Forestry (M.F.) and the Master of Environmental Management (M.E.M.) are offered in cooperation with Duke University.

The Ph.D. in Biomedical Science and the Ed.D. in Educational Administration are offered in cooperation with West Virginia University.

The Doctor of Medicine degree (M.D.) is offered by the Marshall University School of Medicine.



University Honors Program

PURPOSE

The Marshall University Honors Program was established in the early 1960s to provide maximum educational opportunities for students of high ability. Honors students are encouraged to raise their expectations of themselves by pursuing enriched courses both within and beyond the regular curriculum. The program supports intellectual excellence and creativity by bringing together outstanding students and stimulating professors.

ADMISSION REQUIREMENTS

Students may begin Honors work at any stage in their college career, although many begin as freshmen. Entering freshmen with an ACT composite of 26 (or SAT equivalent), and a 3.3 GPA, may enroll in any Honors course. Transfer students or already enrolled students with a minimum 3.3 GPA can enroll in any Honors course.

THE PROGRAM

The Honors Program consists of three separate but interconnected components:

1. Entering freshmen should register for HON 101: Introduction to Honors. This is an enriched, Honors section of the New Student Seminars for freshmen. This one credit course meets for the first eight weeks of the semester. It offers Honors students a chance to meet others like themselves, to become familiar with the Honors Program, and to learn through small group discussion about college life and about planning their academic future.

2. Each semester University Honors provides several team-taught, small, interdisciplinary seminars for freshmen and upperclass students. Led by two professors from different disciplines, the 4 credit seminars enable students to study in depth a special topic outside and beyond the regular curriculum. Past seminars have covered such areas as War in the Twentieth Century, Primatology and Human Evolution, America in the Sixties, and Privacy. Seminar titles appear in the official schedule of courses which is published each semester.

HON 150:	Critical Issues
HON 195:	Science and the Arts
HON 196:	American Experience
HON 197:	Ideas in Social Science
HON 294:	Interdisciplinary Honors
HON 295:	Interdisciplinary Honors
HON 296:	Interdisciplinary Honors
HON 395-396:	Interdisciplinary Honors
HON 480-483:	Interdisciplinary Honors

NOTE: Students can use Honors Seminar credits to fulfill department major or college general education requirements. See the Director of Honors (Old Main 227), for instructions and forms.

3. In addition to University Honors seminars, individual departments offer Honors-enriched versions of regular courses. While the prerequisites for department Honors courses vary, they normally require at a 3.0 GPA. The prerequisites for these courses are stated in each department's course listing in the M.U. Undergraduate Catalog.

ACC 250H:	Principles of Accounting-Honors
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CHM 190-191H:	Honors in Chemistry
CHM 290-291H:	Honors in Chemistry
CHM 390-391H:	Honors in Chemistry
CIS IOIH:	Computer and Data Processing-Honors
ECN 250H:	Principles of Microeconomics Honors
ECN 253H:	Principles of Macroeconomics Honors
ENG 201H:	English Composition Honors
FIN 323H:	Principles of Beginning Finance Honors
HST 103H:	The Twentieth Century World-Honors
HST 330H:	American History to 1877-Honors
HST 33 IH:	American History Since 1877-Honors
MOT 320H:	Principles of Management-Honors
MKT 340H:	Principles of Marketing-Honors
PHL 200H:	Introduction to Philosophy: Ancient Period-Honors
PSY 201H:	General Psychology-Honors
SOS 106H:	Twentieth Century World Honors
SOS 208H;	Social Problems in a Global Context - Honors
SPH 104H:	Honors in Speech Communication

NOTE: Many departments also offer individualized programs of study for Honors credit called Readings for Honors.

GRADUATION IN UNIVERSITY HONORS

Students who wish to become Honors Scholars in the University Honors Program must maintain a cumulative 3.3 GPA in all courses and a cumulative 3.3 GPA in Honors courses. In addition to their college and department major requirements, they must complete 24 semester hours of:

HON IOI:	Introduction to Honors		1hr.
HON 150:	Critical Issues	choose 1	4 hrs.
HON 195:	Science and the Arts		
HON 196:	The American Experience		
HON 197:	Ideas in Social Science		
HON 395:	Interdisciplinary Honors	choose 2	8 hrs
HON 396:	Interdisciplinary Honors		
HON 480:	Interdisciplinary Honors		
HON 481:	Interdisciplinary Honors		

any combination of Department Honors Courses, Readings for Honors, or H-Option Courses (see below).

11 hrs.
TOTAL: 24 hrs.

(The Honors Option allows an Honors student [3.3 GPA] enrolled in a regular course to make it an Honors course and to receive Honors credit. The student and instructor, in advance of the semester in which the course is offered, arrange to do a part of the work of the course as Honors caliber. H;option instructions and forms are available in the Honors Office.)

RECOGNITION:

1. the official transcript will state that the University Honors Program has been successfully completed;
2. the diploma will note graduation in University Honors.

John Marshall Scholars

SCHOLARSHIP

Students accepted each year as John Marshall Scholars will receive for four years (as long as they maintain a 3.5 GPA), tuition, fees, and a stipend for incidental expenses.

ADMISSION REQUIREMENTS

Students with ACT composites of 30 or higher and who are admitted by February 1, will be invited to apply. Recipients are selected by the Financial Aid Advisory Council. Priority is given to residents of West Virginia, Lawrence and Gallia Counties Ohio, and Boyd County Kentucky.

PROGRAM

The academic program consists of an introductory seminar, a core of interdisciplinary seminars, and course requirements of the student's major department and college.

CORE CURRICULUM

HON 101:	Introduction to Honors	1 hr.
Choose 1		
HON 150:	Critical Issues	4 hrs.
HON 195:	Science and the Arts	4 hrs.
HON 196:	American Experience	4 hrs.
HON 197:	Ideas in Social Science	4 hrs.
Choose 1		
HON 395-396:	Interdisciplinary Honors	4 hrs.
HON 480-483:	Interdisciplinary Honors	4 hrs.
	TOTAL	9 hrs.

ADVISING

The Director of Honors will work closely with John Marshall Scholars, aiding each student in the development of an academic program, and providing group programming and special services.

Society of Yeager Scholars

The Marshall University Society of Yeager Scholars is named for United States Air Force Brigadier General (Retired) Charles E. "Chuck" Yeager, the first man to break the "sound barrier" in his historic 1947 flight of the Bell-X-1 aircraft. The purpose of the Society of Yeager Scholars is to provide an outstanding education for outstanding students. The Society desires to provide the Scholars with opportunities to expand intellectual abilities, to develop leadership potential, to become effective communicators, and to gain the skills and knowledge necessary for successful careers.

The men and women accepted into the Society each year will receive four years of university education at no cost. The Society will pay tuition, fees, textbooks, room and board, education-related travel expenses and a monthly stipend.

ACADEMIC PROGRAM

The academic program provided the Yeager Scholars consists of a number of elements:

1. A core of four interdisciplinary seminars, one each semester for the first two years. The seminars will cover communication and computers; humanities; theories of science and statistics; arts and history.
2. The development of proficiency in a modern language through a series of specially integrated courses, leading to opportunities to utilize the language in study or travel abroad.
3. Additional courses in the natural and social sciences, and in literature, to round out the core curriculum of a Scholar's program.
4. Study at Oxford University, Oxford, England, in the summer between the sophomore and junior years.
5. In-depth study in a major or majors selected from those offered by the University.
6. Independent study, guided by a mentor professor, leading to a senior project.

The core curriculum is designed to assist each Yeager Scholar in developing skills in analysis, synthesis, and critical thinking. Each Scholar will be expected to demonstrate superior skills in written and oral communication. In order to remain in the Yeager Scholar program, each student must maintain a cumulative 3.5 grade point average.

CORE CURRICULUM

Seminars:

There are four interdisciplinary seminars, one each semester of the first two years of study, each carries five credit hours for a total of 20 hours.

YGS 161 Seminar in Communication and Computers

YGS 162 Seminar in Humanities, Texts, and Values

YGS 271 Seminar in Theories of the Natural and Social Sciences and Statistics

YGS 272 Seminar in Arts and History

Language Study:

Yeager Scholars will be expected to develop a proficiency in a foreign language in preparation for travel and study abroad. The purpose of the language program, therefore, is to

insure that they achieve a level of competence in a foreign language high enough for them to communicate effectively and to succeed in classes at a foreign university.

For those Scholars who have completed at least two years of high school foreign language instruction, and who wish to continue study in that language, a maximum of 18 hours will be required. For those Scholars who have no foreign language experience, or who decide to start another language, a maximum of 24 hours will be required.

Literature:

Two three credit-hour classes for a total of 6 credit hours.

Each Yeager Scholar will take two literature courses to be selected with the approval of the Director or mentor. Courses will be chosen for the depth and breadth they will provide the individual student's education. They may be selected to extend a student's previous work or to fill gaps in the student's background. Not all literature courses currently offered may be used to fulfill this requirement. Permission must be obtained from the Director of Society of Yeager Scholars.

Social Sciences:

Six credit hours chosen from the following:

1. History or culture course. The requirement for a history of culture course can be met by taking courses in the Department of History or by taking Social Studies 104, 105, or 106, or by taking French 405, 406, Spanish 405, 406, German 405-406, or Classics 435, 436.
2. One course from the following:
Economics
Political Science
Psychology (201H or another)
Sociology-Anthropology (except SOC 108)
Geography 100, 203
Speech 303, 308, 409
Math 131, 140, 190*

*A Mathematics course may be required by the college in which the Yeager Scholar is a major.

Natural Sciences:

Eight to ten credit hours chosen from the following:

- Biological Sciences (BOT, BSC, ZOO)
- Geology
- Chemistry
- Physics

The core curriculum will total 58-66 credit-hours. Some of the hours in Literature, Social and Natural Sciences may also apply to the student's major.

MAJOR FIELD OF STUDY

Each Scholar will choose a major program of study. The major may involve course work taken entirely within one department or may be of an interdisciplinary nature. Interdisciplinary majors may be created from courses taken in more than one department, and from more than one college.

Each Scholar will complete, as part of his or her major program of study, a senior project of a nature to be determined in consultation with the Scholar's mentor/advisor.

Part of each Scholar's major program of study may be taken in a college or university

abroad, particularly in a country where the student's language study may be used. This study will normally be for the Fall term of the Senior year of study.

ELECTIVES

Where each Scholar's schedule permits, electives can be chosen to provide the student with a rich and varied educational experience.

HOURS FOR GRADUATION

A minimum of 128 hours are required for graduation. A total of 48 hours must be earned in courses numbered 300-499.

ADVISING

The Director of the Society of Yeager Scholars will work closely with a mentor/advisor from each Scholar's major field in developing the program of study for each Scholar. Both the Director and the mentor/advisor must approve each Scholar's schedule and program of study.



Regents Bachelor of Arts Degree

Marshall University Regents Bachelor of Arts Degree Program (RBA) is a nontraditional program designed for the adult student. It is different from the usual baccalaureate degree plan in many respects. College credit counting toward the degree requirements may be awarded to students in the program for documented learning resulting from work or life experience. While the program is designed to insure the Regents B.A. Degree student a sound educational foundation, rigid specialization requirements are not imposed. Each applicant creates with the assistance of an advisor the course program that best fits individual needs.

The central principle that underlies the life experience assessment process is that WHAT the student knows is more important than how it was learned. If a student can demonstrate knowledge and skills reasonably comparable to what the college trained student knows, credit hours may be awarded toward the RBA Degree. The student must provide evidence of possessing college equivalent knowledge or skills. The term "life experience" is a partial misnomer since credit is not given for simply any kind of adult life experience, but only for those experiences that produce learning and skills comparable to the outcomes of courses of training at post-secondary levels. There will be a \$100.00 fee for the faculty evaluation of this experience, regardless of the number of credit hours awarded. These college equivalent credits will be placed on the student's permanent record when all other requirements for the degree have been fulfilled.

ADMISSIONS CRITERIA

Where applicable, the general admission requirements and procedures as stated in the undergraduate catalog are to be followed by persons entering the Regents B.A. Degree Program. Because the program is designed for responsible adults, however, the following additional regulations apply:

1. Admission is open only to those who have graduated from high school at least four years ago. For those passing a high school equivalency test, admission must be at least four years after their class graduated from high school.
2. Full-time students enrolled in other baccalaureate colleges or programs may not be admitted to the Regents program; students who have not been engaged in such full-time study for at least one calendar year may be eligible for admission with the approval of the Coordinator.
3. Part-time Marshall students may be admitted to the Regents program only with the permission of the Coordinator and the dean or chairman of the program in which they are currently enrolled.
4. No student may be simultaneously enrolled in the Regents program and another baccalaureate program. A student with an accredited baccalaureate degree will not be admitted to the program.
5. After disregarding F's earned more than four years before application to the Regents program, at least a 2.0 grade point average is required for admission.

Graduation Requirements:

Total Credit Hours: 128

General Education Hours: 36

Upper Division Hours: 40 (300-400 level courses or equivalent)

Grade Point Average: 2.00

Residence: 15 classroom credit hours earned at any of the schools in West Virginia's public higher education system

Transfer Credits: In transferring credits from accredited institutions of higher learning to the Regents B.A. Degree Program, all passing grades are accepted; however, only 72 hours from a community college can be applied toward the degree. Transfer credits will be assessed for purposes of meeting General Education requirements, the Upper Division Hour requirement, and course prerequisites.

Rules Relating to F's: All F's received four years or more before admission to the program are disregarded. This policy pertains only to the calculation of the GPA required for admission to the program and graduation. It does not pertain to GPA calculated for special academic recognition, such as graduating with honors.

Grades and Grading: Grading will follow Marshall's current requirements.

Honors Credit: Students can substitute an Honors course for General Education Requirements. Those interested in doing so should confer with their advisor or the Director of Honors.

General Education Requirements 36
There must be a minimum of at least 6 hours in each of the following areas:

- I. **COMMUNICATIONS** (6 hours minimum)
English 101, 102
Speech 103, or 305, 207

- II. **HUMANITIES** (6 hours minimum)
Courses to be chosen from the following:
Religious Studies - Any courses
Classical Studies - Any courses
English - Any literature courses
Modern Languages - Any courses
Fine Arts IOI
Art 112, 401, 402, 403, 405, 407, 409, 412, 413, 414
Music 142, 176, 230, 250
Philosophy - Any courses except 304

- III. **NATURAL SCIENCES** (6 hours minimum)
Courses to be chosen from the following:
Chemistry - Any courses
Physics • Any courses
Geology - Any courses
Geography IOI, 320, 425, 429, 430
Biological Science - Any courses
Botany - Any courses
Zoology - Any courses

- IV. **SOCIAL SCIENCES** (6 hours minimum)
Courses to be chosen from the following:
Economics - Any courses
Geography - Any courses except 101, 320, 425, 429, 430
History - Any courses
Political Science - Any courses
Psychology - Any courses
Sociology - Any courses
Anthropology - Any courses
Social Studies - Any courses

The student must satisfy any necessary prerequisites before advanced courses may be counted toward the General Education requirement.

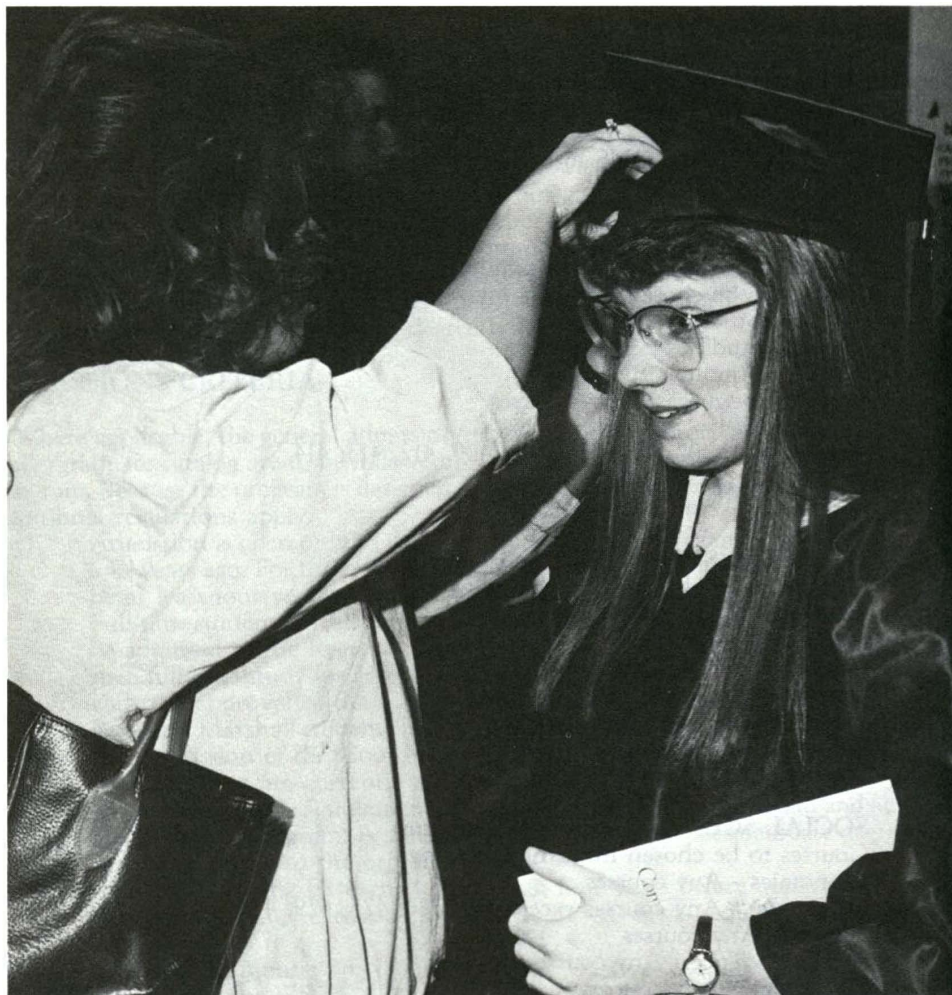
The Program Coordinator assists Regents B.A. Degree students in completion of admission documents, course enrollment, assessment for work and life experiences, and other factors, and will provide application forms and other information to prospective students.

For additional information contact:

Regents B.A. Degree Program

Marshall University

Huntington, West Virginia 25755-2050 or call (304) 696-6400



College of Business

Course work in Business Administration has been offered at Marshall University for many years. The School of Business was established in 1969. In 1972 the School of Business and the College of Applied Science were merged to form the College of Business and Applied Science, bringing together under one administrative unit a number of programs in professional and preprofessional education. In 1974, the Health Profession programs were transferred to the newly established School of Medicine and Associated Health Professions, and in 1975, all associate degree programs were transferred to the Community and Technical College. The Department of Military Science is housed in the college, as is also the Computer Science program, which has developed out of an interdisciplinary offering in Computer Studies begun in 1975. Today the college offers programs which lead to the Bachelor of Business Administration degree. Also, the B.S. degree program in Computer Science was begun in 1977, and the name of the division was changed to College of Business. A Master of Business Administration degree was initiated in 1969 and a Master of Science in Accounting began in 1980.

MISSION OF THE COLLEGE

The College of Business seeks to prepare students for professional careers in business, government and nonprofit organizations through quality instruction. The curricula of the college are designed to provide a broad general education in the arts and sciences, an understanding of the body of knowledge common to all areas of business, and the unique skills applicable to individual vocations.

Programs leading to a bachelors degree are offered in accounting, computer science, business information systems, economics, finance, management and marketing. The college cooperates with the Graduate School in providing programs leading to the Master of Business Administration degree and the Master of Science degree in Accounting. Programs leading to a commission in the United States Armed Forces are also offered by the Military Science Department.

The college is committed to rendering service to the tri-state business community and to encouraging research and other scholarly activity by faculty and students. The Research and Economic Development Center enables faculty and student participation in practical research and useful service. Additionally, students have the opportunity to gain practical experience through participation in the Internship Program offered by the college and area businesses.

The college is a member of the American Assembly of Collegiate Schools of Business and endorses that organization's dedication to the promotion and improvement of higher education in business administration and management.

ORGANIZATION

The College of Business is organized into seven departments:

1. Accounting
2. Computer and Information Science
3. Economics
4. Finance and Business Law
5. Management
6. Marketing
7. Military Science

DEGREE PROGRAMS

The College of Business offers the following degree programs:

1. Bachelor of Business Administration degree, with majors in:
 - a. Accounting (Option in Industrial Accounting)
 - b. Economics
 - c. Finance (Option in Insurance or in Banking)
 - d. Management (Option in Health Care Management or in Operations Management)
 - e. Marketing (Option in Transportation or in Retailing)
 - f. Business Information Systems
2. Bachelor of Science degree, with major in Computer Science. (Option in Information Systems)
3. Master of Business Administration: a complete description of the MBA program is given in the catalog of the graduate school.
4. Master of Science in Accounting: a complete description of this degree program is given in the catalog of the graduate school.

SPECIAL OFFERINGS

1. Evening classes are offered on a regularly scheduled basis.
2. Off-campus courses, workshops, and seminars are offered by special arrangement.
3. Honors classes are offered by each of the departments.
4. A cooperative education/internship program is offered by the college and area businesses.
5. Credits earned through the College Level Examination Program (CLEP) are accepted.
6. A minor in Business Administration for students in other colleges.

ADMISSION

Regular admission to the University constitutes admission to the College of Business for entering freshmen and students transferring from other institutions of higher education; there is no separate admissions procedure. Students in other colleges within Marshall University must have attained a 2.0 grade point average on all work attempted to be eligible for transfer to the College of Business.

For students transferring into Marshall University, the College of Business will permit application of any appropriate transfer credits accepted by the University to meet general education requirements, lower division business requirements, or nonbusiness electives. For application to fulfill upper division business requirements and electives, accepted transfer credits must have been earned at the upper division levels; otherwise, mastery of the corresponding upper division coursework at Marshall must be validated in the department offering the coursework.

ADVISING

The departments of the College of Business maintain full-time advising for freshmen, sophomores, and upper division students in their respective majors. Students are assigned to a faculty advisor in their designated major department and are notified of their advisor as soon as possible after entering the College and selecting a major. Students have the option to change majors at any time during their college tenure.

GRADUATION REQUIREMENTS

The following general requirements must be met by all students seeking bachelors degrees through the College of Business:

1. Satisfaction of all university requirements for graduation.
2. Completion of all curricular requirements specified for the major and degree.
3. Completion of the following residency requirements:
 - a. Earn at least 36 semester hours at Marshall.
 - b. Earn at least 12 hours of senior level course work in the College of Business at Marshall.
 - c. Earn at least 15 hours in the major field at Marshall.
 - d. Earn at Marshall 16 or more of the last 32 hours credited toward the degree.
4. Earn at least a 2.0 Grade Point Average (GPA) in each of the following four categories:
 - a. All coursework attempted at Marshall and elsewhere.
 - b. All Marshall coursework.
 - c. All College of Business coursework (including courses in Economics).
 - d. All coursework attempted and included in the major(s) at Marshall.
5. Successful validation of transfer work as required.
6. Removal of all Incompletes and, if required, passing of the English Qualifying Examination.
7. At most, 18 semester hours of coursework (consisting only of general education requirements and/or free electives) taken under the Credit/No Credit option may be applied toward graduation requirements. College of Business and other required courses may not be taken on a Credit/No Credit basis.
8. All candidates for graduation should, for their own protection, file an Application for Graduation Form in the semester PRIOR to the semester in which all requirements for the degree are to be met. This **will** enable the student to make all necessary schedule adjustments to correct potential graduation deficiencies.

All candidates for graduation must file a written Application for Graduation Form and a Diploma Graduation Fee Receipt with the records clerks in Corbly Hall 113 immediately after the beginning of the semester or summer term in which all requirements for the degree are to be met and by the deadline date printed in the catalog and schedule. A student on probation will not be permitted to apply for graduation.

To ensure graduation at the end of the term of application, all records should be documented with needed transcripts, substitution forms, grade changes, lower division validations, and English qualifying exam results by the posted deadline date.

BUSINESS ADMINISTRATION

Bachelor of Business Administration

A candidate for the degree of Bachelor of Business Administration (BBA) must complete general university and College of Business requirements for graduation.

Candidates for the BBA must earn a minimum of 128 semester hours, distributed among four broad and basic groups or blocks of the degree program: (1) at least 53 semester hours selected from a set of General Education Requirements to insure the student's fundamental acquaintance with the Arts, Sciences, Humanities, Mathematics, American Institutions and International Institutions; (2) 33 semester hours of Common Requirements in Business; (3) courses to complete one of the major fields of study: Accounting, Business Information Systems, Economics, Finance, Management or Marketing; and (4) electives to complete the student's program.

GENERAL EDUCATION REQUIREMENTS

Subject Area	Hours Required
English 101, 102	6

English 099 is required for students with English ACT scores less than 16. The graduation requirement is increased three hours for students completing this course.

Speech 103, 104H or 305 and 207	6
Speech 103 is not required for students who have had high school speech and can pass a proficiency exam administered by the Speech Department,	
Humanities	6
To meet this requirement, the student may select from among any courses offered by the Departments of Classical Studies, English, Philosophy or Religious Studies. In selecting courses, the student should pay careful attention to prerequisites and other course restrictions.	
Fine Arts	2 or 3
To meet this requirement, the student may select from among courses offered by the Departments of Art (except Art 113, 340, 460); Music, Theatre/Dance, Physical Education 160, 261; or Fine Arts IOI. In selecting courses, the student should pay careful attention to prerequisites and other course restrictions.	
Natural Sciences	7 or 8
To meet this requirement the student may select from among any courses offered by the Departments of Biological Sciences, Chemistry, Geology, Physics and Physical Science, or Geography IOI. In selecting courses, the student should pay careful attention to prerequisites and other course restrictions.	
Mathematics	8
Mathematics 120 and 190. (Mathematics 099: required for students with mathematics ACT score less than 10. The graduation requirement is increased three hours for students who complete this course).	
Behavioral Sciences	6
Psychology 201 and Sociology 200 or Anthropology 201.	
American Institutions	6
To meet these requirements, the student must complete 6 hours selected from the following:	
1. Anthropology -430, 455, 470, and 471	
2. Economics -310, 326,328,330,332,342,346,348,350,351,356,405,415,422, 450, and 461	
3. Geography -206, 305, 320, 401, 402, 410, 414, 415, 416, and 420	
4. History -125, 310,316,317,323,330,331,333,342,350,404,405,417,431, and 432	
5. Political Science -104, 202, 233, 301, 303, 307,333,376,381, 383, 423,429,433, 436, 440, 450, 452, 453, 461, and 484	
6. Sociology -300, 302, 307, 310, 311, 313, 320, 325, 330, 335, 342, 352, 400, 401, 408, 412, 413, 421, 423, 428, 433, 439, 442, and 450	
In selecting courses, the student should pay careful attention to prerequisites and other course restrictions.	
International Institutions	6
To meet these requirements, the student must complete 6 hours selected from the following:	
1. Anthropology - 201, 304, 322, 323, 324, 333, 340, 341, 343, 405, 426, 427, 441, 451, and 453.	
2. Economics • 408, 410, 420, 440, 441, and 460	
3. Geography - 100, IOI, 203, 302, 309, 315, 317, 403, 405, 408, 412, 425, 429, and 430	
4. History • IOI, 102, 103, 219, 220, 221, 301, 314, 321, 322, 375, 400, 418, 419, 421, 422, 425, 426, 428, 429, and 430	
5. Modern Languages • All courses count	
6. Political Science - 105, 207, 309, 325, 326, 405, 406, 407, 408, 409, 410, 411, 415, and 422	
7. Social Studies • 104, 105, and 106	

In selecting courses, the student should pay careful attention to prerequisites and other course restrictions.

COMMON REQUIREMENTS IN BUSINESS BBA DEGREE

	Hours
A C C 215, 216: Principles of Accounting.....	6
E C N 250: Principles of Microeconomics.....	3
E C N 253: Principles of Macroeconomics.....	3
M G T 320: Principles of Management.....	3
M K T 340: Principles of Marketing.....	3
F I N 323: Principles of Finance.....	3
M G T 318: Business Statistics.....	3
F I N 307: Business Law.....	3
C I S 101: Computer Science.....	3
M O T 460: Business Policy (Must be taken last).....	3
TOTAL	33

SUGGESTED PROGRAMS OF STUDY FOR THE FIRST TWO YEARS

First Year

	Hrs.		Hrs.
First Semester		Second Semester	
English 101.....	3	English 102.....	3
Mathematics 120.....	3	Speech 101.....	1
Computer Science 101.....	3	Mathematics 190.....	5
Science Elective.....	4	Science Elective.....	3.4
Elective.....	3	Fine Arts Elective.....	2.3
	16		16-18

Second Year

	Hrs.		Hrs.
First Semester		Second Semester	
Accounting 215.....	3	Accounting 216.....	3
Economics 250.....	3	Economics 253.....	3
Sociology 200 or Anthropology 291.....	3	Psychology 201.....	3
International Institutions elective.....	3	International Institutions elective ¹	3
Speech 207.....	1	Humanities elective.....	3
	15		15

SUGGESTED PROGRAMS OF STUDY FOR THE LAST TWO YEARS

ACCOUNTING

Third Year

	Hrs.		Hrs.
First Semester		Second Semester	
Marketing 340.....	3	Finance 308.....	3
Management 318.....	3	Accounting 312.....	3
Accounting 311.....	3	Accounting 348.....	3
Accounting 318.....	3	Finance 323.....	3
American Institutions elective.....	3	Management 320.....	3
Finance 307.....	3		
	18		15

Fourth Year

	Hrs.		Hrs.
First Semester		Second Semester	
Accounting 313.....	3	Management 460.....	3
Accounting 429.....	3	Accounting 441.....	3

¹Major in Health Care Management, take an American Institutions elective.
²Major in Business Information Systems take CIS 201.
³Major in Business Information Systems take CIS 231.

Accounting 414	3	Accounting elective ¹	3
American Institutions elective	3	Accounting elective ¹	3
Electives	3	Elective	1-3
Humanities elective	3		
	18		13-15

BUSINESS INFORMATION SYSTEMS

Third Year

First Semester	Hrs.	Second Semester	Hrs.
Management 318	3	American Institutions elective	3
Marketing 340	3	Finance 323	3
CIS Language elective (200-300 level)	3	CIS elective (300-400 level)	3
Finance 307	3	CIS Language elective	3
International Institutions elective	3	Computer Science 355	3
International Institutions elective	3	Management 320	3
	18		18

Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
CIS elective (300-400 level)	3	Management 418	3
Computer Science 465	3	Management 460	3
Humanities elective	3	Computer Science 474	3
American Institutions elective	3	Free elective	1-3
Computer Science 450	3	Computer Science 460	3
	18		13-15

ECONOMICS

Third Year

First Semester	Hrs.	Second Semester	Hrs.
Marketing 340	3	Economics electives ²	6
Management 318	3	Finance 323	3
Economics 328	3	American Institutions elective	3
Management 320	3	Economics 326	3
Finance 307	3		
	15		15

Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Economics elective ²	6	Management 460	3
American Institutions elective	3	Economics 443	3
Electives	6	Human Electives	3
Economics 440	3	Elective	1-3
	18	Economics 465	3
			13-15

¹Accounting elective; should be chosen from one of the following three groups with advice from the student advisor:
Public Accounting - ACC 448, ACC 430, ACC 451.

Industrial Accounting - ACC 448, ACC 415, ACC 418, ACC 430.

Not-for-Profit Accounting - ACC 358, ACC 412, ACC 418, ACC 410.

²Economics majors must select four (4) Economics courses at the 300-400 level excluding Economics 326, 328, 440, 421, 465.

FINANCE

Third Year

First Semester	Hrs.	Second Semester	Hrs.
Marketing 340	3	Finance 325	3
Finance 323	3	American Institutions elective	3
Economics 310	3	Finance 308	3
Management 320	3	Finance 370	3
Management 318	3	Elective	3
Finance 307	3		
	18		15

Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Finance 430	3	Finance 470	3
Finance 410	3	Management 460	3
Finance elective ¹	3	Humanities electives	3
American Institutions elective	3	Electives	13
Electives	6	Finance elective ¹	3
	18		13-15

FINANCE (BANKING OPTION)²

Third Year

First Semester	Hrs.	Second Semester	Hrs.
Marketing 340	3	Finance 370	3
Finance 323	3	Finance 325	3
Economics 310	3	Finance 308	3
Management 318	3	American Institutions elective	3
Management 320	3	Electives	3
Finance 307	3		
	18		15

Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Finance 425	3	Finance 309	3
Finance 435	3	Management 460	3
Finance 440	3	Finance 410	3
American Institute Elective	3	Finance 470	3
Electives ⁴	4-6	Humanities elective	3
	16-18		15

FINANCE (INSURANCE OPTION)

Second Year

Finance 225, Recommended for second year.

Third Year

First Semester	Hrs.	Second Semester	Hrs.
Marketing 340	3	Finance 325	3
Finance 323	3	Finance 327	3

Finance majors must select from the following: ACC 348, ECN 326, ECN 420, FIN 309, FIN 343, FIN 420, FIN 425, FIN 440, ECN -123, ECN 327, FIN 329, FIN 405.

In the Two Plus Two Program must complete ENG 101-102 and SPH 103-207. See Two plus Two Program.

Two Plus Two students make an International Institution elective.

Some limited electives for students in the Banklife. Option who are interested in additional banking courses: BUS 151, 152,

and 153. See 2L, 260, 264 and CT 152.

Finance 323	3	Finance 327	J
Economics 310	3	American Institutions elective.....	3
Management 320	3	Finance 308	3
Management 318	3	Finance 370	3
Finance 307	3		
	<u>18</u>		<u>15</u>

Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Finance 329	3	Finance 405	3
Finance 425	3	Management 460	3
American Institutions elective.....	3	Humanities electives	3
Electives	6	Elective.....	16
	<u>15</u>	Finance 470.....	3
			<u>13-18</u>

MANAGEMENT

Third Year

First Semester	Hrs.	Second Semester	Hrs.
Management 318	3	Finance 323	3
Marketing 340	3	Management 419	3
Management 320	3	Management 422	3
Finance 307	3	American Institutions electives	3
Management electives ¹	6	Elective	3
	<u>18</u>		<u>15</u>

Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Management 420	3	Management 423	3
Management 424	3	Management 425	3
American Institution, elective.....	3	Management 460	3
Management Elective	3	Humanities electives	3
Electives	6	Elective.....	1-3
	<u>18</u>		<u>13-15</u>

MANAGEMENT (HEALTH CARE OPTION)

Third Year

First Semester	Hrs.	Second Semester	Hrs.
Finance 307	3	Finance 323	3
Management 320	3	Finance 351	3
Management 318	3	Management 354	3
Marketing 340	3	Finance 356	3
Management 350	3	Accounting 358	3
Humanities elective.....	3		
	<u>18</u>		<u>15</u>

Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Management 420	3	Management 424	3
Management 422	3	Management 472 ²	4
Management 471 ¹	4	Computer Science 474	3

¹Management electives: All 400 num red management courm plus MOT 350, 354, 360; ACC 318, 348; ECN J26, 328, 330; FIN JOB; MKT 37, 412; CIS 201 or 20J, 474; MS JOI, 302, 402.
²strongly recommended durlni: the summer immediately after thrid year,

Management electives ¹	3	Management 455 or f60	3
American Institutions elective	3	Management elective	3
		Elective	0-1
	16		16-17

MANAGEMENT (OPERATIONS OPTION)

Third Year

First Semester	Hrs.	Second Semester	Hrs.
Accounting 318	3	Management 418	3
Management 320	3	Management 420	3
Management 318	3	Finance 323	3
Marketing 340	3	American Institution elective	3
Finance 307	3	Management elective	3
Management elective	3		
	18		15

Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Management 427 or 425	3	Management 426	3
Management 422	3	Management 460	3
Computer Science 44	3	Humanities elective	3
Management elective	3	Management elective	3
Electives	3	Elective	1-3
American Institutions elective	3		
	18		13-15

MARKETING

Second Year

Marketing 231, Required for second year.

Third Year

First Semester	Hrs.	Second Semester	Hrs.
Management 318	3	Marketing 371	3
Marketing 340	3	Marketing elective	6
Management 320	3	Finance 323	3
Finance 307	3	American Institutions elective	3
Journalism 330	3		
	15		15

Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Management 424 or 422	3	Marketing 430	3
Marketing elective	3	Marketing elective	3
Marketing 442	3	Management 460	3
American Institutions elective	3	Humanities electives	3
Electives	6	Elective	1-3
	18		13-15

¹Management electives: A U 400 numbered management courses plus MGT 360; ACC 318; MKT 437.

²Management Operations Option Electives - All 400 numbered management courses plus MGT 350, 354, 360; ACC 348, 349; ECN 330; FIN 308; MKT 437, 442; CIS 201 or 203.

³Marketing electives: the four JCHOO Marketing courses, two of the four courses may be at the 400 level.

MARKETING (RETAIL OPTION)
(Note: Marketing 231 required in second year)

Third Year

First Semester	Hrs.	Second Semester	Hrs.
Management 318	3	Marketing 371	3
Marketing 340	3	Finance 323	3
Management 320	3	Marketing 344	3
Finance 307	3	Marketing elective	3
Journalism 330	3	American Institutions elective.....	3
	<hr/> 15		<hr/> 15

Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Marketing elective 1	3	Marketing elective 1	3
Management 422/424	3	Marketing 430	3
Marketing 442	3	Management 460	3
Electives	6	Humanities electives	3
American Institutions elective.....	3	Elective	13
	<hr/> 18		<hr/> 13-15

MARKETING (TRANSPORTATION OPTION)
(Note: Marketing 231 required in second year)

Third Year

First Semester	Hrs.	Second Semester	Hrs.
Management 318	3	American Institutions elective.....	3
Marketing 340	3	Finance 323	3
Management 320	3	Marketing elective	3
Finance 307	3	Marketing 350	3
Journalism 330	3	Marketing 371	3
	<hr/> 15		<hr/> 15

Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Management 422/424.....	3	Marketing 430.....	3
Marketing 442.....	3	Management 460.....	3
American Institutions elective.....	3	Elective.....	13
Marketing elective	3	Marketing elective	3
Electives	6	Humanities elective.....	3
	<hr/> 18		<hr/> 11-15

MINOR IN BUSINESS ADMINISTRATION

Students enrolled as non business majors frequently desire a limited but structured background in the functional areas of business. This program will enable students to pursue this goal through completion of selected courses in business that are taken by all business students along with business electives.

Because the business core encompasses much of the foundation work required, completion of the minor would facilitate entry into the M.B.A program.

*Marketing Retail Option courses: select three courses from MKT 341, 369, 410, 414, 415, 410. Two of the courses must be at the 400 level.
*Marketing Transportation Option courses: select three courses from MKT 349, 351, 401, 419, 450. Two of the three courses must be at the 400 level.

Program Features

Students may enter the program on attainment of junior status and prior to the semester or term in which they plan to complete all graduation requirements. Enrolling students must have a declared non business major and have achieved a 2.0 grade point average on all work attempted at the time of entrance to the program. Approval for enrollment must be obtained from the Dean of the College of Business and the Dean of the college in which the student is majoring. Enrollment in the program carries the stipulation that the minor is then a requirement in the student's degree program.

Prior to admission to the program, the student must also have completed course work consisting of Principles of Economics, Principles of Accounting, Statistics and Computer Science or approved equivalents. The student must have earned at least a 2.0 grade point average in these courses.

Program Requirements

Course work for the minor in Business Administration consists of eighteen hours of designated business courses:

	Credit Hours
MOT 320 Principles of Management.....	3
MKT 340 Principles of Marketing.....	3
FIN 323 Principles of Finance.....	3
FIN 307 Business Law.....	3
Business Electives.....	6

The Business Electives must be 400 level business courses taken with approval of the Dean of the College of Business. All prerequisites must be completed prior to taking a course.

Students must achieve a 2.0 grade point average in the eighteen specified hours of business. The eighteen hours of upper division business course work must be completed at Marshall University during the junior and senior years. Courses required in the program may not be used simultaneously towards any other major or minor degree program at Marshall University or elsewhere other than as electives. The Dean of the College of Business must authorize the recording of the minor on the transcript. The minor must be completed prior to receiving the bachelor's degree.

Enrollment Procedure

The student should complete the program application and obtain approval from his/her college dean. The completed application and a copy of the student's academic records should be submitted to the Dean of the College of Business for approval.

COMPUTER AND INFORMATION SCIENCES

Bachelor of Science

A candidate for the degree of Bachelor of Science (BS) must complete general university and College of Business requirements for graduation.

Candidates for the BS must earn a minimum of 128 semester hours, distributed among four broad and basic groups or blocks of the degree program: (1) at least 50 semester hours of General Education and advanced mathematics to ensure the students' fundamental acquaintance with the Arts, Sciences, Humanities, Mathematics, and Social Sciences; (2) 24 semester hours of requirements in Business; (3) courses to complete one of the optional fields of study: Computer Science or Information Science; and (4) electives to complete the student's program.

GENERAL EDUCATION FOR BS IN COMPUTER SCIENCE

Subject Area	Hours Required
English 101, 102	6
Speech 103, 104H or 305	3
This requirement may be waived by the Speech Department for those who have one unit of high school speech and can demonstrate a proficiency in oral communications.	
Humanities	6
To meet this requirement, the student may select from among any courses offered by the Departments of Classical Studies, English, Philosophy or Religious Studies. In selecting courses, the student should pay careful attention to prerequisites and other course restrictions.	
Fine Arts	2 or 3
To meet this requirement, the student may select from among courses offered by the Departments of Art (except Art 113,340,460), Music, Theatre/Dance or Physical Education (160, 261). In selecting courses, the student should pay careful attention to prerequisites and other course restrictions.	
Natural Sciences	8
To meet this requirement the student may select from among any courses offered by the Departments of Biological Sciences, Chemistry, Geology, Physics and Physical Sciences, or Geography 101. In selecting courses, the student should pay careful attention to prerequisites and other course restrictions.	
Mathematics	9
Mathematics 131, 230. Any student without background for the above courses must take necessary courses without graduation credit.	
Behavioral Sciences	3
Psychology 201.	
Social Science	6
To meet these requirements, the student must select from among the courses offered by several departments as follows:	
a. Anthropology: Any courses 201 or above.	
b. Economics: Any courses above 300.	
c. Geography: Any Geography courses except 418.	
d. History: Any History courses.	
e. Modern Languages: Any Modern Language courses.	
f. Political Science: Any Political Science courses.	
g. Social Studies: 104, 105, 106.	
h. Sociology: Any courses numbered 200 or above (except 345 and 445).	

BS IN COMPUTER SCIENCE

First Year

First Semester	Hrs.	Second Semester	Hrs.
English 101	3	English 102	3
Computer & Information Sciences 109	3	Speech 103	3
Social Science elective	1	Mathematics 131	5
Fine Arts Elective	2-3	Elective	2-3
Elective	3	Computer & Information Sciences 139	3
	<u>14-15</u>		<u>16-17</u>

Second Year

First Semester	Hrs.	Second Semester	Hrs.
Accounting 215	3	Accounting 216	3
Economics 253	1	Mathematics 231	4

Mathematics 230	4	Economics 250	3
Science elective	4	Computer & Information Sciences 269	3
Computer & Information Sciences 239	3	Science elective	4
	17		17

Third Year

First Semester	Hrs.	Second Semester	Hrs.
Psychology 201	3	Business elective	3
Mathematics 340	3	Computer & Information Sciences 369	3
Management 318	3	Computer & Information Sciences 335	3
Computer & Information Sciences 250	3	Mathematics 330	3
Computer & Information Sciences 320	3	Humanities elective	3
Computer & Information Sciences elective ¹	3		
	18		15

Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Computer & Information Sciences 410	3	Computer & Information Sciences 440	3
Computer & Information Sciences 445	3	Computer & Information Sciences elective ¹	3
Business elective	3	Humanities elective	3
Economics 422	3	Social Science elective	3
Computer & Information Sciences 430	3	Computer & Information Sciences 411	3
	15		15

COMPUTER SCIENCE (INFORMATION SYSTEMS OPTION)

Third Year

First Semester	Hrs.	Second Semester	Hrs.
Management 320	3	Marketing 340	3
Mathematics 340	3	Computer & Information Sciences 355	3
Management 318	3	Finance 307	3
Computer & Information Sciences 250	3	Finance 323	3
Computer & Information Sciences 320	3	Humanities elective	3
Psychology 201	3		
	18		15

Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Computer & Information Sciences 450	3	Computer & Information Sciences 460	3
Computer & Information Sciences 337	3	Computer & Information Sciences elective ¹	3
Computer & Information Sciences elective ¹	3	Management 418	3
Special elective	3	Management 460	3
Humanities elective	3	Social Science elective	3
	15		15

MILITARY SCIENCE

U.S. Army Reserve Officers' Training Corps

The Marshall University Reserve Officers' Training Corps Program, established at Marshall in September, 1951, is open to both men and women. The objective of this program

¹Computer and Information Sciences electives must be CIS course at the 300-400 level.
 Special Elective - Taken from: ECON 318, ACC 318, 401; MKT 412; ECN 326, 328, 422; MGT 422, 426.

is to produce leaders who are capable of serving as officers in the U.S. Army active and reserve forces. It provides a basic military education which, in conjunction with other college disciplines, develops those attributes essential for successful executive performance. Individuals who successfully complete all of the training may be commissioned in the United States Army, the United States Army Reserve, or the National Guard on graduation from the university.

Curriculum

The ROTC program is divided into two parts - the Basic Course and the Advanced Course. The Basic Course (MS I and MS II) consists of 100- and 200-level Military Science classes and is designed primarily for freshman and sophomore students. Students do not incur a military obligation in the Basic Course. The Advanced Course (MS III and MS IV) consists of 300- and 400-level Military Science classes and is reserved for junior and senior students as well as for graduate students. In the Advanced Course, the student receives a cash allowance, and a military obligation is incurred.

The military science curriculum can be taken in conjunction with any of the four year university degree programs and may be applied toward graduation requirements as electives. Students who attain a high standard of military and academic achievement may be afforded an opportunity to apply for a Regular Army commission with a beginning salary of about \$22,000 per year.

Two-Year Program

Students who have not attended the first two years of Military Science may gain credit by attending Camp Challenge (MS 251) at Fort Knox, Kentucky. Students are awarded three hours credit for this camp and are paid approximately \$730. Students may also gain two years of ROTC credit through an on-campus program conducted during the regular summer semester. Students interested in the two-year program should contact the Military Science Department. Also, qualified veterans and students who have had Junior ROTC in high school may be awarded credit for the first two years of ROTC.

Eligibility

To be eligible for enrollment in ROTC, an applicant must be a regularly enrolled full-time student physically capable of participating in a normal college physical education program. To progress to the Advanced Course, students must meet age, physical condition, moral standards, have a 2.0 overall grade point average, and be entering their junior year of college.

Scholarships and Allowances

Scholarships are available for two, three, or four years. For further information contact the Military Science Department, Room 217 Gullickson Hall (telephone 696-6450). During the last two years of the program all students enrolled in the Advanced Course receive a cash allowance of \$100 per month. In order to be eligible for commissioning, students must attend one Advanced Camp, which is six weeks of military training. All travel and basic expenses are paid by the Department of the Army. Additionally, cadets are paid approximately \$730 for participating in this training. Total remuneration for the final two years is approximately \$2,500. All textbooks, uniforms, and equipment are furnished at no cost to students.

Graduate Schooling

A delay to pursue a Master's Degree in any subject discipline other than religious studies

may be granted for a special period of up to 24 months. These opportunities are available before entering active duty, or at some later date. Future officers involved in a legal course of study or in a medical science may delay their active duty for a period necessary to complete their studies, but not more than 36 months. All of these programs are varied and require intense application as a student.

Military Science Extracurricular Activities

In addition to ROTC classes, the Military Science Department also offers unique opportunities in other activities. These activities are designed to create new and lasting friendships as well as to develop spiritual and mental leadership. Among the extracurricular activities in the Military Science Program are: The Color Guard unit, Intramural sports, the Rangers, the Rifle Team, Scabbard and Blade, and Christian Fellowship.



College of Education

MISSION OF THE COLLEGE

The College of Education is one of the oldest academic units within Marshall University. When the West Virginia Legislature purchased Marshall College in 1867, it also insured the preparation of teachers by establishing the West Virginia State Normal School as part of the college program. This function has remained an integral part of the university mission throughout the years. The College of Education continues to prepare teachers and other professional educators, including counselors, principals, supervisors, superintendents, athletic trainers, and speech/language pathologists. It also provides continuing education opportunities for professional educators. All teacher education programs at Marshall University are under the control of the College of Education.

In addition to teacher education programs, the college administers related academic programs in Dietetics, Fashion Merchandising, Food Service Management, Parks and Leisure Services, Counseling and Rehabilitation, and non-teaching physical education programs in Adult Fitness, Sports Communication, and Sports Management and Marketing. The College of Education provides educational services for students and the community which include the Research Coordinating Unit (RCU), the Autism Center, Nursery School, Learning Resources Center (LRC), the Center for Higher Education for Learning Disabled People (HELP) and the Marshall University Reading and Learning Center (MURAL). The College of Education provides education and services for a program that is open, complex, demanding, and evolving. It meets the academic needs of educators and other professional personnel in the area of educational services.

COLLEGE OF EDUCATION STUDENTS

Students who desire to become teachers in pre-kindergarten/kindergarten, elementary, and secondary schools or at the college level, and who are confident that they can attain the standards of academic and professional competency required, enroll in the College of Education. Faculty advisors and the representatives of the Academic Dean's office direct students in programs of their choice throughout their college careers. Students who are enrolled in another college or school of the university may enroll for ten (10) semester hours in the field of professional education if they desire. There is no credit hour limit on enrollment in other academic departments administered by the College of Education.

CERTIFICATE RENEWAL

Marshall University, in addition to offering teacher preparation programs, is actively involved in the continuing education of all professional teachers. The West Virginia Board of Education has approved a program of continuing education for all professional teachers and school service personnel. Information relative to renewal of a teacher's professional certificate is available from the Office of the Dean, College of Education. Fees to determine program requirements for additional endorsements or permits are as follows: Marshall University transcripts only, \$5.00; multiple institutions, \$20; international institutions, \$30.

CREDIT FOR COURSES OFFERED EXTERNALLY

Credits earned through correspondence, extension, military service, radio, television, and special examinations are accepted up to a maximum of 28 semester hours. Courses are accepted only if such courses are offered by institutions of higher education which are accredited by a regional accreditation association of secondary schools and colleges and the National Council for Accreditation of Teacher Education. Enrollment for any such credit should be approved through the Dean's Office prior to enrollment.

PRE-STUDENT TEACHING LABORATORY EXPERIENCES

All Teacher Education students participate in experiences which permit them to observe children or youth in activities which are examples of the teaching/learning process. These experiences are provided in cooperation with the public schools of the area and non-school agencies. Students who enroll for these activities must meet the standards of dress and conduct which apply to teachers in the school or staff in the agency to which they are assigned.

The first of these activities accompanies Educational Foundations 218, Human Development. As a corequisite students must register for EDF 270, Level I Clinical Experience. The nature of the public school experience, its length, and location are determined by the Director of Clinical Experiences.

The second pre-student teaching clinical experience required for all Teacher Education students is a corequisite of the student's "methods" course. The "methods" course for elementary, early childhood, and special education students is CI 343. The "methods" course for secondary students is associated with their subject specialization: CI 428, CI 467, CJ 468, CI 469, CJ 473, CJ 474, CI 476, CI 477, CJ 478, CI 479, MKE 405, HEC 306, SPA 468, and EDF 319 (music majors only). The corequisite for all of the above courses is CI 470, 471, or 472 Level II Clinical Experience. Students who plan to enroll in CI 470, 471, or 472, should consult with their advisors prior to registering for classes in order to plan for appropriate time allowances for the clinical experience.

Certain other programs require laboratory experiences that are associated with specific courses. Students should examine the Courses of Instruction section of this catalog for descriptions of courses in their programs.

TUBERCULOSIS TEST

West Virginia state law requires that all persons working with children in public schools have a negative tuberculosis test report. Tuberculosis test reports are valid for two years. Students entering public schools for any clinical experience must present this report to the school principal. Information about testing procedures is available in the Office of the Director of Clinical Experiences.

ADMISSION TO TEACHER EDUCATION

While enrolled in Educational Foundations 319, each student will be asked to submit an application for Admission to Teacher Education. During the semester the application is submitted the student will be evaluated for admission to Teacher Education. Following the completion of Educational Foundations 319 the student will be notified whether or not he/she is admitted to Teacher Education. Enrollment in Clinical Experience II (CI 470, 471, or 472), or any class for which it is a co-requisite or pre-requisite, is prohibited until notification of acceptance into Teacher Education is received.

To be eligible for full admission to Teacher Education, a student must have achieved the following:

1. Enrollment in the College of Education.

2. Sixty (60) semester hours completed. Transfer students must complete at least one semester (12 hours) of course work at Marshall University before applying for admission to teacher education.
3. Grade point requirements:
 - a. 2.5 GPA **overall** and on **all** course work completed at **Marshall University**.
 - b. 2.5 GPA in Professional Education
 - c. 2.5 GPA in EACH specialization
4. A grade of "C" or above in English IOI, 102, or 201H, and Speech 103 or 305, and C1 IOI or Math I 10 and above; and each course taken to satisfy the general requirement for science.
5. Satisfactory completion of the West Virginia State Department of Education's pre professional skills requirement (PPSTI. This requirement consists of satisfactory completion of a battery of tests for the areas of Math (I 72), Reading (172), and Writing (171).
6. Recommendation submitted by the EDF 218 instructor and the EDF 270 public school supervisor following the completion of the required clinical hours.
7. Recommendation of the EDF 319 instructor.
8. Completion of the Speech and Hearing Screening.
9. Art students must have completed and passed a sophomore review by the Art faculty.
10. Recommendation form submitted by the HPER Division stipulating the Physical Education major has completed and passed Physical Education 211 and ALL EIGHT (8) skill competencies.
11. Recommendation by Teacher Education Standards Committee (fESC).

Any student who is DENIED admission to teacher education should inquire in the Dean's office, JHZ 11, for the appropriate appeal procedures. The student must initiate the appeals process, in writing, seven (7) days prior to the first day of classes.

Note: The College of Education may recommend for teaching certificates only U.S. citizens.

STUDENT TEACHING

An applicant for a professional certificate who is to *be* recommended to his/her state department must complete student teaching at Marshall University.

Any course work in addition to the student teaching block must be approved by the Director of Clinical Experiences prior to registration. Any additional class scheduled during this period must meet after 4:00 p.m. No student may take more than sixteen (16) semester hours during the student teaching semester.

Students are assigned to public schools which have an agreement to provide student teaching experiences in cooperation with Marshall University. Since the supply of supervising teachers is limited and the College of Education has a large supply of teacher candidates, it is sometimes necessary that students be assigned to selected schools away from campus. It is not possible to place students in schools within walking distance. Students must provide transportation to student teaching site(s). Students are advised not to commit themselves to long-term leases since it may be necessary for some to seek housing in areas which are beyond commuting distance. In all cases the responsibility rests with the Director of Clinical Experiences, and with the approval of the public school administration of the school in which the student is to be placed. Students who are assigned a student teaching position but who do not complete the assignment may not be assured of a future assignment.

Admission to student teaching at Marshall University requires the following:

1. Admission to Teacher Education.
2. Application for Student Teaching. Applications must be completed by midterm of the semester previous to enrolling for this experience. The deadline date for

making application for student teaching **will** be posted outside the dean's office. Students must file in the office of the Director of Clinical Experiences, an application for permission to enroll for each course in the student teaching block.

3. Attendance at an orientation program. The program may include large group meetings and seminars. Orientation periods are scheduled twice each year. Students who have not successfully completed the orientation period **will** not be admitted to student teaching. When the student makes application for student teaching, information concerning the dates of the orientation periods will be provided.
4. A quality point average of 2.5 or better in all courses attempted and on all coursework at Marshall University; in all courses in the teaching specializations; and in all courses in professional education. Students should review their program sheets to identify professional education courses. It **will** be the student's responsibility to insure that the above grade averages have been met prior to entering student teaching. Any student who enters teaching without the above grade averages will be withdrawn by administrative action.
5. The completion of approximately three-fourths (3/4) of the course work in the teaching specialization(s). Applicants must complete a minimum of 100 hours prior to the beginning of student teaching.
6. Completion of the specialization methods courses. Elementary education students must complete C1 343, C1 446, and C1 471. Secondary education students must complete the methods course(s) and C1 470 as identified on their student evaluation forms. Students seeking middle school endorsements must complete C1 401 and C1 403. Music majors must complete C1 472 as a co-requisite with EDF 319.

NOTE: Students who are members of varsity teams may not participate in the student teaching program during the active season of their particular sport; e.g., football team members may enroll for student teaching only during the spring semester, basketball team members may enroll for student teaching only during the fall semester, etc.

ACADEMIC PROBATION

Any student who has less than a 2.0 average is on academic probation.

SCHOLASTIC INELIGIBILITY

Students are subject to the academic and behavioral regulations of the university. For failure to comply with such regulations, a student may be suspended as provided by the Board of Trustees.

1. A student on probation must show the improvement stipulated by the College of Education during each succeeding term in which he/she is enrolled. Students failing to meet this standard, may be declared ineligible to attend the next regular academic semester or may be dismissed from the university.
2. A student who has a deficit of 20 or more quality points and who did not receive the reduction stipulated by the College of Education on all work attempted during the period of last enrollment will be declared ineligible to attend the next regular academic semester. Permission to enroll in summer school must be obtained from the Dean's Office.

GRADUATION REQUIREMENTS

Graduation requirements in the College of Education differ by program area. General requirements for teacher education and human services programs are listed.

Individual program requirements are identified with the specific programs.

Teacher Education Programs

1. Admission to teacher education.
2. Satisfactory completion of the culminating clinical experience (student teaching),
3. Completion of all required courses in each specialization(s), preprofessional skills, general education, and professional education.
4. Grade point averages of:
 - a. 2.5 overall and on all courses attempted at Marshall University. Transfer credit may not be used to increase the grade point average.
 - b. 2.5 in each specialization and all courses attempted at Marshall University.
 - c. 2.5 in professional education and all courses attempted at Marshall University.
5. Completion of a minimum of 128 semester hours, including at least 56 hours at Marshall University.

Human Services Programs

1. Grade point averages of:
 - a. 2.5 overall and on all courses attempted at Marshall University. Transfer credit may not be used to increase the grade point average.
 - b. 2.5 in each specialization and all courses attempted at Marshall University.
2. Completion of a minimum of 128 semester hours, including at least 56 hours at Marshall University.

CERTIFICATE REQUIREMENTS (WEST VIRGINIA)

In addition to the graduation requirements, the prospective educator must meet the following requirements:

1. Acceptable score on the Pre-Professional Skills Test (PPST)
2. Admission to teacher education.
3. Acceptable score on content specialization examinations for each teaching specialization. All students except Speech Pathology majors should complete the test(s) during their senior year. Students in the graduate program in Speech Pathology and Audiology are required to pass the content specializations test after admission to candidacy and before completion of the masters degree.
4. Quality point average of 2.5 or better for all courses attempted.
5. Quality point average of 2.5 or better in all comprehensive or subject specializations. All courses within the selected comprehensive or subject specialization(s) are considered in computing the grade point average, whether or not they are listed as requirements for the student's specific comprehensive or subject specialization(s)¹.
6. Quality point average of 2.5 or better in all professional education courses.¹
7. Quality point average of 2.5 or better in all courses attempted at Marshall University. Transfer credit may not be used to increase the grade point average.

Students seeking certification in states other than West Virginia should check with the appropriate state department of education.

RESIDENCY REQUIREMENTS

Students who expect to complete degree requirements in the College of Education are required to complete their student teaching, a majority of their professional education

¹Upper division content specialization and professional education courses must be taken at the 300-400 level. Lower division courses are not equivalent courses and may not be substituted.

courses, and the majority of each teaching specialization requirement at Marshall University, which must include at least one year's work in residence, one semester of which must be in the senior year. A "year in residence" must represent not less than 30 weeks work in residence with not less than 24 hours credit. Students must complete at least 56 hours at Marshall University.

Candidates for a bachelor's degree who entered Marshall University within ten years prior to their graduation may graduate by meeting the requirements in effect at the time of their entrance into the College of Education provided that:

- A. The West Virginia Department of Education will accept the program under the Approved Program arrangements.
- B. The candidate for the degree and/or certification makes continuous progress toward the degree requirement. Continuous progress **will** be defined as a minimum of three (3) hours of approved credit within an academic year (including summer school).

When the candidate fails to complete the requirements within ten (10) years, or fails to make continuous progress, he/she must meet the graduation/certification requirements in effect at the time of graduation or program completion. Any questions related to this matter should be referred to the Dean of the College of Education.

PROGRAM REQUIREMENTS

The following information refers to programming required in the College of Education.

1. Students must complete the curricular requirements as outlined in the undergraduate catalog in effect at the time they enter Marshall University or as outlined in this catalog.
2. A minimum of 128 semester hours is required for graduation.
 - a. Credits for English 099, Preparatory English, Math 099, Developmental Mathematics, and other developmental courses are not included in the minimum 128 hour total.
 - b. Students enrolling in the first year of a foreign language must complete six (6) semester hours if it is to be included in the minimum 128 semester hours required for graduation. Students who complete one-half or three (3) semester hours of the requirement must complete an additional three (3) hours of credit for a total of 131 semester hours for graduation.
3. A minimum of 45 semester hours must be earned in 300A00 level courses. Courses transferred from two-year colleges may not be used as part of the 300-400 level requirements. Courses transferred from four-year accredited colleges retain their original numbers.
4. Although students are expected to complete a majority of their work at Marshall University, it is possible to complete some course work at other institutions. Arrangements for such enrollment must be made in advance of enrollment.
5. Specializations may be taken in the following areas:

TEACHER CERTIFICATION PROGRAMS

MULTI-SUBJECT EDUCATION K-8 (Elementary)

(Students majoring in multi-subject K-8 have the option of adding one or more of the following elementary specializations.)

Elementary Programs

- Consumer and Homemaking 5.3
- Early Education PK-K
- English/Language Arts 5-8
- French 5-8
- General Science 5-8

Math 5-8
Mentally Impaired K-12
Oral Communication 5-8 (Speech)
Physically Handicapped K-12
Social Studies 5-8
Spanish 5-8

Secondary Programs

(Two specializations are required unless the field is comprehensive. One specialization must be 5-12, 9-12, or K-12.)

Art Education 5-12
Athletic Training 5-12
Biological Science 9-12
Business Education 9-12 -Comprehensive
Business Principles 9-12
Chemistry 9-12
English/Language Arts 5-8
English/Language Arts 5-12
French 5-8
French 5-12
General Science 5-8
General Science 5-12
Health Education 5-12
Home Economics 5-12, Vocational-Comprehensive
Occupational Home Economics 9-12
Consumer and Homemaking 5-8
Journalism 9-12
Latin 9-12
Marketing Education 9-12 -Comprehensive
Mathematics 5-12
Mathematics 5-8
Oral Communications 5-8 (Speech)
Oral Communication 5-12 (Speech)
Physical Education 5-12
Physics 9-12
Safety 9-12
Social Studies 5-8
Social Studies 5-12 -Comprehensive
Spanish 5-8
Spanish 5-12

Elementary and Secondary Programs

(Two specializations are required unless the field is comprehensive. One specialization must be 5-12, 9-12, or K-12.)

Art Education K-12 **-Comprehensive**
Music Education K-12 -Comprehensive
Physical Education K-12
School Library Media K-12
Speech-Language Pathology K-12 - Comprehensive

Human Service Programs (Comprehensive)

(Only one specialization is required.)

Adult Fitness

- Athletic Training
- Counseling and Rehabilitation
- Dietetics (Plan V)
- Fashion Merchandising**
- Food Service Management**
- Park Resources and Leisure Services**
- Leisure Services
- Parks and Conservation**
- Therapeutic Recreation**
- Safety Technology
- Sports Communication**
- Sports Management and Marketing**

Students may obtain program sheets from the College of Education office. These forms will assist in the planning and in the recording of progress.

GENERAL REQUIREMENTS'

Teacher Preparation Programs

The general requirements for a Bachelor of Arts (B.A.) degree in the College of Education are as follows:

- | | | |
|----|---|----------|
| A. | FINE ARTS (Select 4 hours from the following) | |
| | Art 112, Art Appreciation | 2 |
| | Music 142, Music Appreciation' | 2 |
| | Theatre 112, Theatre Appreciation | 2 |
| B. | ENGLISH COMPOSITION | |
| | English: 101 and 102 or 201H ¹ | 6 |
| | ENGLISH LITERATURE (Select 6 hours from the following) ⁴ | |
| | At least 3 hours MUST come from English 300, 301, 450 or 451 | 3 |
| | Three hours may come from English 304, 305, 306, 307, 308, 310, 311, 313, 315, 320, 325, 329, 331, 340, 360 | 3 |
| C. | MATHEMATICS (Select 3 hours from the following) | |
| | Curriculum and Instruction 101, Mathematics for Elementary Teachers (Elementary majors) | 3 |
| | Mathematics 110, Introduction to College Mathematics (Secondary majors) | 3 |
| | Mathematics 120, Algebra {Math and Science majors}' | 3 |
| D. | CURRICULUM AND INSTRUCTION 102, | |
| | Computer Applications in the Classroom (ALL majors) | |
| E. | PHYSICAL EDUCATION (Select 2 hours from physical education activities courses) | 2 |
| F. | SCIENCE (Select 8 hours from the following)' | |
| | Biological Science 104 and/or 105 | 4-8 |
| | Biological Science 120 and/or 121 (for Science majors) | 4-8 |
| | Chemistry 203 or Chemistry 204 or Chemistry 211 or Chemistry 212 | 3-6 |
| | and | |
| | Chemistry 213 or Chemistry 214 or Chemistry 215 or | |

¹Cocm<-\$ In this category MAY NOT be comp1ct,] under thc credit/non-credit option.

²Music Major, required to complete 2 hours only (ART 112 or THE 112).

³THIS is an accelerated course for freshmen 5th placed on the basis of A C T scores.

⁴This course has a prerequisite.

⁵Math Pre Science major must complete Math 120 course or greater.

⁶Home Economics majora (excluding: Occupadonn1 Child Care) must complete CHM 203 nd 204 and CHM 215 or 216.

Chemistry 216	2
Geography 110, Physical Geography	4
Geology 100 and 210L or Geology 200 and 210L	4-8
Physics 201 and 202, or 203 and 204	4-8
Physical Science 109, 109L or 110, 110L	4-8
G. SOCIAL STUDIES	
(Select 6 hours from Social Studies 104, 105, or 106)	
Social Studies 104	3
Social Studies 105	3
Social Studies 106	3
Social Studies 207	3
Social Studies 208	3
H. SPEECH (3 hours required)	
Speech 103, Fundamentals of Speech	3
Speech 104H, Speech Honors' or	3
Speech 305, Principles of Public Address'	3
Total General Requirement Hours	45

OTIIBR REQUIREMENTS

- A. 128 Minimum Semester Hours
- B. 45 Upper Division Hours (course with 300-400 numbers)
- C. Pre-Professional Skills Tests (PPST)
- D. Content Specialization Test(s) (Teaching Majors)

TEACHING CERTIFICATION PROGRAMS

The College of Education offers the following programs leading to teaching certification by the West Virginia Department of Education.

SPECIALIZATION REQUIREMENT SHEETS'

Specialization sheets which more specifically outline degree requirements are available from the College of Education Dean's office. Students are encouraged to request these sheets from the Dean's Office.

AREAS OF SPECIALIZATION

Listed under the appropriate Elementary, Middle Childhood or Secondary, or Non-Teaching Specializations are **minimum requirements for graduation. The specializations are listed in alphabetical order and indicate the appropriate grade level.**

ART K-12

A. Teaching Specialization	54
ART 113, 203, 214, 215, 217, 218, 255, 256, 301, 307, 340, 350,	
401, 402, 406, 460	48
Art: (select three hours) 305, 306, 308	3
Art: (select three hours) 403, 405, 407, 409, 412, 413	3
B. Professional Education	37
Curriculum and Instruction 403, 405, 409, 421, 445, 450, 468, 470	27
Educational Foundations 114, 218, 270, 319	9
!TL 365	1

1Tht. is an accelerated course for freshmen selected on the basis of ACT 1Core1.
 This is a beginning course open to juniors and seniors who have not had Speech 101 or by permission of the chairman of the Speech Department.
 No course listed in specialization requirements may be taken on CR/NC basis.

- C. General Requirements (see page 119) 45
- D. Pre-Professional Skills Tests (PPST)
- E. Content Specialty Test(s)
- F. All students applying for admission to any program in art must submit a portfolio and be approved by the Chairman of the Department.
- G. At the end of the third semester, art students must submit a portfolio of art work completed in ART 203, 214, 215, 217, and 218 during the freshman and sophomore years for review by the art staff prior to enrollment in advanced courses in art. Students who are not approved for advancement will be required to repeat lower level work until successful. This portfolio is also a requirement for admission to Teacher Education.
- H. A successful exhibition of creative work must be presented by the students during the senior year.

ART 5,12

- A. Teaching Specialization 45
 - Art 113, 203, 214, 215, 217, 255, 301, 307, 340, 350, 401, 402, 406, 460 42
 - Art: (select three hours) 305, 306, 308 3
- B. Professional Education 37
 - Curriculum and Instruction 401, 403, 409, 421, 445, 450, 468, 470 27
 - Educational Foundations 114, 218, 270, 319 9
 - !TL 365 1
- C. General Requirements (see page 119) 45
- D. A second 5-8, 5-12, K-12 or 9-12 Teaching Specialization'
- E. Pre-Professional Skills Tests (PPST)
- F. Content Specialty Test(s)
- G. All students applying for admission to any program in art must submit a portfolio and be approved by the Chairman of the Department.
- H. At the end of the third semester art students must submit a portfolio of art work completed in Art 203, 214, 215 and 217 during the freshman and sophomore years for review by the art staff prior to enrollment in advanced courses in art. Students who are not approved for advancement will be required to repeat lower level work until successful. This portfolio is also a requirement for admission to Teacher Education.
- I. A successful exhibition of creative work must be presented by the students during the senior year.

BIOLOGICAL SCIENCE 9-12

- A. Teaching Specialization' 43-44
 - Biological Science 120, 121, 320, 322, 324 20
 - Botany: (select four hours) 415 or 416 4
 - Chemistry 211, 212 and 216² 8
 - Physics 201 and 202 4
 - Zoology 212 or 214 4
 - Electives: (Select three or four hours from the following courses or from other Botany and/or Zoology courses): Biological Science 430, 460, Botany 302 3-4

Col 1ne1 in th1 pcc1111z1111n may 1110 be a pan of General Requirements.
Chemistry 216 is pcc1ned. Chemistry 211, 214, or 215 are acceptable.

B.	Professional Education	31
	Curriculum and Instruction 421, 445, 450, 470, and 474	21
	Educational Foundations 114, 218, 270, 319	9
	Instructional Technology and Library Science 365	1
C.	General Requirements (see page 119)	45
D.	A second K-12, 5-8, 5-12, or 9-12 Teaching Specialization	
E.	Pre-Professional Skills Tests (PPSn)	
F.	Content Specialty Test(s)	

BUSINESS EDUCATION COMPREHENSIVE 9-12

A.	Teaching Specialization'	51
	Accounting 215, 216 and 348 or any approved 300 or 400 level	
	accounting 3-hour elective	9
	Economics 253	3
	Finance 307	3
	Management 320	3
	Marketing 340	3
	Office Technology 112\ 114,' 261, 236, ² , 237 and 265	18
	Business Education 305 , 325 ² , and 421	9
	Vocational and Technical Education 425	3
B.	Professional Education	31
	Curriculum and Instruction 421, 445, 450, 469, and 470	21
	Educational Foundations 114, 218, 270, 319	9
	Instructional Technology and Library Science 365	1
C.	General Requirements (see page 119)	45
D.	Pre-Professional Skills Test (PPSn)	
E.	Content Specialty Test(s)	
F.	To aid in fully understanding the application of theory to business, applicants must complete a minimum of 200 clock hours of verified work experience, simulation, or practicum in a five-year period prior to certification.	

BUSINESS PRINCIPLES 9,12

A.	Teaching Specialization'	42
	Accounting 215, 216, and 348 or any approved 300 or 400 level	
	accounting 3-hour elective	9
	Economics 253	3
	Finance 307	3
	Marketing 340	3
	Office Technology 261 ² , 236 ² , 237 and 265	12
	Business Education 305 ² , 325 ² , and 421	9
	Vocational and Technical Education 425	3
B.	Professional Education	31
	Curriculum and Instruction 421, 445, 450, 469, and 470	21
	Educational Foundations 114, 218, 270, 319	9
	Instructional Technology and Library Science 365	1
C.	General Requirements (see page 119)	45
D.	A second K-12, 5-8, 5-12, ot 9-12 Teaching Specialization	
E.	Pre-Professional Skills Tests (PPST)	

¹Requirement may be reduced for HO, who pass proficiency test.
²Students with high school typewriting and/or shorthand may request to test out of OT 13 (Typing I), OT 13 (Typing II), OT 111 (Short-hand I), and/or OT 236 (Introduction to Word Processing). Check with the Division of Office Technology in the Community College for proficiency test dates.

- F. Content Specialty Test(s)
- G. To aid in fully understanding the application of theory to business, applicants must complete a minimum of 200 clock hours of verified work experience, simulation, or practicum in a five-year period prior to certification.

CHEMISTRY 9-12

A.	Teaching Specialization ¹	29
	Chemistry 211 and 212	6
	Chemistry: (choose four hours) 213, 214, 215, 216	4
	Chemistry 307, 327, 345, 361, 365, 366	19
B.	Professional Education	31
	Curriculum and Instruction 421, 445, 450, 470, 474	21
	Educational Foundations 114, 218, 270, 319	9
	Instructional Technology and Library Science 365	1
C.	General Requirements (see page 119)	45
D.	A second 5-8, 5-12, K-12, or 9-12 Teaching Specialization	
E.	Pre-Professional Skills Tests (PPST)	
F.	Content Specialty Test(s)	

EARLY EDUCATION PK-K

A.	Teaching Specialization -Elementary K-8 ¹	76
	Art 113, 340	6
	Curriculum and Instruction IOI, 102, 201, 203, 300, 307, 342, 343, 370, 445, 446	29
	Geography 317	3
	Health Education 321	3
	History 330, 331	6
	Music 242, 342	5
	Physical Education 314	3
	Science: (choose 12 hours)	12
	Biological Science 104, 105	
	Physical Science 109, 109L, 110, 110L	
	Social Studies 104, 105, or 106 ¹ and 403	9
B.	Teaching Specialization -Early Education, Ages 3-5	9
	Home Economics 303, 435	6
	Speech Pathology and Audiology 418	3
C.	Professional Education	31
	Curriculum and Instruction 367, 405, 409, 410, 421, 471	21
	Educational Foundations 114, 218, 270, 319	9
	Instructional Technology and Library Science 365	1
D.	General Requirements (see page 119)	45
E.	Pre-Professional Skills Tests (PPST)	
F.	Content Specialty Test(s)	

ELEMENTARY K-8 (Multi-Subject)

A.	Teaching Specialization ¹	76
	Art 113, 340	6

¹Coune* In thi, ipedi11itatuin may alw be a part of General Requirement.
²Sjx of these hour, ore Indudffl in the General R_equirements.

Curriculum and Instruction 101, 102, 201, 203, 300, 307, 342, 343, 370, 445, 446	29	
Geography 317	3	
Health Education 321	3	
History 330, 331	6	
Music 242, 342	5	
Physical Education 314	3	
Science (select 12 hours)	12	
Biological Science 104, 105		
Physical Science 109, 1091, 110, 1101		
Social Studies 104, 105, or 106 ¹ and 403	9	
B. Professional Education		31
Curriculum and Instruction 367, 405, 409, 421, 471	21	
Educational Foundations 114, 218, 270, 319	9	
Instructional Technology and Library Science 365	1	
C. General Requirements (see page 119)		45
D. 128 minimum semester hours		
E. 45 minimum upper division (300-400) hours		
F. Pre-Professional Skills Tests (PPST)		
G. Content Specialty Test(s)		

ENGLISH/LANGUAGE ARTS 5-8²

A. Teaching specialization'		23
Curriculum and Instruction 303 or 1TL 405	3	
English 300, 301, and 408	9	
English-Electives: 405 or 475	3	
English-Electives: 304 or a 300-400 level course in twentieth century literature	3	
Speech 320 and 451	5	
B. Professional Education Requirements		13-15
Curriculum and Instruction 401, 403, 445, 452		
C. General Requirements (see page 119)		45
D. A second K-8, 5-12, 9-12, or K-12 Specialization		
E. Pre-Professional Skills Tests (PPST)		
F. Content Specialty Test(s)		

ENGLISH/LANGUAGE ARTS 5-12

A. Teaching specialization		36
English 300, 301, 325, 405, 408, 420, 475	21	
English: (select three hours) 450, 451	3	
English: (select 12 hours in English at the 300-400 level. One course must be at the 400 level)	12	
B. Professional Education		37
Curriculum and Instruction 401, 403, 421, 445, 450, 470, 477	27	
Educational Foundations 114, 218, 270, 319	9	
Instructional Technology and Library Science 365	1	
C. General Requirements (see page 119)		45
D. A second 5-8, 5-12, K-12, or 9-12 Teaching Specialization'		
E. Pre-Professional Skills Tests (PPST)		
F. Content Specialty Test(s)		

¹Six of the hours are included in the General Requirements.

²This specialization may not be combined with English/Language Arts 5-12. Jeon11 in the Specialization may also be a part of the General Requirements.

FRENCH 5-8¹

A. Teaching Specialization'	18
French IOI, 102, 203, 204	12
French Conversation 310 or 311	3
French Civilization 405 or 406	3
B. Professional Education	13-15
Curriculum and Instruction 401, 403, 445, 452	
C. General Requirements (see page 119)	45
D. A specialization for Elementary Education K-8, 5-12, 9-12, or K-12	
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	

FRENCH 5-12

A. Teaching Specialization'	30
French IOI, 102, 203, 204	12
French Laboratory Techniques 314	3
French Conversation 310 or 311	3
French Grammar and Composition 315 or 316	3
French Civilization 405 or 406 (with consent of instructor)	3
French Literature (select three hours with consent of advisor)	3
French Elective (select three hours with consent of advisor)	3
B. Professional Education	37
Curriculum and Instruction 401, 403, 421, 445, 450, 470	
and 478	27
Educational Foundation 114, 218, 270, 319	9
Instructional Technology & Library Science 365	1
C. General Requirements (see page 119)	45
D. A second 5-8, 5-12, 9-12, or K-12 Teaching Specialization	
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	

GENERAL SCIENCE 5-8³

A. Specialization Requirements⁴	28
Biological Science 120, 121, 320	12
Geology 200 and 210L	4
Physical Science 109 and 109L	4
Physical Science 110 and 110L	4
Physical Science 400 and 400L	4
B. Professional Education	13-15
Curriculum and Instruction 401, 403, 445, 452	
C. General Requirements (see page 119)	45
D. A second Specialization for K-8, 5-12, 9-12, or K-12	
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	

¹This Specialization may not be combined with French 5-12.

²Minimum hours may be reduced if a student has advanced standing for required content. If two foreign languages are declared, the minimum requirements for the second language and shall be H.S., mcur 1mu'8.

³This Specialization may not be combined with General Science 5-12.

⁴Courses in the Specialization may also be a part of the General Requirements.

GENERAL SCIENCE 5-12

A. Teaching Specialization ¹	38
Biological Science 120, 121, 320	12
Chemistry 203, 204 and two labs from Chemistry 213, 214, 215 or 216	10
Geology 200, 210L	4
Physical Science 400, 400L	4
Physics 201-202, 203-204	8
B. Professional Education.....	37
Curriculum and Instruction 401, 403, 421, 445, 450, 470, 474	27
Educational Foundations 114, 218, 270, 319	9
Instructional Technology and Library Science 365	1
C. General Requirements (see page 119).....	45
D. A second 5-8, 5-12, K-12, or 9-12 Teaching Specialization	
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	

HEALTH EDUCATION 5-12

A. Teaching Specialization.....	30
Health Education 220, 221, 222, 321, 325, 426	18
Physical Education 201, 345	6
Safety Education 235	3
Home Economics 210	3
B. Professional Education.....	37
Curriculum and Instruction 403, 405, 409, 421, 428, 445, 450, 470	27
Educational Foundations 114, 218, 270, 319	9
Instructional Technology and Library Science 365	1
C. General Requirements (see page 119).....	45
D. A second K-12, 5-12, 9-12, or 5-8 Teaching Specialization	
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	

HOME ECONOMICS 5-8²

A. Teaching Specialization.....	28
Home Economics 110B, 112 or 213, 210, 212B, 303, 306B, 314B, 351B, 354B, 358, 406B, 415, 444B	
B. Professional Education Requirements ³	12
Curriculum and Instruction 401 ⁴ , 403 ¹ and Student Teaching ⁵	
C. General Requirements (see page 119).....	48-49
D. Completion of a second K-8, 5-12, 9-12, or K-12 Specialization	
E. Pre-Professional Skills Tests (PPS1)	
F. Content Specialty Test(s)	

HOME ECONOMICS COMPREHENSIVE 5-12

A. Teaching Specialization.....	47
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¹Courses in the Specialization may also be a part of the General Requirements.

²This specialization may not be combined with Home Economics 5, 12.

³Courses in this category MAY NOT be completed under the credit/non-credit Option.

⁴This course has a prerequisite and a prerequisite to Student Teaching.

⁵Student Teaching requires admission to Teacher Education.

Home Economics 110, 203, 210, 212, 213, 303, 314, 351, 354, 358, 415, 416, 420, 427, 444	44
Home Economics Electives: (select three hours from upper division courses)	3
B. Professional Education	42
Curriculum and Instruction 401, 403, 445, 421, 470	12
Educational Foundations 114, 218, 270, 319	9
Instructional Technology and Library Science 365	1
Home Economics 305, 306, 307, 406, 450	20
C. General Requirements (see page 119)	48-49
D. Pre-Professional Skills Tests (PPST)	
E. Content Specialty Test(s)	

HOME ECONOMICS OCCUPATIONAL 9-12¹

A. Teaching Specialization	
Option A -Childcare Services	27
Home Economics 210, 303, 415, 416, 435	15
Art 113	3
Theatre 225	3
Physical Education 260	3
Management 360	3
Option B -Food Services'	24
Home Economics 110, 203, 210, 402, 405, 407, 413	21
Management 360	3
B. Professional Education	38
Curriculum and Instruction 421, 445, 450 ¹	6-10
Educational Foundations 114, 218, 270, 319	9
Home Economics 305, 306, 307, 406, 428, 450 ³ , 466	15-23
Instructional Technology and Library Science 365	1
C. General Requirements (see page 119)	45
D. A second 5-8, 5-12, 9-12, or K-12 specialization	
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	
G. 1500-2000 hours of related work experience. Consult Home Economics Work Ex- perience Coordinator for specific requirements.	

JOURNALISM 9,12

A. Teaching Specialization	33
Journalism 150, 201, 202, 241, 302, 360, 402, 404, 428, 440	30
Journalism Elective (select three hours from any other Journalism courses)	
B. Professional Education	31
Curriculum and Instruction 421, 445, 450, 470 and Methods ⁴	21
Educational Foundations 114, 218, 270, 319	9
Instructional Technology and Library Science 365	1

¹Choose one option for completion of this endorsement.

²In the Food Services Option, students must complete Chemistry 203, 204, and 215 or 216.

³HEC 150 will be taken for QCT/ILU rather than 12 when the specialization is combined with a specialization other than home economics that required C1 150.

⁴A methods course must be completed in the 9-12 or K-12 specialization which must accompany Journalism.

C. General Requirements (see page 119)	45
D. A second 5-12, K-12, or 9-12 Teaching Specialization (Excluding School Library Media & Safety)	
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	

LATIN 9-12

A. Teaching Specialization'	33
Classical Studies 436	3
Latin IOI, 102, 203, 204, 240	15
Latin Electives: (select 15 hours with approval of advisor)	15
B. Professional Education	37
Curriculum and Instruction 401, 403, 421, 445, 450, 470, 478	27
Educational Foundations 114, 218, 270, 319	9
Instructional Technology and Library Science 365	1
C. General Requirements (see page 119)	45
D. A second 5-8, 5-12, K-12, or 9-12 Teaching Specialization	
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	

MARKETING EDUCATION COMPREHENSIVE 9-12

A. Teaching Specialization	45
Accounting 215	3
Marketing Education 205, 301	6
Economics 250, 253	6
Management 320, 360, 424	9
Marketing 231, 340, 341, 344	12
Speech 207	3
Vocational Technical Education 422, 425	6
B. Professional Education	31
Curriculum and Instruction 421, 445, 450, 470	18
Educational Foundations 114, 218, 270, 319	9
Marketing Education 405	3
Instructional Technology and Library Science 365	1
C. General Requirements (see page 119)	45
D. Pre-Professional Skills Tests (PPST)	
E. Content Specialty Test(s)	
F. Program requires 2,000 hours of verified work experience in the marketing or service occupations. Wage-earning experience shall be in businesses that (1) sell goods at retail, (2) services at retail, including financial and transportation services, and (3) wholesale.	

MATHEMATICS 5-8¹

A. Teaching Specialization'	21
Mathematics (MTH) 130, 140, 225, 330, 400, 401	
Mathematics (MAT) 115	
B. Professional Education	13-15
Curriculum and Instruction 401, 403, 445, 452	

¹Minimum hours may be reduced if a student has advanced placement for high school courses covering equivalent content. If two foreign languages are selected at specialization, the minimum requirements for the core, foreign language shall be 21 hours.
²This Specialization may not be combined with Mathematics 5-12.
³Semester hours may be reduced if a student receives advanced standing for required content.

C. General Requirements (see page 119)	45
D. A second K-8, 5-12, 9-12, or K-12 Teaching Specialization	
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	

MATHEMATICS 5-12¹

A. Teaching specialization'	34-35
Mathematics 131, 230, 231, 330, 443, 445, 448, 449, 450	31
Mathematics Electives: (select three or four hours from Math courses at 300 or 400 level)	3-4
B. Professional Education	37
Curriculum and Instruction 401, 403, 421, 445, 450, 470, 479	27
Educational Foundations 114, 218, 270, 319	9
Instructional Technology and Library Science 365	I
C. General Requirements (see page 119)	45
D. A second 5-8, 5-12, 9-12, or K-12 Teaching Specialization	
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	

MENTALLY IMPAIRED K-12¹

A. Teaching Specialization -Elementary ⁴	76
Art 113, 340	6
Curriculum and Instruction IOI, 102, 201, 203, 300, 307, 342, 3D, 3W, ffi .	m
Geography 317	3
Health Education 321	3
History 330, 331	6
Music 242, 342	5
Physical Education 314	3
Science: (select 12 hours from the following)	12
Biological Science 104, 105	
Physical Science 109, 109L, 110, 110L ⁵	
Social Studies	9
Social Studies 403	
Select 6 hours from the following: Social Studies 104, 105, or 106 ⁶	
B. Teaching Specialization -Mental Retardation K-12	15
Curriculum and Instruction 320, 433, 435, 439, 453	
C. Professional Education	31
Curriculum and Instruction 367, 405, 409, 420, 440, 471	21
Educational Foundations 114, 218, 270, 319	9
Instructional Technology and Library Science 365	I
D. General Requirements (see page 119)	45
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	

¹This Specialization may not be combined with Mathematics 5-8.

²Semester hours may be reduced if a student receives advanced standing for required content.

³This program is an endorsement in Elementary Education. The graduate will be prepared for teaching Elementary K-12 and the Mentally Retarded K-12.

⁴In this Specialization may also be a part of General Requirements.

⁵50% of hours of Science are included in General Requirements.

⁶These six hours are also included in General Requirements.

MUSIC K-12

A. Teaching specialization	Q	
Applied Music Major		12
Applied Music Minor ¹		6
Music Major Ensemble		7
Music IIS , 116, 121, 215, 216, 301, 315, 415, 422, 423, 425		32
Music Electives: (select two hours from the following)		
320 or 321		2
Music Electives: (select three hours from the following)		
261, 262, 263, 264		3
B. Professional Education		36
Curriculum and Instruction 403, 405, 409, 421, 450		17
Curriculum and Instruction 445, 472		3
Educational Foundations 114, 218, 270, 319		9
Instructional Technology and Library Science 365		1
Music 338 and 340		6
C. General Requirements (see page 119) ²		43
D. Pre-Professional Skills Tests (PPST)		
E. Content Specialty Test(s)		

ORAL COMMUNICATION 5-8 (SPEECH)¹

A. Teaching Specialization		18
Speech 202, 240, 300, 345, 450		IS
Theatre 225		3
B. Professional Education		13-15
Curriculum and Instruction 401, 403, 445, 452		
C. General Requirements (see page 119)		45
D. A specialization for Elementary Education K-8, 5-12, 9-12, or K-12		76
E. Pre-Professional Skills Tests (PPST)		
F. Content Specialty Test(s)		

ORAL COMMUNICATION 5-12 (SPEECH)

A. Teaching Specialization		34
Speech 202, 230, 240, 300, 310, 320, 339, 345, 450		25
Theatre 150, 151, 222, and 437		9
B. Professional Education		37
Curriculum and Instruction 401, 403, 421, 445, 450, 470, 476		27
Educational Foundations 114, 218, 270, 319		9
Instructional Technology and Library Science 365		1
C. General Requirements: (see page 119)		45
D. A second 5-8, 5-12, K-12, or 9-12 Teaching Specialization		
E. Pre-Professional Skills Tests (PPST)		
F. Content Specialty Test(s)		
G. Oral Communication specialists must pass the voice and articulation screening test. Those who must receive therapy at the Speech Clinic will not receive academic credit for clinic participation. Specialists are also required to participate in cocurricular		

¹Students who complete instrumental major and minor are required to complete Music 112-111 as imrc of minor requirements. Other p.,cifik require-
ments; for pphc.J minor areu must comply with current regulations as publish«! by the Department of Music.

²Students in Music K,12 are not required to complete Music 142 (2 hours).

³hts Speciallialtion may not be combined with Oral Communication 5-12.

activities before their senior year. Activities and hours of participation will be recorded by the Speech Department.

PHYSICAL EDUCATION K-12

A. Teaching Specialization'	52-55
Health Education 22	3
Physical Education 118,201,211,218,260,310,311,314,321, 345, 350, 365, 369, 410, 435	41
Five beginning competencies in skill oriented activities from dance, team sports, dual sports, and individual sports (which includes aquatics and gym nasties.) (See letter H)	
Three intermediate competencies from dance, team sports, dual sports, and individual sports. (See letter H)	
B Professional Education	37
Curriculum and Instruction 403, 405, 409, 421, 445, 450, 470, 473	27
Educational Foundations 114, 218, 270, 319	9
Instructional Technology and Library Science 365	1
C.General Requirements (see page 119)	45
D. A second K-12, 5-12, 9-12, or 5-8 Teaching Specialization	
E Pre-Professional Skills Tests (PPST)	
F. Content Specialization Test(s)	

0. Must complete 4 intramural activities per year.

H. Motor Skills Requirement. Skill competency may be completed by receiving an A or Bin both the cognitive and psychomotor phases of the course. Transfer students need only pass the psychomotor tests with an A or B. This requirement must be completed prior to enrolling in CI 473.

1. A competency test can be completed in one of two ways:
 - a. The student may take the competency test while enrolled in the course. The examination will consist of a cognitive test and a psychomotor test. Passing both phases fulfills the competency.
 - b. The student having completed the course or transferring credit for a similar course may register for the examination without enrolling for the course a second time. If the examination is successfully completed the competency is fulfilled.

NOTE: Once the cognitive test has been passed the student will not repeat that portion of the competency test a second time, although the student fails the psychomotor test.

2. The motor skills which can be used to fulfill these competencies have been divided into three areas:
 - a. Dance: Two beginning skills are required.
 - b. Individual and Dual Sports: Two beginning skills and two intermediate skills are required.
 - c. Team Sports: One beginning skill and one intermediate skill are required.

NOTE: Beginning skill requirements must be met in activities other than those selected for intermediate skill competency.

3. If aquatics and gymnastics are not taken to satisfy an intermediate competency they must be taken at the beginning level. All other beginning and intermediate requirements are left for the student to choose as long as he/she fulfills five beginning and three intermediate skills.
4. The three areas and their associated motor skills have been listed below. The motor skills have been selected on the basis of an activity survey completed by the faculty.

courses in this specialization may also be a part of General Requirements.

- a. Dance: Beginning Folk, Beginning Square, Beginning Modern, Intermediate Folk₁, Intermediate Square, Beginning Social, Intermediate Modern, and Intermediate Social.
- b. Individual and Dual Sports: Beginning and Intermediate Tennis, Beginning and Intermediate Badminton, Beginning and Intermediate Aquatics, Beginning and Intermediate Gymnastics, Beginning and Intermediate Golf, Beginning and Intermediate Wrestling, Beginning Track and Field, Beginning and Intermediate Bowling, Beginning and Intermediate Archery, Beginning and Intermediate Handball, and Beginning and Intermediate Racquetball.
- c. Team Sports: Beginning and Intermediate Soccer, Beginning and Intermediate Volleyball, Beginning and Intermediate Basketball, Beginning Field Hockey, and Beginning and Intermediate Softball.

PHYSICAL EDUCATION 5-12

A. Teaching Specialization ¹	4447
Health Education 222	3
Physical Education 118, 201, 211, 218, 310, 311, 321, 345, 365, 369, 410, 435	33
Five beginning competencies in skill oriented activities from dance, team sports, dual sports, and individual sports (which includes aquatics and gymnastics. See section H.)	
Three intermediate competencies from dance, team sports, dual sports, and individual sports. (See section H)	
B. Professional Education	37
Curriculum and Instruction 401, 403, 421, 445, 450, 470, 473	27
Educational Foundations 114,218,270,319	9
Instructional Technology & Library Science 365	I
C. General Requirements (see page 119)	45
D. A second 5-8, 5-12, 9-12, or K-12 Teaching Specialization	
E. Pre-Professional Skills Tests (PPS1)	
F. Concent Specialization Test(s)	
G. Must complete 4 intramural activities per year.	
H. Motor Skills Requirement. Skill competency may be completed by receiving an A or B in both the cognitive and psychomotor phases of the course. Transfer students need only pass the psychomotor test. This requirement must be completed prior to enrolling in CI 473.	
1. A competency test can be completed in one of two ways:	
a. The student may take the competency test while enrolled in the course. The examination will consist of a cognitive test and a psychomotor test. Passing both phases fulfills the competency.	
b. The student having completed the course or transferring credit for a similar course may register for the examination without enrolling for the course a second time. If the examination is successfully completed, the competency is fulfilled.	
NOTE: Once the cognitive test has been passed the student will not repeat the portion of the competency test a second time, although the student fails the psychomotor test.	
2. The motor skills which can be used to fulfill these competencies have been divided into three areas:	
a. Dance: Two beginning skills are required.	
b. Individual and Dual Sports: Two beginning skills and two intermediate skills are required.	

¹Courses in this section may also be a part of General Requirements.

c. Team Sports: One beginning skill and one intermediate skill are required.

NOTE: Beginning skill requirements must be met in activities other than those selected for intermediate skill competency.

3. If aquatics and gymnastics are not taken to satisfy an intermediate competency they must be taken at the beginning level. All other beginning and intermediate requirements are left for the student to choose as long as he/she fulfills five beginning and three intermediate skills.
4. The three areas and their associated motor skills have been listed below. The motor skills have been selected on the basis of an activity survey completed by the faculty.
 - a. Dance: Beginning Folk, Beginning Square, Beginning Modern, Intermediate Folk, Intermediate Square, Beginning Social, Intermediate Modern, and Intermediate Social.
 - b. Individual and Dual Sports: Beginning and Intermediate Tennis, Beginning and Intermediate Badminton, Beginning and Intermediate Aquatics, Beginning and Intermediate Gymnastics, Beginning and Intermediate Golf, Beginning and Intermediate Wrestling, Beginning Track and Field, Beginning and Intermediate Bowling, Beginning and Intermediate Archery, Beginning and Intermediate Handball, and Beginning and Intermediate Racquetball.
 - c. Team Sports: Beginning and Intermediate Soccer, Beginning and Intermediate Volleyball, Beginning and Intermediate Basketball, Beginning Field Hockey, and Beginning and Intermediate Softball.

PHYSICAL EDUCATION - ATHLETIC TRAINING 5-12
(Second Major Only)

A. Teaching Specialization	46
Health Education 220, 222	6
Physical Education 201, 202, 215, 321, 345, 348, 422, 435, 476, 479, 490	31
Physical Education 375 or 478	3
Home Economics 210	3
B. Professional Education	37
Curriculum and Instruction 401, 403, 421, 445, 450, 470	
EDF 114, 218, 270, 319, !TL 365	
C. General Requirements (see page 119)	45
D. A second 5-12, 9-12, K-8, or K-12 Teaching Specialization	
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	
G. 800 hours of practical experience under the supervision of a certified athletic trainer.	
H. Admission to Athletic Training (GPA 2.5)	

PHYSICALLY HANDICAPPED K-12¹

A. Teaching Specialization -Elementary K-8 ²	76
Art 113, 340	6
Curriculum and Instruction IOI, 102, 201, 203, 300, 307, 342, 343, 370, 445, 446	29

¹Thi, program li an endon, m,inc to Elemcnt:iry Education. The graduate wll be prepared to teach Elemenwry K..S end the Phycnly Hndkopf<tl K*12.
Za;:ur in rftl1 specialirndon may also be a pore of General Requirements.

Geography 31 7	3
Health Education 321	3
History 330, 331	6
Music 242, 342	5
Physical Education 314	3
Science: (select 12 hours from the following) ¹	
Biological Science 104, 105 or	
Physical Science 109, 109L, 110, 110L	12
Social Studies	9
Social Studies 403	
Select 6 hours from the following: SOS 104, 105, or 106	
B. Teaching Specialization -Physically Handicapped K-12	18
Curriculum and Instruction 320, 429, 431, 432, 435, 439	
C. Professional Education	31
Curriculum and Instruction 367, 405, 409, 420, 421, 434, 470	21
Educational Foundations 114, 218, 270, 319	9
Instructional Technology and Library Science 365	1
D. General Requirements (see page 119)	45
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	

PHYSICS 9-12

A. Teaching Specialization ²	35
Physics 201, 202, 203, 204, 320, 421	13
Physics Electives: (Select 13 hours from the following)	
304, 308, 314, 405, 415, 450	13
Physical Science 400, 400L	4
Chemistry 211, 213	5
B. Professional Education	31
Curriculum and Instruction 421, 445, 450, 470, 474	21
Educational Foundations 114, 218, 270, 319	9
Instructional Technology & Library Science 365	1
C. General Requirements (see page 119)	45
D. A second 5-8, 5-12, 9-12, or K-12 Teaching Specialization	
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	

SAFETY 9-12

A. Teaching specialization	19
Safety Education 235, 385, 450, 400, 410	15
Health Education 222, 223	4
B. Professional Education	31
Curriculum and Instruction 421, 445, 450, 470, and Methods ¹	21
Educational Foundations 114, 218, 270, 319	9
Instructional Technology and Library Science 365	1
C. General Requirements (see page 119)	45
D. A second 5-12, 9-12, or K-12 Teaching Specialization (excluding Journalism and School Library-Media)	
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	

¹The hours of Science are included in General Requirements.
²Courses in this specialization may also be a part of General Requirements.

SCHOOL LIBRARY - MEDIA K-12

A. Teaching specialization	24
Instructional Technology & Library Science 315, 320, 404, 405, 410, 425, 465, 466	
B. Professional Education	37
Curriculum and Instruction 403, 409, 421, 445, and Methods'	15
Curriculum and Instruction 405' or 450	8-9
Educational Foundations 114, 218, 270, 319	9
Instructional Technology & Library Science 365, 450	5-7
C. General Requirements (see page 119)	45
D. A second K-8, 5-8, 5-12, 9-12, or K-12 Teaching Specialization (excluding Journalism and Safety)	
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	

SOCIAL STUDIES 5-8¹

A. Teaching Specialization'	33-34
Geography (select 6-7 hours from the following)	
100, IOI, 206, 317, 418	6-7
History 330, 331	6
Political Science 104	3
Social Studies: (select six hours from the following)	
104, 105, or 106	6
Social Studies 207, 208, 403, 404	12
B. Professional Education	13-15
Curriculum and Instruction 401, 403, 445, 452	
C. General Requirements (see page 119)	45
D. Completion of a second specialization for Elementary Education, K 8 ₁ K-12, 5-12, or 9-12	
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	

SOCIAL STUDIES COMPREHENSIVE 5-12

A. Teaching Specialization'	63
Anthropology 201	3
Economics 250, 253, 342, 408	12
Geography: (Select six hours from the following) 100, 203, 317	6
World History: (Select three hours from the following)	
History 376, 377, 429, 430	3
Social Studies: 104, 105, 106, 207, 208, 403, 404 ³	21
Political Science 104, 233, 440	9
History 330, 331	6
History: (select three hours from the following)	
250, 316, 317, 321, 322, 333, 402, 432, 433	3
B. Professional Education	37
Curriculum and Instruction 401, 403, 421, 445, 450, 467, 470	27
Educational Foundations 114, 218, 270, 319	9
Instructional Technology & Library Science 365	1

¹This specialization may not be combined with Social Studies 5-12.
²Course in this Specialization may also be a part of General Requirements.
³Two of the Social Studies hours are included in General Requirements.

C. General Requirements (see page 119)	45
D. Pre-Professional Skills Tests (PPST)	
E. Content Specialty Test(s)	

SPANISH 5-8'

A. Teaching Specialization	18
Spanish 101, 102, 203, 204	12
Spanish Conversation 310 or 311	3
Latin American Civilization 405 or Hispanic Civilization 406	3
B. Professional Education (see Second Specialization)	13-15
Curriculum and Instruction 401, 403, 445, 452	
C. General Requirements (see page 119)	45
D. A specialization for Elementary Education K-8, 5-12, 9-12, or K-12	
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	

SPANISH 5-12

A. Teaching Specialization'	30
Spanish IOI, 102, 203, 204	12
Spanish Conversation 310 or 311	3
Spanish Laboratory Techniques 314	3
Spanish Grammar and Composition 315 or 316	3
Latin American Civilization 405 or Hispanic Civilization 406	3
Spanish Literature (select three hours with consent of advisor)	3
Spanish Elective (select three hours with consent of advisor)	3
B. Professional Education	31
Curriculum and Instruction 401, 403, 421, 404 or 445, 450, 470, 478	27
Educational Foundations 114, 218, 270, 319	9
Instructional Technology & Library Science 365	1
C. General Requirements (see page 119)	45
D. A second 5-8, 5-12, 9-12, or K-12 Teaching Specialization	
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	

SPEECH/LANGUAGE PATHOLOGY K-12³

A. Undergraduate Specialization Requirements	45
Communication Disorders 241, 325, 420, 422, 424, 425, 426, 427, 429, 439, 460, 463, 468, 472 ¹	
B. Undergraduate electives approved by advisor	25
C. Professional Education	13
Curriculum and Instruction 421	3
Educational Foundations 114 & 319; Psychology 311	9
Instructional Technology and Library Science 365	1

¹This specialization may not be combined with Spanish 5-11

²Minimum hours may be reduced if a student is given advanced standing for required content. If two foreign language* are elected, as specializations, the minimum requirements for the second language shall be 21 hours.

³This program has two divisions: When a student completes the undergraduate program (requirements A, B, C, and D) and a minimum of 128 undergraduate hours, a baccalaureate in Speech Pathology and Audiology will be awarded. This is a pre-professional, non-certificate degree. To be certified as a Speech/Language Pathologist a student must complete a Master's Degree in Speech/Language Pathology. Upon completion of the Master's degree program in Speech/Language Pathology and successful completion of the West Virginia Content Specialization Test, the student is eligible for certification by the State of West Virginia as a Speech/Language Pathologist.

⁴A student may not count more than six semester hours of practicum experience in meeting the minimum requirement; for certification.

D. General Requirements (see page 119)	45
E. Pre-Professional Skills Test (PPST)	
F. Graduate Record Exam Required for admission to the Master's program.	
G. Graduate specialization requirements¹	
Communication Disorders 601,620,621,622,623,624,625,628,629,660,670,671	
H. Content Specialization Test after admission to candidacy.	
I. The Speech/Language Pathology specialty area test of the National Teacher's Examination (For Master's Degree only)	

HUMAN SERVICES PROGRAMS

The College of Education offers the following programs for preparation in the human services professions.

Adult Fitness	Food Service Management
Athletic Training	Park Resources and Leisure Services
Counseling and Rehabilitation	Safety Technology
Dietetics Plan V	Sports Communication
Fashion Merchandising	Sports Management and Marketing

GENERAL REQUIREMENTS'

A. Fine Arts	
Fashion Merchandising : Art 112 and THE 112 or MUS 142	4
Fine Arts 101 (other majors)	3
B. English Composition	
ENG 101 and 102, or 201H ³	6
English Literature (Select 6 hours from the following)	
At least 3 hours MUST come from ENG 300, 301, 450 or 451	3
3 hours may come from ENG 304,305,306,307,308,310, 311, 313, 315, 320, 325, 329, 331, 340, 360	3
C. Mathematics (Select 3 hours from the following)	
MTH 110 or 120	3
Dietetic and Food Service Management majors must take MTH 120	
D. Computer Science (1 or 3 hours)	
CJ 102 or CIS 101	1-3
Food Service Management majors must take CIS 101	
E. Physical Education (Select 2 hours from any physical education activities courses)	2
F. Science• Select 8-10 hours from the following.	
Dietetic majors must take CHM 211, 212, 213 and 214	4-8
Fashion Merchandising majors must take CHM 203, 204, and CHM 215 or 216.	4-8
Food Service Management majors must take CHM 203 and 204 or 211 and 212 and 4 hours from the following: CHM 213, 214, 215	4-8
BSC 104 and/or 105; 120 and/or 121 (for Science majors)	4-8
CHM 203 or 204 or 211 or 212 and	3-6
CHM 213 or 214 or 215 or 216	2

¹ student must have completed the four-year portion of the program and be admitted to a graduate school prior to enrolling in this course.
² in the category MAY NOT be completed under the credit/non-credit option.
³ This is an accelerated course for freshmen, based on the basis of ACT scores.

GEO 101	4
GLY 110 and 210L or 200 and 210L	4-8
PHY 201 and 202 or PHY 203 and 204	4-8
PS 109 and 109L or PS 110 and 110L	4-8
G. Social Sciences (Select 6 hours from the following)	
Dietetic majors take PSY 201 and PSC 104	3
Food Service Management majors take PSY 201 and ECN 241	6
SOS 207, SOS 208	3
Park and Resources and Leisure Services majors take	
PSY 201 and PSC 104	
Select 6 hours from SOS 104, 105, or 106	6
H. Speech (3 hours required)	
SPH 103 or 104H ¹ or SPH 305 ²	3
Total General Requirements	44-48
Other Requirements	
A. 128 Minimum Semester Hours	
B. 45 Upper Division Hours	
C. See catalog for specific program requirements.	
D. Pre-Professional Skills Tests (PPST) and Content Specialization or NATA certification tests for Athletic Trainers planning to teach in public schools.	

ATHLETIC TRAINING INTERDISCIPLINARY

The Physical Education Division of the Department of Health, Physical Education and Recreation, located in the College of Education, offers a comprehensive interdisciplinary non-teaching option in physical education which affords students the possibility for emphasis in athletic training, leading to the Bachelor of Arts degree and the issuance of a Professional Service Certificate to serve as a Certified Athletic Trainer in the public schools.

A. General Requirements (see page 137)	45
B. Professional Core	76
1. Applied Core (9 hours)	
Physical Education 118, 218, 410	9
2. Cognate Core (27 hours)	
Health Education 220, 221 and 222	9
Physical Education 201, 202, 321, 345, 435, and 476	18
3. Activity Courses (2 hours general studies)	
Physical Education 115 and 127	2
4. Athletic Training (29 hours)	
Home Economics 210	3
Physical Education 215, 348, 385, 422, 479, and 490	19
Physical Education 375 or 478	3
Zoology 228	4
5. Professional Education (9 hours)	
Educational Foundations 114, 218, and 319	9
C. Electives -Restricted electives approved by advisor	12

¹This is an accelerated course for freshmen elected on the basis of ACT scores.
²This is a beginning course open to juniors and seniors who have not had Speech 103 or by permission of the chairman of the Speech Department.

- D. Pre-Professional Skills Tests (PPST)
- E. Content Specialization Test(s) or NATA Certification Test
- F. 800 hours of practical experience under the supervision of a certified athletic trainer.
- G. Admission to Athletic Training (GPA 2.5)

PHYSICAL EDUCATION

The Physical Education Division of the Department of Health, Physical Education, and Recreation, located in the College of Education offers comprehensive interdisciplinary human services options in physical education which affords students the possibility for emphasis in adult fitness, athletic training, sports communication, sports management and marketing, leading to a Bachelor of Arts degree.

A. General Requirements (see page 137)	45
B. Professional Core	47-48
1. Applied Core (21 hours)	
Physical Education 118, 218, 410	9
Journalism 330	3
Management 320	3
Psychology 20 I, 204	6
2. Cognate Core (20-21 hours from the following)	
Finance 307	3
'Health Education 222	3
'Physical Education 201, 202, 215, 321, 345, 416 ²	15
Physical Education 476 ² , 369, 426, 427, 428, 429, 432, 433, 436, 437	2
3. Physical Education Activity Courses (8 hours)	
'Physical Education 115, 125, 132, 140, 141, 142, 403	
'Physical Education 100, 123, Physical Education 124, 155, 156, 160, 170, 260, 404	8
C. Adult Fitness Option	36
Home Economics 210	3
Psychology 302, 311	6
Physical Education 365, 375, 385, 478, 490	20
Electives to be taken from the following courses:	7
Accounting 215, 216	
Economics 250, 253	
Management 419, 424	
Marketing 340, 437	
Physical Education 295, 435	
D. Sports Communication Option	36
Journalism 201, 202, 240, 241, 308, 335, 402, 433, 440	28
Physical Education 490	
Electives to be taken from the following courses:	8
Speech 230, 272, 273, 331, 332, 433	
Journalism 350, 351	
Counseling and Rehabilitation ⁴ 445, 306, 406	
E. Sports Management and Marketing Option	36
Accounting 215, 216	6
Economics 250, 253	6
Finance 307, 323	6
Marketing 340, 341, 344	9

^{1R} Required courses for Adult Fitness Option

^{2R} Required for Sports Communication Option

^{3R} Required for General Studies credit in Adult Financial Option

⁴ Students interested in Manual Communication should elect to make these courses as electives under the Sports Communication Option.

COUNSELING AND REHABILITATION

The Counseling and Rehabilitation program leads to a Bachelor of Arts Degree and prepares the student for (1) pre-professional work in community agencies, residential counseling, and other human service areas or (2) for additional study and advanced professional degrees in Counseling and Rehabilitation or related fields. This program does not qualify an individual for public school specialization or teaching.

- A. General Requirements (see page 137) 45
- B. Academic Core (All C&R majors are required to take these courses) 33
 Counseling and Rehabilitation 306, 320, 406, 41S, 425, 430, 440, 446, 448
 Psychology 201, 311
- C. Applied Core (All C&R majors are required to take these courses) 24
 Counseling and Rehabilitation 370, 433, 435, 449, 470, 490
- D. Restricted Electives (choose any five) 15
 Counseling and Rehabilitation 416, 428, 455, 456, 457, 458, 474, 475, 476, 477
- E. General Electives 12
(Choose from any listed below to meet 128 hour minimum graduation requirements)
 Anthropology 405, 427, 437, 453, 455
 Counseling and Rehabilitation 414, 445
 Criminal Justice 231, 331, 425, 431, 432
 Curriculum and Instruction 320, 421, 422, 424, 429, 433
 Educational Foundations 435
 Instructional Technology and Library Science 365
 Home Economics 210, 358, 427
 Psychology 204, 223, 302, 312, 360, 406, 408, 440
 Speech 202, 307, 406
 Sociology 200, 302, 310, 311, 320, 325, 330, 335, 342, 400, 408, 412, 413, 423, 428, 433
 Social Work 205, 316, 429
- F. Procedures for admission to the major
1. Students who wish to become Counseling and Rehabilitation majors should enroll in Counseling and Rehabilitation 306 and 370. (Admission as a major requires a grade of "B" or higher in these two courses.)
 2. While enrolled in the above two courses, individuals interested in being considered as majors should submit to the department all of the following:
 - a. Application for admission to Counseling and Rehabilitation.
 - b. A transcript (official or unofficial) of college grades.
 3. Applications must be submitted to the department prior to the established deadline for consideration.
 4. Recommendations from the instructors in CR 306 and 370 will be considered in granting admission.
 5. Recommendations from the Advisory Committee will be a major factor in granting admission.
 6. Students who have not completed all of the requirements for admission to the major cannot enroll in CR 449 or CR 490.
- G. A minor may be earned by the completion of 12 semester hours in a given field of study. Courses must be in addition to those which meet the general studies requirement. Six of the twelve hours must be in upper division courses.

DIETETICS

The Home Economics Program offers an option to students who are interested in dietetics. The Dietetics Program leads to a Bachelor of Science degree and prepares students for work in clinical nutrition, food service, and community health. To qualify for registration the student must complete the following approved Plan V Program. In addition, clinical experience must be obtained through an accredited internship or an approved preprofessional practice program (AP4).

A. General Requirements (see page 137)	44-45
B. Supporting Courses	
Science	
Chemistry 211, 212, 213, 214, 327, 361, 365, 366	21
Zoology 227, 228	8
Botany 302 or Biological Science 250	4
Social Science	
Sociology 200, Psychology 201, Political Science 104,	
Economics 241	12
Social Studies 104, 105, 106 (Select 6 hours)	6
Mathematics and Computer Science	
Mathematics 120, Computer Science JOI	6
C. Professional Courses	
Management 320, 424	6
Home Economics 110, 203, 210, 306, 403, 404, 405, 407, 409,	
413, 470	33
D. Recommended Electives - Select 12 hours	
Physical Education 345, Sociology 452 or Counseling 456,	
Sociology 412, Counseling 261, Educational Media 466,	
Home Economics 259, Political Science 202	12
E. Admission to major	
1. Students must achieve a grade point average of 2.5 minimum and a	
grade of B or better in HEC 110, 203, and 210.	
2. A formal written request, including a transcript of all college grades,	
should be submitted to the program director the semester after com-	
pleting the above three courses.	
F. Requirements for graduation	
Students must earn a grade of B or higher in all Home Economics courses attempted	
and a grade point average of 2.8 or better overall.	

FASHION MERCHANDISING

The Department of Home Economics offers an option to students who are interested in fashion retailing. This option leads to a BA degree with a support area in Marketing which prepares the students for positions in entry- and mid-level management in fashion retail stores.

A. General Requirements (see page 137)	44-48
B. Home Economics Core Requirements	15
Home Economics 210, 212, 354A, 415, 444	
C. Home Economics Professional Core	32
Home Economics 112, 160, 259, 270, 306A, 314A, 359, 414, 417,	
459, 490	
D. Cognate Core	27
Art 214	
Accounting 215	
Economics 250, 253	
Marketing 231, 340, 344, 410	
Select 3 hours for Management 360, Marketing 414 or 437	

FOOD SERVICE MANAGEMENT

A specialized option available to Home economics majors is Food Service Management. This option leads to a B.A. degree with a minor in Business. Graduates of this program would be highly employable in the evergrowing job market of food service, including entry level food and beverage management in hotels, restaurants and resorts, consultant with food company, institutional food service management, entrepreneurship, etc.

A. General Requirements (see page 137).....	48-49
B. Food Service Management Requirements.....	60
Home Economics 110, 203, 210, 259, 402, 405, 407, 413, 491, 492	
Botany 302	
Management 318, 320, 424, 425	
Mathematics 190	
Accounting 215, 216	
Finance 323	
C. Electives.....	19-20

PARK RESOURCES AND LEISURE SERVICES

This is a non teaching interdisciplinary program in Park Resources and Leisure Services leading to the Bachelor of Science degree. The Park Resources and Leisure Services curriculum is a generalist program; however, students who wish to follow a more specialized program may select a recommended series of courses which are designed to prepare graduates for entry level employment in one or more of the following park and recreation employment categories:

(1) Parks and Conservation - Prepares graduates for employment in federal, state, local and commercial organizations whose responsibilities include the planning and management of natural resources for recreational use by the American people. Employment opportunities include national, state, and regional parks; national forests; Corps of Engineers' projects; outdoor education and environmental centers; commercial parks, zoological and botanical parks, and others.

(2) Leisure Services (Public Recreation) - This specialization area prepares graduates for employment with organizations whose principal mission is the delivery of recreation programs and services. These organizations include public recreation departments, youth-serving organizations, commercial and industrial agencies, and social-serving agencies.

(3) Therapeutic Recreation - Graduates having specialization courses in this area may seek employment with organizations whose responsibility includes the delivery of recreation programs and services to the ill, handicapped, elderly, and disadvantaged. These organizations include institutions for the mentally, physically, visually, and auditory handicapped as well as social-service agencies and institutions for the elderly.

A. General Requirements (see page 137).....	45
B. Professional Preparation Requirements.....	54
(All Park Resources and Leisure Services Majors are required to take these courses)	
1. Park and Recreation Courses	
Park Resources and Leisure Services 101, 120, 230, 301, 310, 401, 410, 490	
2. Interdisciplinary Courses	
Health Education 222	3
Management 320	3
Management 420 (PR 320, perm.)	3
Speech 207	3
Computer and Information Sciences 101	3
C. Specialized Courses.....	20
Select a minimum of 20 hours from the following list of courses. Students wishing to concentrate on courses in the Parks and Conservation, Leisure Services (Public	

Recreation), or Therapeutic Recreation areas will be counceled accordingly by their faculty advisor.

Park Resources and Leisure Services 201, 220, 231, 271 (CR: 220), 330, 421, 422, 430, 431, 480-483, 485-488	
Counseling and Rehabilitation 306 (CR 370)	3
Criminal Justice 211	3
Counseling and Rehabilitation 370 (CR 307)	2
Botany 405	3
Botany 416	4
Biological Sciences 460	3
Geography 320	3
Geography 414	3
Geography 416	3
Geography 429	3
Geography 430	3
Journalism 333	3
Mathematics 225	3
Physical Education 295	2
Physical Education 345	3
Physical Education 365	3
Physical Education 435	3
Sociology 335	3
D. Restricted Electives (must be approved by faculty advisor.....	9
Total Program	128

SAFETY TECHNOLOGY

The Bachelor of Science degree in Safety Technology offers students the option of preparing for entry level positions in Industry, Governmental agencies, and related Service Industries. The need for Safety Professionals has expanded due to Federal and State Legislation governing Safety and Health in the workplace and an increase in public awareness of Safety and Health factors. The program follows the recommendations of the American Society of Safety Engineers for preparation of Safety Professionals. The non teaching program allows students to prepare for professional safety positions in either of the two optional emphasis: (1) Mining, (2) Occupational Safety.

Students will be admitted to the program at the end of their sophomore year (60 hours of acceptable credit). The GPA and graduation requirements will conform to the standards set by the College of Education. Each student in the program will be expected to maintain a 2.5 GPA after full admission into the program. An internship offered in cooperation with local industry and governmental agencies will be required as part of the regular course of study.

A. General Requirements (see page 137).....	44-48
B. Basic Studies.....	43
Computer and Information Sciences 101 ¹	3
Mathematics 130	3
Mathematics 140	3
Physics 200/200L ¹	4
General Engineering 107	2
General Engineering 221	3
Chemistry 211/214	5
Chemistry 212/215 ¹	5
Health Education 222	3

¹Included as part of general studies.

Educational Foundations 417	3	
Psychology 418	3	
Physical Science 420	3	
Physical Science 421	3	
C. Professional Safety Core		24
Safety Education 235	3	
Safety Education 354	3	
Safety Education 372	3	
Safety Education 378	3	
Safety Education 465	3	
Safety Education 475	3	
Safety Education 490	3	
Safety Education 499	3	
D. Occupational Safety or Mining Safety Option		9
Occupational Safety Option (select 9 hours)		
Safety Education 373	3	
Safety Education 375	3	
Safety Education 376	3	
Safety Education 451	3	
Safety Education 480-483	3	
Safety Education 485-488	3	
Safety Education 489	3	
Safety Education 491-494	14	
Safety Education 495-495H	14	
Safety Education 498	3	
Mining Safety Option (select 9 hours)		
Mine Safety 410	3	
Mine Safety 411	3	
Mine Safety 412	3	
Mine Safety 413	3	
Mine Safety 414	3	
Mine Safety 480-483	14	
Mine Safety 485-488	14	
Mine Safety 490	16	
Mine Safety 491-494	14	
Mine Safety 495-496H	14	
E. Electives		48

College of Fine Arts

In April 1984, the West Virginia Board of Regents formally approved the establishment of the College of Fine Arts at Marshall University, effective with the beginning of the fall semester 1984. The College includes the academic departments of Art, Music, and Theatre/Dance, and the units of the Marshall Artists Series, the Institute for the Arts, and the Office of Auditoria Management.

MISSION OF THE COLLEGE

The fine arts are aesthetic responses to human nature and experience. They celebrate the best of human endeavor. They contribute to the individual and to society by reflecting and projecting values which shape every culture. They proceed from creation to experience and provide both the artist and audience with deeper understanding of traditions of human existence and thought. Thus, the fine arts are essential to education.

Consistent with the goals and purposes of education at Marshall University, the College of Fine Arts is dedicated to the transmission, application, and advancement of knowledge in the arts. The specific goals of the College of Fine Arts are:

1. To educate and train those seeking professions in the fine arts;
2. To support the University's general academic curricula by providing courses which stimulate understanding of and response to the fine arts;
3. To present regular, varied programs for the enrichment of students and the community; and
4. To provide leadership in the fine arts, and to promote them through service and programs.

PROGRAMS OF THE COLLEGE

Education in the fine arts is the central responsibility of the College of Fine Arts and provides the source of other collegiate activities. The combination of liberal education and a rigorous program for the development of artistic skills is necessary for students in each area of the fine arts. The educated professional in any facet of the arts must rely upon intellectual, creative, and critical abilities. These must be accompanied by discipline and sensitivity to insure independent growth and learning.

The curricula of the College of Fine Arts are designed to certify that, upon graduation, students of fine arts have completed a program which leads to development of the ability:

1. To master techniques necessary for performance in the fine arts or practice of an artistic discipline;
2. To express ideas effectively in speaking and writing;
3. To perceive, investigate, and solve problems through critical thinking, analysis, active imagination, and the application of appropriate research methods;
4. To acquire and interpret information and to form standards for the evaluation and appreciation of their cultural heritage and that of others; and
5. To understand the continuing evolution of their art form, its relationship to the other arts, and the place of arts in society and culture.

The College of Fine Arts offers undergraduate programs leading to the Bachelor of Fine Arts Degree (B.F.A.) with options in Music, Theatre, and the Visual Arts. Programs leading to the Bachelor of Arts degree in Education with majors in Art and Music Education certifying teachers for West Virginia public schools are listed under the College of

Education in this catalog. Graduate programs leading to the Master of Arts (M.A.) degree in art and music may be found in the graduate catalog.

All university students are encouraged to participate in courses and activities of the College of Fine Arts. Students wishing to develop or advance their artistic skills are welcome to enroll in studio or applied courses at no extra tuition charge and to join the various arts organizations. The departments of the College will assist students who desire minors in the arts and will develop sequences of courses to fit individual needs.

Through the College of Fine Arts, Marshall University enriches the campus and regional community with many performances, exhibitions, lectures, and special presentations. The programs of the Marshall Artists Series, including the Baxter Series, Mount Series, the Hindsley Series, Belanger Series and Foreign Film Series and special events throughout the year, present world class artists and organizations. Exhibitions in the Birke Art Gallery are open to all students. The Music Department presents many recitals and concerts by its faculty, students, and ensembles in addition to programs featuring guest artists. Throughout the academic year and during the summer sessions, the Marshall University Theatre provides many major dramatic productions. Students are cordially welcomed to all events and are urged to explore the excitement, enrichment, and entertainment offered by the College of Fine Arts.

THE BACHELOR OF FINE ARTS DEGREE

The degree offered by the College of Fine Arts is the Bachelor of Fine Arts (B.F.A.). This is a professional degree designed to prepare students for two future objectives: (1) career entry as professionals in their chosen artistic discipline and/or (2) further professional study on the graduate level in their chosen field.

Students enrolled in the B.F.A. degree program **will** select one of three major options: Music, Theatre, or Visual Arts. Within each option, students are further required to select a major concentration, allowing specialization in a specific artistic medium. The approved options and concentrations are as follows:

Option in Music

- Concentration in Music Theory and Composition
- Concentration in Music History and Literature
- Concentration in Performance

Option in Theatre

- Concentration in Acting/Directing
- Concentration in Design/Theatre Technology
- Concentration in General Theatre Studies

Option in Visual Arts

- Concentration in Crafts (Ceramics, Jewelry, Weaving)
- Concentration in Graphic Design
- Concentration in Painting
- Concentration in Photography
- Concentration in Printmaking
- Concentration in Sculpture

Students should contact the department chairperson for information pertaining to each of the options and concentrations and to determine special admission requirements for each potential sequence. In unusual circumstances, students may enter the B.F.A. program as undecided majors upon the recommendation of the dean or department chairperson.

Curricular Structure

The Bachelor of Fine Arts degree program, designed to parallel professional degree programs in the arts in United States higher education, has three distinct components:

General Distributional Requirements	47 credit hours ¹
Major Option and Concentration Requirements	82 credit hours
Free Electives	9 credit hours
Total Required for Graduation	138 credit hours ¹

Distributional Requirements for the BFA degree

English Composition, ENG 101, 102, or 201H	6 credits
Speech (Speech 103, 104H or 305)	3 credits ¹

Students who have had a high school speech course and who pass a proficiency exam administered by the Speech Department may have this requirement waived at the discretion of the Speech Department.

Foreign Language	12 credits ¹
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Successful completion of 12-hour sequence ending with French 204 or French 264R, German 204R or 234, Greek 302, Latin 204, Spanish 204, or 264R. Students must begin and complete their requirement in either the reading track (courses marked R) or in the normal language skills track as indicated by 3 digit course number. Students who have had course work in foreign languages may receive advance standing depending upon their proficiency and may have the total number of foreign language credits required reduced.

Humanities	6 credits
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Selected from

Classics

English (300 or 400 level literature courses)

Modern Languages (Literary or cultural courses beyond the language requirements listed above)

Philosophy (except 304 or 453)

Religious Studies

Social Sciences	9 credits
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Courses from at least two of the following categories:

A. Economics or Political Science

B. Psychology or Anthropology/Sociology

C. Geography or History

Natural Sciences	11 credits
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Must include at least one laboratory course.

Courses may be chosen from:

Biological Science

Chemistry

Computer Science

Geography 101

Geology

Mathematics (excepting Math 099)

Philosophy 304 or 453

Physical Science 109, 109L, 110, 110L

Physics

MUSIC OPTION

Students desiring to enter the Bachelor of Fine Arts degree program with the Music

¹Students who successfully complete the speech waiver program will have their number of credits required for graduation reduced by 3. Students who receive advance placement in foreign language may have their graduation requirement reduced by 3 credits for each of the 3 semester courses up to a maximum of 9. The 4th semester course in any case must be taken. Students who are eligible for such reductions in graduation requirements will need to conform to the university policy of a minimum of 128 hours required for baccalaureate graduation. In the case of a student exempted from 2 of the 138 hours; the student receiving both the speech and foreign language reductions, that student will need to take an additional 2 hours in either free elective or his or her major in order to satisfy the 128 credit hour requirement.

Option must be formally admitted to the Music Department. This admittance is based upon an audition in the student's major performance area (instrument or voice) and an interview with the area faculty and the department chairman. Students should contact the Department of Music office to arrange for an audition and interview.

In addition to the general distributional requirements and electives, candidates for the Bachelor of Fine Arts degree in the Music Option must complete eighty-two (82) credit hours of study in music. This is divided into the core curriculum of forty-nine (49) credit hours and one of three concentration areas of an additional thirty-three (33) credit hours of course work.

Upon completion of fourth semester (100-D level) major applied music study, students must pass a "sophomore hearing" for promotion to upper division (100.A level) major applied music study. Detailed information regarding policies and procedures for applied music and ensembles will be found in the **APPLIED MUSIC HANDBOOK** issued by the Music Department. All music majors in the B.F.A. program will be required to pass a piano proficiency examination as a requirement for graduation.

Music Core Curriculum: Fine Arts 101, Music 100, 115, 116, 121, 215, 216, 301, 315, 422, 423, 425; eight (8) credit hours of major applied music study (100 level); four (4) credit hours of minor applied music study (100 level); and four (4) credit hours of major ensemble relating directly to the major applied music area. Eight (8) semesters of non-credit applied music workshop (MUS 100) are required for the music option.

Total 49 credit hours

Performance Concentration: Music 302, 304, 401; eight (8) additional hours of applied major music study (300 level); four (4) additional hours of ensemble electives (full-time music students are required to participate in ensembles in each semester of residence); fourteen (14) credit hours of directed music electives relating to the student's major performance area. Within these electives, students are expected to study specialized repertoire, techniques and performance problems in their major applied area. Voice majors will be required to study diction for singers (English, Italian, French and German) as part of these electives and may do so by registering for independent study. Electives shall be chosen in consultation with the student's departmental advisor. In addition to the formal course work in this concentration, a junior recital (half hour shared program) is recommended, and a full senior recital (hour-long program) is required for graduation.

Total 33 credit hours

Music Theory and Composition Concentration: Music 302, 304, 401, 430, 431, 432, 433; two (2) additional hours of major applied music study (300 level); four (4) additional hours in ensemble, and ten (10) hours of directed music electives relating to the theory and composition area in consultation with the departmental advisor.

Total 33 credit hours

Music History and Literature Concentration: Music 302, 304, 401; two (2) additional hours of major applied music study (300 level); four (4) additional hours of ensemble; three (3) hours in independent study (Music 485-488) as a senior research paper, and sixteen (16) hours of directed music electives relating to the music history and literature area in consultation with the departmental advisor.

Total 33 credit hours

The Marshall University Department of Music is an accredited institutional member of the National Association of Schools of Music.

THEATRE OPTION

Students desiring to enroll as majors in the Theatre Option of the Bachelor of Fine Arts degree program should contact the Theatre/Dance Department prior to registration for requirements and sequences. At this initial meeting, the concentration sequences will be explored, and students may plan the scheduling of their classes to insure completion of all departmental and collegiate requirements.

Candidates for the Bachelor of Fine Arts degree, Theatre Option, must successfully complete eighty two (82) credit hours of course work in theatre and related disciplines in addition to the general distributional requirements and free electives. The theatre courses are divided into the core curriculum of forty-four (44) credit hours and the student's choice of concentrations with thirty-eight (38) credit hours.

In addition to formal course work, the Theatre/Dance Department provides laboratory experience in Marshall University Theatre, Marshall University Summer Theatre, reader's theatre, children's theatre, and the Marshall Dance Company. Students wishing to participate in any of these activities should contact the Theatre/Dance Department office.

Theatre Core Curriculum: Fine Arts IOL, Theatre IOL, 150, 151, 152, 220, 221, 222, 255, 310, 437, 440, 441, 485, and eight (8) credit hours of theatre practicum (THE 270 and 370).

Total 44 credit hours

General Theatre Studies Concentration: Theatre 250, 320, 350, 360, 438, 420, 421, 225 or 325 or 436, and fourteen (14) credit hours of approved electives. Approved electives may be selected from Art, Dance, Humanities, Music, Theatre, or other appropriate discipline, but they must be approved by the student's advisor and/or the departmental chairperson.

Total 38 credit hours

Acting/Directing Concentration: Theatre 320, 325, 438, 250 or 350, 420 or 421, 225 or 436, 360 or 410, Dance 205, and fourteen (14) credit hours of approved electives. Approved electives may be selected from Art, Dance, Humanities, Music, Theatre, or other appropriate discipline, but they must be approved by the student's advisor and/or the departmental chairperson.

Total 38 credit hours

Design/Theatre Technology Concentration: Art 217 or Art 214, Theatre 250, 260, 261, 350, 360, 450, 460, and three (3) hours of 491, 492, 493, or 494, and eleven (11) credit hours of approved electives. Approved electives may be selected from Art, Dance, Humanities, Music, Theatre, or other appropriate discipline, but they must be approved by the student's advisor and/or the departmental chairperson.

Total 38 credit hours

VISUAL ARTS OPTION

Students desiring to enter the Bachelor of Fine Arts degree program with the Visual Arts option are urged to contact the Art Department prior to enrollment. A formal review of prior work in a portfolio is not required, but students are advised to bring examples of their work to the initial conference.

Candidates for the Bachelor of Fine Arts degree (B.F.A.) with the option in Visual Arts

are required to complete eighty-two (82) hours of credit in art courses, including the core curriculum (58 hours), and a major concentration (24 hours). Majors must also satisfy the following departmental requirements:

1. In the third semester, students must submit a portfolio of work done in the freshman and sophomore years for review by the faculty of art. Included will be work done in Art 203, 214, 215, 217, and 218, as well as examples of work in the intended area of concentration. Successful completion of the sophomore review is required prior to enrollment in advanced courses in art. Students not approved at the sophomore review are required to repeat lower level work until successful completion of the sophomore review.
2. A successful exhibition of creative work must be presented by all students during the senior year as a requirement for graduation.

Art Core Curriculum: Fine Arts IOI, Art 203, 214, 215, 217, 218, 219, 255, 256, 301, 305¹ or 306¹ or 308¹, 307, 315, 390, 401, 402, 403 or 405 or 407 or 409 or 414, 412 or 413, 406, 418.

Total 58 credit hours

Concentrations in Visual Arts: The Art Department offers six concentrations in the Visual Arts option: Painting, Sculpture, Printmaking, Graphic Design, Photography, and Crafts. Students are required to select one of these concentrations and to complete 24 credit hours of additional work in the selected concentration. Specific courses to be included in each concentration are as follows:

Crafts: Students may specialize in one of three areas as follows:

Ceramics: Art 305, 343, 344, 345, 446, 447, 448, 449, 451

Jewelry: Art 304, 306, 311, 326

Weaving: Art 308, 419, 420, 421, 422, 450

Graphic Design: Art 312, 314, 316, 317, 440, 490 and six additional hours selected from 441, 445, 452, 453

Painting: Art 350, 351, 355, 360, 455, 456, 458

Printmaking: Art 302, 320, 444, 463, 465

Photography: Art 323, 324, 325, 423, 440 or Jrn 400, Sph 432, or Art 453, 426, 427

Sculpture: Art 309, 331, 332, 333, 369, 417, 442, 443

To complete the total of 24 hours in each concentration, students use credits from Advanced Studio Sequence courses, Art 475-476-477-478-479, which are applicable to any studio and which may be repeated for additional credit with the approval of the chairperson.

Total 24 credit hours

FREE ELECTIVES

Depending upon the specific courses taken to fulfill the distributional requirements of the College, students will need to complete nine to twelve (9-12) credit hours of free electives as a requirement for graduation. In choosing these electives, students are encouraged to explore courses which may provide information and experience helpful to their artistic development and professional future. Any university courses may be used to satisfy this requirement.

GENERAL ACADEMIC REQUIREMENTS

Students must earn a minimum of 128 credit hours to qualify for the Bachelor of Fine

¹Student intending to specialize in Ceramics or Jewelry or Weaving, should select the introductory course in one of the other two crafts as meeting their requirement in the core curriculum.

Arts degree and must successfully complete all general and specific requirements of the College and of the department in which the elected option and concentration are offered.

Candidates for graduation must have a quality point average of 2.0 or higher in all work attempted at Marshall University. The average in the major option/concentration must also be 2.0 or higher on all work credited.

Forty-eight (48) credit hours must be earned in courses numbered 300-499 in all options and concentrations of the program.

Candidates for the B.E.A. degree must earn a minimum of 82 credit hours in the major option and concentration area.

No courses in the specific distributional and major requirements for graduation in the College of Fine Arts may be taken Credit/Non-Credit.

Minors in Fine Arts

The Bachelor of Fine Arts degree program does not require a minor. However, students wishing to earn a minor may do so by completion of a twelve (12) credit hour sequence within a department or discipline, of which no less than nine (9) credit hours must be in courses numbered 200-499. The minor may be taken in any department or discipline of the university.

Students not majoring in programs of the College of Fine Arts may complete a minor in a Fine Arts discipline in accordance with the policies and procedures of their major college.

Art Education

In addition to the B.F.A. degree in Visual Arts, the Art Department offers the Bachelor of Arts with teaching specializations for grades K-12 and 5-12. This program is described under the College of Education and is designed to prepare the student for West Virginia public school certification in Art.

Music Education

In addition to the B.F.A. degree in Music, the Music Department offers the Bachelor of Arts with a teaching specialization for grades K-12. This program is described under the College of Education and is designed to prepare the student for West Virginia public school comprehensive music certification.

Double Concentrations

In unusual circumstances, outstanding students may wish to pursue two concentrations within a departmental option in the B.F.A. degree program. This is not to be considered as a second baccalaureate degree. The student must complete all specific requirements for both desired concentrations, must be recommended for double concentration by the faculty of the specific areas, and must be approved by the department chairperson and the dean of the College.

INSTITUTE FOR THE ARTS

The Institute for the Arts is the major outreach and support unit of the College of Fine Arts, providing publicity, proposal development and other services to the Art, Music, Theatre/Dance Departments and the College. It serves as a catalyst for and coordinator of cooperative projects between the University and community arts organizations, as a resource for artists and arts groups, and in an advocacy role. Through its Director and

Advisory Board of faculty and community representatives, the Institute provides a forum for discussion of ideas and goals reflecting a commitment to quality, artistic integrity, and public access.

MANDATORY ADVISING POLICY FOR FINE ARTS STUDENTS

Successful progress in professional curricula offered by the College of Fine Arts requires careful attention to course sequence and course prerequisites. Therefore, the College of Fine Arts has adopted a mandatory student advising program. Each student will be assigned a faculty advisor in the student's area of interest, who will provide the advice and guidance in the student registration process. Prior to enrolling for classes, each student in the College of Fine Arts will consult with his or her advisor and secure the advisor's approval of his or her schedule as evidenced by the advisor's stamp and signature. A student who has not been assigned an advisor or who has questions about the assignment of advisor should contact the Dean of the College of Fine Arts or the department chairman of the appropriate department.



College of Liberal Arts

MISSION OF THE COLLEGE

The mission of the College of Liberal Arts, in keeping with the mission of the university, is threefold: transmitting knowledge, advancing knowledge, and applying knowledge. Instruction, scholarship, and service, although constituting distinct activities, nevertheless should be viewed as parts of a whole. The bond uniting these functions is the dimension common to them all: a liberal education is the backbone of all university functions.

The primary goal of a liberal education should be to develop the individual's intellectual and moral faculties. By developing knowledge, confidence, and discipline, the individual should continue to learn both formally and independently and become a more autonomous, sensitive, and productive member of society. Upon graduation, therefore, the properly educated college student should have mastered the following necessary skills and be able (1) to think logically, critically, and creatively and to recognize this ability in others; (2) to communicate ideas clearly and effectively both in speaking and writing; (3) to form standards for evaluating the influences that help to shape individuals, institutions, and societies; (4) to appreciate the values, achievements, and aesthetic contributions of past and present cultures; and (5) to perceive, investigate, and solve problems by enlisting the most appropriate historical, comparative, quantitative, and qualitative research methods available.

The liberal arts curriculum aids in the development of these skills by requiring evidence that the student has (a) the ability to use oral and written English well; (b) knowledge of at least one other language; (c) a knowledge of mathematics, including statistics; (d) an understanding of the content and methods of study of the natural sciences, the social sciences, and the humanities; (e) proficiency in one discipline as a basis for the development of a profession or career.

The College of Liberal Arts offers the following four-year degrees: Bachelor of Arts and Bachelor of Science.

Organization

The various academic units of the College of Liberal Arts are grouped as follows:

Division of Communications

- Journalism
- Speech
- Communication Disorders

Division of Humanities

- Classical Studies
- English
- Modern Languages
- Philosophy
- Religious Studies

Division of Social Sciences

- Criminal Justice
- Geography
- History
- Political Science
- Psychology
- Sociology/Anthropology

Liberal Arts Academic Advising Center

The College of Liberal Arts maintains an Academic Advising Center located in Old Main, Room 2-B. The educational philosophy of the college is that a student does not have to know what he or she wants to study upon entering college. To declare a major just for the sake of having a major is unwise and unnecessary. It is often more academically sound for the student to experience several fields of interest before declaring a major. The Advising Center primarily serves the student who has not declared a major or who, with the idea of transferring to another institution, is pursuing a major which is not offered at Marshall University.

Mandatory Advising

All students enrolled in the College of Liberal Arts must have their schedules approved by their faculty advisor before they register for classes. Their advisor's signature and stamp must be included on registration forms and on schedule adjustment forms.

Undecided students will have their schedules approved and stamped in the Advising Center. All other students must get schedules approved from their departmental advisor.

REQUIREMENTS FOR DEGREES

The Baccalaureate Degree

A student registering in the College of Liberal Arts may elect to receive one of the following four-year degrees: Bachelor of Arts (B.A.), Bachelor of Science (B.S.). Each degree requires that 128 hours of credit be earned and that the general and specific requirements for the degree be met. Furthermore, the student must meet the requirements of the department in which he/she is majoring.

Admission and Enrollment Requirements

All students in the College of Liberal Arts must be enrolled in classes which lead toward a degree granting program within the College of Liberal Arts.

Students enrolled in or entering the College with no more than 57 hours of college work may identify a major area of study or may list themselves as undecided students. Students classified as undecided will only be authorized to enroll in classes which lead toward a major within the College of Liberal Arts.

When an undecided student completes 58 or more hours of college credits then he/she must declare a major within the College of Liberal Arts or transfer to the appropriate college.

Students wishing to transfer into the College with 58 or more hours of transferable credit must choose a specific degree granting program within the College before admission is granted.

All Liberal Arts students enrolled under previous catalogs within ten years prior to their graduation may be graduated by meeting the requirements in effect at the time they declared their major provided the student makes continuous progress toward the degree requirement. Continuous progress will be defined as a minimum of three (3) hours of approved credit within an academic year with a grade point average of 2.0 (C) or better.

When the student fails to complete the requirements within ten (10) years, or fails to make continuous progress, he/she must meet the curriculum requirements of the catalog in effect at the time of the change.

Change in Major or College

Students who decide to change their major or their college will be governed by the

catalog in effect at the time of change. All curriculum requirements must be met. Changes in the student's major or college may be made only in the academic dean's office.

B.A. and B.S. Degrees

GENERAL REQUIREMENTS

1. Candidates for graduation must have a quality point average of 2.0 or higher on all work attempted at Marshall University, and the average in the major subject must be 2.0 or higher, and must apply for graduation through the office of the Dean.
2. Forty-eight hours must be earned in courses numbered 300-499 for all degrees.
3. Candidates for degrees must earn at least 26 hours in a major subject (see specific departmental requirements) no more than six of which may be selected from courses in the 100 series with the exception of History and Geography. The quality point average in the major subject must be 2.0 or higher. Candidates must also earn at least 12 hours in a minor subject, no more than three of which may be from the 100 series. The minor subject may be chosen from any department in the university. (Please refer to English Department requirements for its minor.)
4. No course in the specific or major/minor requirements for graduation (with the exception of the internship in Criminal Justice, CJ 490, and the practicum in Psychology, PSY 370) in the College of Liberal Arts may be taken Credit/Non Credit.
5. Candidates for degrees must satisfactorily complete an upper-division writing requirement in their major subject(s) consisting of a minimum of 2000 words in English. The student's major department administers this requirement, preferably in the junior year, but no later than the first semester of the senior year.
6. Candidates for degrees must have completed at least one course₁ specified by the departmental major, which will provide computer literacy.
7. Please refer to Minimum Residence Requirements.
8. During the junior year, and no later than the semester in which they have completed 90 semester hours, students should request an evaluation by the Dean's office to determine if they are making satisfactory progress towards graduation.
9. A student in the College of Liberal Arts may substitute an honors seminar for a specific college requirement. Students wishing to make such a request must have the dean's approval before the course begins.

SPECIFIC REQUIREMENTS

HUMANITIES

- I English 101 and 102 or 201H 6 hrs.
- II Foreign Languages 3-12 hrs.
Successful completion of 12-hour sequence ending with German 234, Greek 302, Latin 204, French 204 or 264R, Spanish 204 or 264R. Students with previous language experience should consult the prerequisites listed in the "Courses of Instruction" section of this catalog to determine the appropriate sequence of courses. International students may satisfy this requirement by consultation with the Department of Modern Languages.
- III Speech 0-3 hrs.
Speech 103, 104H or 305. Speech 103 is not required for students who have had high school speech and who can pass a proficiency exam administered by the Speech Department. Speech 305 is open to juniors and seniors who have not had Speech 103.
- IV Literature 6 hrs.
Courses to be selected from the following:
Classics 208
English - any 300 or 400 level course in literature

- French 317, 318, 401, 402, 403, 404
 German 301, 302, 417, 418
 Latin - any 300 or 400 level course
 Religious Studies 202, 304, 310, 320, 325, 351
 Spanish 318, 319, 321, 322, 401, 402, 403, 460
- V. Classics, Philosophy, or Religious Studies 3 hrs.
 One course to be selected from the following:
 Classics - any course **except** 208
 Philosophy - any course **except** 304
 Religious Studies - any course **except** 202, 304, 310, 320, 325, 351
- VI. Fine Arts 101 3 hrs.

SOCIAL SCIENCES

- I. **Courses to be distributed in at least three fields from economics, geography, history, political science, psychology, and sociology and anthropology ...** 15 hrs.
 Courses to be selected from the following:
Economics - any course
 Geography - 100, 203, 206, 302, 305, 309, 315, 317, 320, 401, 402, 403, 405, 408, 410, 412, 420.
History - any course
Political Science - any course
 Psychology 201, and any course for which the student has the **necessary prerequisite**
 Sociology-Anthropology
 Anthropology - any course
Sociology - any course except 108

SCIENCE AND MATHEMATICS

- I. Natural and Physical Sciences
 Courses to be distributed in at least two fields from biological sciences (BOT, BSC, ZOO), chemistry, geography 101, geology, and physics (PS 109 and PS 110 will not fulfill this requirement) 12 hrs.
- II. One course selected from mathematics (MTH 110 or above), depending upon departmental requirements for a major, or Philosophy 304 or 453 ... 3-5 hrs.
- Total
51-65 hrs.
- Students may take courses in physical education and Military Science, but these courses are not required for graduation.**

FOUR-YEAR CURRICULUMS

BASIC HUMANITIES

The Basic Humanities Degree Program is offered cooperatively by three separate departments: CLASSICAL STUDIES, PHILOSOPHY, and RELIGIOUS STUDIES. The faculties of these three departments have created a program of humanistic studies distinctly interdisciplinary yet informed and directed by the specific humanities disciplines involved.

The goal of the program is to encourage students to develop an understanding of themselves and their culture through an exploration of the ways in which mankind orders experience. The means of exploration is the study of texts in its broadest sense - the basic philosophical, religious, and artistic works which continue to shape human cultural experience.

The program consists of three parts:

- I. Three required interdisciplinary **Core Courses**: CL/PHL/RST 150 Orientation in Humanities, CL/PHL/RST 350 Basic Humanities, and CL/PHL/RST 499

Humanities Seminar. These courses follow the shared humanistic approaches and methodologies of the separate disciplines, but being team taught, they encourage students to ask questions and find solutions through a comparative and multidisciplinary approach.

2. Three Period Studies Courses to be selected from one of two tracks:

Ancient World Track

CL 208 Ancient Greek and Roman Literature

PHL 200 Introduction to Philosophy: Ancient Period

RST 202 Approaching Biblical Literature

Modern World Track

CL 319 Classical Mythology

PHL 201 Introduction to Philosophy: Modern Period

RST 205 Introduction to Religion in the Modern World

The period studies requirement provides an introduction to the methodologies of the separate disciplines and gives students a sense of the interrelationship among the diverse offerings of the separate departments. Unlike the interdisciplinary core courses which integrate course content, students are encouraged to discover these interrelations for themselves. Special emphasis is placed on critical thinking, logical expression of thought, and writing skills.

3. Five **Courses by Contract** to be chosen by the student with the advice of a committee of faculty members. These courses may be selected from the offerings of the three departments or from other humanities or university offerings. After an initial grounding in the content and methods of study of the Basic Humanities program, students have the opportunity to construct an advanced program of study with the advice of a committee of at least two faculty members, each from a different discipline involved in the program. A contracted program may be structured on the basis of chronological period, comparative cultures, traditional academic discipline, theme, or topic. Further information may be obtained from any faculty member in Classical Studies, Philosophy, or Religious Studies.

CLASSICAL STUDIES

The curriculum in the Department of Classical Studies has three objectives: to provide concentrated study in Latin; to give basic instruction in Greek and to offer general humanistic courses in Classics; classical subjects taught in English. A concentration in Latin consists of thirty semester hours in Latin plus Classics 436. (Eighteen hours must be in courses numbered above 204.) This concentration in Latin leads to a degree in Foreign Language with a major in Classical Language (Latin). A concentration in Classics leads to a degree in Basic Humanities.

COMMUNICATION DISORDERS

The Department of Communication Disorders offers academic coursework and clinical practicum leading to a B.A. preprofessional degree. CD majors may be enrolled in either the College of Liberal Arts or the College of Education. CD majors enrolled in the College of Liberal Arts are required to take the following courses: CD 241, 325, 420, 422, 424, 425, 426, 427, 429, 439, 460, 463, 468, as well as PSY 201, 311, and 440.

Students who request and accept clinical practicum assignments are expected to fulfill the responsibilities of these assignments for the full semester. Students who fail to do so may not be assured of future assignments.

Students should contact the department chair or their academic advisor regarding all academic and clinical requirements and standards specific to the CD program.

CRIMINAL JUSTICE

The Department of Criminal Justice offers coursework intended to provide a thorough understanding of the criminal justice system and its interrelation with society. A foundation curriculum is offered to assist students planning to enter graduate school, law school, research, government service, or social service, including law enforcement, corrections, probation/parole, and juvenile justice.

A major in criminal justice must fulfill the general and specific requirements of the College of Liberal Arts. In addition, the following concentration areas are available:

Concentration A (Law Enforcement and Corrections): A general concentration of coursework intended for students interested in pursuing professional careers within the criminal justice system. The required course sequence includes: CJ 211, 231, 321, 322, 404, and 425 and Statistics (MTH 225, PSY 223, or SOC 345), plus eighteen additional hours of criminal justice electives. Recommended courses are ECN 100, PHL 303 and 304, and HST 342. Students contemplating graduate work and/or professional career positions within the federal government are encouraged to take ECN 241 and 242, instead of ECN 100; MTH 120; and SOC 443.

Concentration B (Legal Studies): Intended for students interested in pursuing professional careers within the legal system and/or entering law school. The required criminal justice sequence includes: LAS 101, 102, 211, and 240, and CJ 301, 321, 322, 323, 421, and 422. Also, CJ 404, Statistics, ECN 100, PHL 303 and 304, and HST 342 are recommended. Students contemplating graduate work and/or professional career positions within the federal government are encouraged to take ECN 241 and 242, instead of ECN 100; MTH 120; and SOC 443.

The Two-Plus-Two program in Legal Studies allows students possessing an associate degree in Legal Assisting from the Community and Technical College to apply designated credits toward a Baccalaureate degree in Legal Studies. Students interested in pursuing the Two-Plus-Two degree should contact the chair of the Criminal Justice Department for information concerning the requirements of the College of Liberal Arts to assure timely completion of the Two-Plus-Two degree.

ECONOMICS

The Department of Economics offers an undergraduate curriculum in the College of Liberal Arts and in the College of Business. The curriculum offers opportunity for preparation in one or more of three career objectives. It is designed:

1. To help prepare students for effective participation in the decision-making processes of society by offering them an opportunity to develop their ability to analyze economic problems and issues and to deepen their understanding of the operation of the economies of the U.S. and other countries. Economics deals with such subjects as economic theory, business fluctuations, distribution of resources and income, international trade, economic development, managerial decision-making, industrial relations, and the growth of national income and welfare.

2. To prepare majors for administration or research positions in business firms, government agencies, labor organizations or private foundations.

3. To provide suitable courses and instruction for majors who plan to enter law or graduate school.

Majors must fulfill the general and specific requirements for the B.A. degree and must complete the following course work: Economics 250, 253, 326, 328, 423, 440, 465 and 12 additional hours in economics to be chosen with the advice and approval of the academic advisor; Mathematics 190; and Management 318. A minor may be earned by completing 12 hours in economics.

For the B.B.A. degree with a major in Economics, see the College of Business.

ENGLISH

The Department of English offers a wide range of courses in literature, language, and writing. These courses are designed to meet the needs and interests of English majors in the various colleges, of English minors, and of students majoring in other fields.

Four areas of concentration are available to the English major: a Literature concentration, a Writing concentration, a Pre-professional concentration, and a Secondary Education concentration.

Although the emphases of the concentrations differ, the goals are essentially the same: an acquaintance with English and American literature necessary for the liberally educated person; a knowledge of the language necessary for perceptive reading and writing; an ability to write English with competence and grace; and a sense of English studies as a discipline.

I. Literature concentration: 300 and 301 (6 hrs.); 306,313,315, or 331 (3 hrs.); 325 (3 hrs.); 405 or 475 (3 hrs.); 450 or 451 (3 hrs.); 409 or 411 (3 hrs.); 420 (3 hrs.); electives (12 hrs.). Total: 36 hrs. At least nine hours of the electives should be upon the 400 level and one course in American Literature should be selected and included in the group. Students and advisors should carefully work out appropriate courses and minors for this concentration. Especially recommended are courses and minors from other humanities departments.

II. Writing concentration: 300 and 301 (6 hrs.); 325, 409, or 411 (3 hrs.); 306, 313, 315 or 331 (3 hrs.); 354,360,377,378,408,491, or 492 (12 hrs.); electives (12 hrs.). Total: 36 hrs. At least nine hours of the electives should be upon the 400 level. Students aided by their advisors will carefully work out the proportion of literature courses to writing courses in relation to the desired emphases in writing essays, poetry, or prose.

III. Pre-professional concentration: 300 and 301 (6 hrs.); 405 or 475 (3 hrs.); 450 or 451 (3 hrs.); 325,409, or 411 (3 hrs.); 354 or 408 (3 hrs.); electives (9 hrs.). Total: 27 hrs. Six hours of the electives must be upon the 400 level. This concentration is designed to be pursued with another major or with other carefully planned minors in order to enhance the liberal arts and communication skills valued in many professional specializations. Permission of the chairperson is required.

IV. Secondary Education concentration: Teaching specialization in Language Arts. See College of Education.

A minor in English may be earned by presenting 12 hours in English beyond 101 and 102 or 201H, with no more than six hours on the 300 level.

FOREIGN LANGUAGES

French, German, Latin, Spanish

A major, in one of the modern foreign languages (French, German, or Spanish) consists of thirty semester hours in the same language. Eighteen hours must be in courses numbered above 204, or 234 in German, and must include nine hours of courses at the 400 level. For a major in Latin, see Classical Studies.

GEOGRAPHY

Students in the College of Liberal Arts may major in geography and earn the B.A. or B.S. degree by meeting the general and specific requirements and by taking the following courses in geography:

Required in this group	25 hrs.
Geography 100, 101, 203, 305,317,320,405,429	
Required in this group	3 hrs.
Geography 309, 408	
Required in this group	6 hrs.
Geography 302, 315, 401, 403, 412, 414, 415	
Total required	34 hrs.

HISTORY

The study of history provides an essential component of liberal arts education and offers valuable preparation for careers in law, journalism, teaching, government, the ministry, library and museum work, and in those areas of the business world where a knowledge of foreign affairs and culture is desirable. History also serves as an indispensable adjunct to careers in the humanities and social sciences. More broadly, by exposure to a variety of cultures and human experiences, the discipline of history seeks to prepare students for the responsibilities of citizenship and for dealing with the ambiguities of human existence. The Department of History at Marshall also makes every effort to help students think critically, to view events with perspective and objectivity, and to appreciate the complexity of human experience and the difficulty of interpreting it.

Majors must fulfill the general and specific requirements for the B.A. degree and complete the following course work in history: thirty-three hours in history, including the three-semester survey in World Civilizations (History 101, 102, and 103), the two-semester survey in American history (History 330 and 331) and Methodology (History 400).

INTERNATIONAL AFFAIRS

A major in international affairs combines studies in economics, geography, history, and political science and emphasizes the study of a foreign language.

A major in international affairs must meet the specific and general requirements for the B.A. degree except as altered by the following requirements:

- a. The student will concentrate on a single foreign language. A minimum of nine hours is required beyond the 12-hour sequence. All available conversational courses should be taken. Reading track courses may not be credited to the International Affairs major.
- b. The following courses are required:
Economics 241, 242, 408, 420
Geography 405
History 103, 331, 404, 405, and any non-American history course
Political Science 104, 309, 405, 406.
- c. The student shall develop a sequence of courses consisting of a minimum of 12 hours from among the following:
Anthropology 201, 437
History 301, 302, 314, 376, 377, 425, 426, 429, 430
Political Science 333, 407, 408, 409, 410, 411, 415, 422, 423
- d. A regional geography course in the area of the student's interest is highly recommended.
- e. With the approval of the advisor other courses may be substituted or added such as special topics offerings, area studies courses, summer workshops or internships.

JOURNALISM

The W. Page Pitt School of Journalism offers a Bachelor of Arts Degree in five sequences in the College of Liberal Arts. Students may choose from news-editorial (newspapers), broadcast journalism, advertising, magazines, and public relations. Professionally oriented courses and laboratory experiences are combined with extensive liberal arts preparation to provide students with the background necessary for employment in mass communication.

Of the 128 credit hours required for the bachelor's degree, students may take a maximum of 33 in journalism courses. Additional credit hours in journalism cannot be counted toward the 128 required for graduation.

In addition to the College of Liberal Arts program, a journalism education major is offered through the College of Education. It prepares students for a two-fold career. Graduates qualify for certification to teach grades 9-12 and are prepared for employment in the news-editorial departments of newspapers.

Admission Requirements

To become a candidate for a degree, a student must be admitted formally to the School of Journalism. To meet admissions requirements, a student must:

1. Complete a minimum of 30 semester hours with a cumulative grade point average of at least 2.25.
2. Pass with a minimum grade of "C" the two freshman English courses and Journalism 101 and 150.
3. Pass a typing examination. (A student who has completed a high school typing class with a grade of "C" or better is excused.)

A student who receives a "D" or up^u in a journalism course is required to repeat it and earn at least a "C" before continuing in the sequence.

NOTICE: Typing tests will be administered by the School of Journalism. Examination dates will be announced.

Admission Procedures

A student is responsible for applying for admission to the School of Journalism after completing the requirements listed above. Application forms are available in the main office in Smith Hall 321. Questions regarding admission to the school may be directed to any journalism faculty or staff member.

The sequences and their requirements are:

News-Editorial Sequence

Journalism 101,150,201,202,241,302,304 or 414,360,402,404,440, and five hours to be selected from any other journalism courses. The following non-journalism courses also are required: Economics 241, History 330 and 331, Management 320, Political Science 104 and 202, and one other political science course to be selected from 105,207,301, 303, 307, 381 or 436.

Journalism Advertising Sequence

Journalism 101,150,201,241,330,382,383,385,425,440, and 360 or 408, plus five or six hours to be selected from any other journalism courses for a total of 38 hours. The following non-journalism courses also are required: Economics 241, History 330 and 331, Political Science 307, Marketing 340 and 341, and Management 320.

Broadcast Journalism Sequence

Journalism 101, 150, 201, 202, 240, 350, 351, 402, 404, 440, 450 and three hours to be selected from any other journalism courses. The following non-journalism courses also are required: Economics 241, History 330 and 331, Speech 331, Management 320, Political Science 104 and 202, and one other political science course to be selected from 105, 207, 301, 303, 307, 381, or 436.

Magazine Sequence

journalism IOI, 150, 201, 202, 241, 360, 404, 410, 430, 440, 471, and five hours to be selected from any other journalism courses. The following non-journalism courses also are required: Economics 241, History 330 and 331, Management 320, Political Science 104 and 202, and one other political science course to be selected from 105,207,301, 303, 307, 381, or 436.

Public Relations Sequence

Journalism IOI, 150, 201, 202, 240,241,330, 335,402,433,435,440, and three hours to be selected from any other journalism courses. The following non-journalism courses also are required: Economics 241, History 330 and 331, Management 320, Political Science 202 and 307, and one other political science course to be selected from 105, 207, 301, 303, 381, or 436.

MODERN LANGUAGES

See Foreign Languages.

PHILOSOPHY

A concentration in Philosophy leads to a degree in Basic Humanities.

POLITICAL SCIENCE

The political science curriculum has two objectives: first, to provide a basic understanding of the functioning of government in preparation for democratic citizenship and second, to give a specialized foundation to those planning to enter law school, government service (foreign service, public administration), teaching, research or politics.

A major in political science must fulfill the general and specific requirements for the B.A. degree and must complete 36 hours in political science, including Political Science 104, 105 and 211. In addition, each major must take at least three courses in any one of the six fields into which political science offerings are divided and at least one course in any three of the remaining five fields.

The fields of the political science curriculum with courses in each are as follows:

American State, Local and Urban Politics: 202,301,376,381,436,440,461, 491, 492, 493, and 494.

American National Politics: 303, 307, 376, 381, 383, 423,433,436,440, and 484.

Comparative Politics: 207, 407, 408, 409, 410, 411, 422, 424, 428, 429.

International Politics: 309, 405, 406, 415, 420, 423, 424, 429.

Political Theory: 200, 325, 326, 428, 429, 431, 455, 456.

Public Administration and Public Policy: 233,311,333,431,433,450,452,453.

Courses which appear in more than one field may not be counted twice.

Recommended electives include economics (especially 241 and 242); History 205 and 206 (for pre-law students), 330, 331; Accounting 215 and 216 (for pre-law students); philosophy; psychology; sociology; Speech 310; and English 408.

PSYCHOLOGY

Psychology majors will choose one of five concentrations in accordance with their career plans.

1. Concentration 1 forms a sequence of required courses to provide an adequate foundation for beginning doctoral study upon graduation. The required course sequence includes Psychology 201,223,302,311,323,324,350,360,406,408,

- 417, 440 and 460.
2. **Concentration 2 requires a minimum of 30 hours in psychology courses, which must include Psychology 201,223,302,311,323,360,408,416, and 440. This program constitutes preparation for master's level training in clinical psychology or related fields.**
 3. **Concentration 3 forms the basis of a program for pre-medical students wishing to major in Psychology. Courses include Psychology 201, 223, 302, 311, 323, 330, 406, 408, 440, and 442. Students choosing this concentration should consult with a member of the Pre-Professional Advisory Committee for information pertaining to additional coursework, the medical aptitude test, and how to apply for admission to medical school.**
 4. **Concentration 4 prepares students for careers in business or industry with Psychology as a major or for graduate study in Industrial/Organizational Psychology. Requirements are 30 hours of Psychology including Psychology 201, 223, 302,323,406,416,418, and two courses chosen from Psychology 324,402,408, or 417. Further requirements are Economics 241 and 242, Accounting 215, and CIS 101, and one course chosen from computer applications in Psychology or CIS 201 or 205. Students in this concentration are encouraged to minor in Marketing or Management.**
 5. **Concentration 5 requires completion of a minimum of 30 hours in Psychology courses approved by an adviser in relation to the student's interests and objectives. This program is not intended to prepare an individual for graduate study in psychology.**

RELIGIOUS STUDIES

A concentration in Religious Studies leads to a degree in Basic Humanities.

SOCIOLOGY AND ANTHROPOLOGY

The following concentrations are available in the department:

1. **Sociology Major -General Concentration. Sociology 200, 300, 344, 345, 475, and 15 additional hours on the 300-400 level. For students not planning to do graduate work.**
2. **Sociology Major -Preprofessional Concentration. Sociology 200, 300, 344, 345, 403,445,475, plus nine additional hours on the 300-400 level. For students planning to work toward a higher degree in sociology or planning to enter career positions with the federal government.**
3. **Sociology Major -Community Development Concentration. Sociology 200, 300, 344, 345, 406, 439, 442, 443, 470 or 471,and 475. For students preparing to go into community planning and development or social action programs.**

Anthropology

Majors in Anthropology are required to take all core courses listed below, six hours from the Ethnographic Area Courses, six hours from the Topical Area Courses, and Sociology 345 for a total of 36 hours.

Core Course Requirements: Anthropology 201, 304, 322, 333, 341, 343, 451

Ethnographic Area Courses: Anthropology 426, 430, 437, 441, 455, 470 or 471

Topical Area Courses: Anthropology 323, 324, 340, 370, 405, 427 or 453

SPEECH

The Department of Speech provides courses and laboratory work in broadcasting and

speech communication leading to the B.A. degree. The department's work is augmented by radio station WMUL-FM and the forensics program.

Broadcasting

Broadcasting majors are required to complete the following courses: Speech 230, 231, 330, 331, 332, 333, 428, 433, 434, 435, 437, 272 or 273, 334 or 431 or 432, and 436 or 442. Of the 128 hours required for the bachelor's degree, not more than 38 hours may be selected from courses in Broadcasting or Journalism. Additional hours in either field may be taken beyond the 128 hour minimum.

Required courses from other departments are ENG 300 and ENG 301, MTH 225, PHY 200 and PHY 200L, PSC 104 or 105, PSY 201, SOC 200, plus a course in computer programming approved in writing by the student's advisor. Courses in a foreign language must be selected from the four skills track (speaking, listening, reading, writing). Courses from the reading sequence of any foreign language will not be accepted without written permission from the student's advisor. Courses selected for the minor must be approved in writing by the student's advisor.

Speech Communication

Speech Communication majors are required to complete Speech 103, 202, 303, 308 or 310, 315, 345, and CIS 101, plus one of the following tracks:

Pre-law - Speech 300, 310, 316, and 409 plus six hours of departmental electives.

Organizational Communication - Speech 319, 401, 406, and 408, plus six hours of departmental electives.

Communication Generalist - Speech 300, 401, and 402 plus nine hours of departmental electives.

Selection of the minor and all courses in Speech Communication must be approved by the student's advisor.

PRELAW EDUCATION

Students who plan to prepare for law school may select a major in any discipline that fulfills the general and specific requirements for a baccalaureate degree at Marshall. In developing a prelaw program, the student should be aware of the recommendation of the Association of American Law Schools, which describes the basic skills and insights it believes fundamental to the later attainment of legal competence. These are (a) comprehension and expression in words; (b) critical understanding of human institutions and values with which the law deals; and (c) creative power in thinking. In order to develop these capacities, the Association recommends a prelaw education of "the broadest scope." To accomplish these goals the College of Liberal Arts offers a wide range of prelaw courses. Political science, business, English, economics, history, criminal justice (legal studies), sociology, and others are acceptable majors. Regardless of the area of concentration, the prelaw student should be zealous in the selection of electives that will facilitate critical understanding of economic, political and social institutions. Since a lawyer must be able to communicate effectively, the prelaw student is well-advised to lay special emphasis on communicative skills. Also a knowledge of elementary accounting is desirable and highly recommended.

Finally, the prelaw student should remember that the quality of undergraduate instruction is more important than the subject matter area. The Association of American Law Schools recommends the selection of courses which require the greatest preparation and intellectual discipline. "The best trained for law school" states the Association, "is the student who has studied under teachers who have inspired, challenged, and pressed him."

All prospective law school applicants should consult early in their undergraduate programs with Dr. Robert W. Behrman, Principal University Prelaw Advisor and Professor

of Political Science (Smith Hall 780), for further information and advice. They should register for the October (preferably) or the December administration of the Law School Admission Test and apply for law school admission during the fall of their senior year in college. Full LSAT information and registration materials are contained in the Law School Admission Bulletin, which is available at the Marshall Department of Political Science. The Principal University Prelaw Advisor and other designated prelaw advisors will gladly provide additional information and helpful advice.



College of Science

The College of Science was approved by the West Virginia Board of Regents on November 9, 1976, with the effective date for establishment the first semester, 1977-78. The departments included in the College are: Biological Sciences, Chemistry, Clinical Laboratory Sciences, Engineering, Geology, Mathematics, and Physics and Physical Science:

MISSION OF THE COLLEGE

The purpose of education is to provide the background and training which will allow the individual to learn to think effectively, to communicate thought, to make relevant judgments and to discriminate among values. Within this framework, the College of Science attempts to provide not only an adequate foundation for the choice of a specialty or career, but also a medium in which the individual can develop his or her full potential. Courses of study offered by the departments within the college are designed not only for science majors, but also to fulfill the traditional role of the sciences as one of the main components of a liberal education.

Programs

The following programs are available through the departments in the College of Science:

- Biological Science (B.S.)
- Botany (B.S.)
- Chemistry (B.S., B.S. in Chemistry)
- Cytotechnology (B.S.)
- Engineering (two-year curriculum)
- Environmental Management (in cooperation with Duke University)
- Forestry (in cooperation with Duke University)
- Geology (B.S. and B.A.)
- Mathematics (B.S.)
- Medical Technology (B.S.M.T.)
- Medical Laboratory Technician (A.A.S.)
- Physics (B.S.)
- Zoology (B.S.)

Details regarding these programs are given in the following sections.

In addition to satisfying the requirements for a specific major, students must meet the University requirements as described in this catalog under "Academic Information," and the College requirements as outlined below:

General Requirements

1. Candidates for graduation must apply for graduation through the office of the Dean.
2. Candidates for graduation must have a quality point average of 2.0 or higher on all work attempted at Marshall University, and must have an average of 2.0 or higher in their major. Quality point deficiencies in the major cannot be reduced by taking lower division (100/200 level) courses within the major department, except as provided for by the D and F Repeat Rule; exceptions may be allowed by the Department Chairman.

3. A minimum of 128 semester hours of credit is required for graduation. Forty-eight hours must be earned in courses numbered 300-499. Courses transferred from two year or community colleges can not be used to satisfy the upper division requirement.
4. The CR/NC option cannot be used: (1) for any course taken to meet the specific requirements for a B.A. or B.S. degree (see below); (2) for any course taken to fulfill the requirements for a departmental major; or (3) for any course taken to fulfill the requirements for a minor (item 5 below).
5. Candidates must earn at least 12 hours in a minor subject no more than three of which may be chosen from courses in the 100 series. The minor field may be chosen from any department within the university outside of the major department.
6. During the junior year and no later than the semester in which they have completed 90 semester hours, students should request an evaluation by the Dean's office to determine if they are making satisfactory progress towards graduation.

Specific Requirements for the B.A. and B.S. Degrees
(Do not apply to MDT and CYT Degrees)

HUMANITIES

- I. English 101 and 102, or 201H 6 hrs.
Students who take either 102 or 201H on a CR/NC basis are required to pass the English Qualifying Examination.
- II. Foreign Language 3-12 hrs.
Successful completion of 12-hour sequence ending with German 234, Greek 302, Latin 204, French 204 or 264R or Spanish 204 or 264R. Students with previous language experience should consult the prerequisites listed in the "Courses of Instruction" section of this catalog to determine the appropriate sequence of courses. International students may satisfy this requirement by consultation with the Department of Modern Languages.
- III. Speech 0-3 hrs.
Speech 103, 104H or 305. Speech 103 is not required for students who have had high school speech and who can pass a proficiency exam administered by the Speech Department. Speech 305 is open to juniors and seniors who have not had Speech 103.
- IV. Literature 6 hrs.
Courses to be selected from the following:
Classics 208
English-any 300 or 400 level literature course.
French 317, 318, 401, 402, 403, 404
German 301, 302, 417, 418
Latin-any 300 or 400 level course
Religious Studies 202, 304, 310, 320, 325, 351
Spanish 318, 319, 321, 322, 401, 402, 403, 460
- V. Classics, Philosophy or Religious Studies 2-3 hrs.
One course to be selected from the following:
Classics any course except 208
Philosophy-any course
Religious Studies any course except Honors

SOCIAL SCIENCES

- I. Courses to be distributed in at least three fields from Economics, Geography, History, Political Science, Psychology, and Sociology and Anthropology 15 hrs.
Economics-any course
Geography 100, 203

- History-any course
- Political Science-any course
- Psychology-any course for which the student has the necessary prerequisite, **except** 223 and 417.
- Sociology-Anthropology-any course for which the student has the necessary prerequisite **except** Soc. 344, 345 and 445.

SCIENCE AND MATHEMATICS

- I. Natural and Physical Sciences 12 hrs.
Courses to be distributed in at least two fields from biological sciences, chemistry, geology and physics.
- U. Mathematics, minimum requirement: Completion of one of the following: Mathematics 122, 131, 140, or 225. See individual program descriptions for specific requirements. All students whose Math ACT score is less than 16 are required to take Math 099. Credit received in Math 099 cannot be applied toward the 128 hours required for graduation.

FOUR-YEAR CURRICULUMS

BIOLOGICAL SCIENCE

The major in biological science is for students who wish to study in the fields of botany and zoology and whose vocational preparation requires a background in these fields. A major in biological science serves those who plan to enter medicine, dentistry, or other related fields. Biological science majors may pursue advanced degrees leading to teaching or research in biology. A minimum of 40 hours is required, including 20 hours of electives of which 8 hours will be botany courses and 8 hours zoology, with 4 additional hours chosen under the guidance of the advisor.

Biological Science 120 and 121	8 hrs.
Zoology 212 or 214 and 301 or 302	8 hrs.
Biological Science 320, 322, and 324	12 hrs.
Botany 416 and 302 or 415 or 419	8 hrs.
Additional hours in Botany, Biological Science or Zoology.....	4 hrs.

Biological science majors must meet the College of Science requirements for the B.S. degree in addition to the following:

Chemistry 211, 212, 327 (or 355-356) and 361	12 hrs.
Two Chemistry laboratory courses chosen from 213, 214, 215, 216	4 hrs.
Geology 200, 210L	4 hrs.
Physics 201, 202, 203, 204	8 hrs.
Mathematics 120 or 130 and one of the following: 122, 131, 140, 225	6-8 hrs.

BOTANY

Professional opportunities in the plant sciences offer excellent possibilities for employment. They include industrial, government, and academic positions with good remuneration. Graduate study is increasingly demanded. The B.S. degree with botany as a major prepares the student for graduate study in the field. A minimum of 40 hours is required, including 8 hours of botany electives. Selection of electives should be made with the assistance of the student's advisor.

Biological Science 120 and 121	8 hrs.
Biological Science 320, 322, and 324	12 hrs.

Botany 302, 415 and 416	12 hrs.
Botany electives (includes Biological Science 430)	8 hrs.

Botany majors must meet the College of Science requirements for the B.S. degree in addition to the following:

Chemistry 211,212,327 (or 355-356), and 361	12 hrs.
Two Chemistry laboratory courses chosen from 213, 214, 215, 216	4 hrs.
Geology 200 and 210L	4 hrs.
Physics 201, 202, 203, and 204	8 hrs.
Mathematics 120 or 130 and one of the following: 122, 131, 140, 225	6-8 hrs.

CHEMISTRY

Courses offered by the Department of Chemistry provide a program of studies which allows the individual to:

1. Obtain high quality instruction in chemistry as a scientific discipline.
2. Obtain a sound background in preparation for advanced studies.
3. Meet the qualifications of professional chemists and accrediting agencies.
4. Prepare for a professional career in medicine, dentistry, pharmacy, medical technology, engineering, nursing and other fields.

High school students planning to major in chemistry are advised to take one year of high school chemistry, one year of high school physics, and at least three years of high school mathematics (including geometry, algebra, and trigonometry).

The curriculum and facilities of the department have been approved by the Committee on Professional Training of the American Chemical Society.

Curriculums in Chemistry

B.S. Degree, Major in Chemistry: This major in chemistry is intended for students needing a broadly based, flexible science background. The requirements are:

A. Science	64 hours
Chemistry 211-214, 355, 356, 361, 307 or 358, 345, 448	30
Mathematics through 131 or 140	3-8
Physics 201-204	8
Chemistry electives	3
Science and Mathematics electives	15p20
B. General College Humanities and Social Science Requirements	42-54 hours
C. General Electives from any college	10-22 hours
Total	128 hours

Students interested in careers in technical sales, management, and marketing in chemical industry are encouraged to take the following courses as electives: Economics 241,242; Marketing 340, 440 or 442; Management 320.

B.S. in Chemistry Degree: This curriculum meets the standards of the American Chemical Society and is recommended for students intending to enter the chemical profession or intending to pursue graduate work in chemistry.

The requirements for this degree are:

A. Chemistry	53 hrs.
Principles of Chemistry 211-214	10
Organic Chemistry 355, 356, 361, 362	12
Physical Chemistry 357-359	8
Analytical Chemistry 345, 456,457	11

	Inorganic Chemistry 448	3
	Research 401, 402	6
	Seminars 331, 332, 431, 432	C R
	Advanced Electives	3
B.	Physics 211-214 (preferred) or 201-204	10-8 hrs.
C.	Mathematics through 231	13-16 hrs.
D.	General College Humanities and Social Science Requirements	42-54 hrs.
E.	General Electives	5-20 hrs.
	Total	128 hrs.

Grade Point Average: A grade point average of 2.0 in all required Chemistry courses as well as an overall 2.0 in all Chemistry courses will be required.

Honors, Research, and Special Programs in Chemistry: The department offers a number of unique enrichment programs outside the above curriculums that are open to students in either degree program. All entering students in chemistry should contact either the department office or their advisor for full details.

CLINICAL LABORATORY SCIENCES

Associate in Applied Science Degree in Medical Laboratory Technology (MLT)

Bachelor of Science Degree in Medical Technology (MT)

Integrated 2 + 2 Program:

The CLS integrated curriculum has two degree options: the Associate Degree in Medical Laboratory Technology (MLT) and the Baccalaureate Degree in Medical Technology (MT). Students may choose to earn the associate degree only or to earn both the associate and baccalaureate degrees.

Credit for previous clinical laboratory training or experience may be granted based upon documentation and/or proficiency examination administered by the CLS Department. Should space for students in the hospital setting be limited in these programs, admission to clinical practicum would be competitive based upon grade point average. Any student qualified but not selected for any practicum rotation will be considered for a subsequent practicum rotation on the same basis.

College of Science general requirements do not apply to these curricula.

Transportation and housing for hospital portions of these programs are the responsibility of the student. Medical insurance coverage is required for hospital rotations. Costs of physical examinations and immunizations are borne by the student.

Associate Degree, Medical Laboratory Technician (MLT)

Medical laboratory technicians earn the Associate in Applied Science Degree. The curriculum is designed so that a student may complete the program and become eligible for national board certification within 2 years. A person who has earned the associate degree may later complete the bachelors degree in medical technology within two more years (2+2 program).

Technicians are trained to perform approximately 90% of the routine diagnostic work load done in a hospital clinical laboratory. They generally work under the supervision of a technologist. They collect blood samples by venipuncture and do a wide variety of blood and urine tests using microscopes, spectrophotometers, electronic counters, and other laboratory instruments; they also perform crossmatches, culture pathogenic bacteria, and perform blood clotting tests. Besides working in hospital laboratories, medical laboratory technicians work in doctors offices, clinics, and in industry.

Admission

No special program admission is necessary for the first semester of the MLT curriculum. Admission to the subsequent semesters of CLS courses is based upon successful completion of prerequisite courses.

Admission to Clinical Practicum (hospital based courses) is as follows:

Students must surpass defined minimum standards of academic and technical competence in each medical laboratory subject and in overall academic performance before being permitted to enter hospital clinical practicum. Specifically, students must earn a grade of "C" or better in each CLS techniques course, must have earned a minimum 2.5 GPA in CLS techniques courses, must have a minimum overall GPA of 2.0, and must have completed all prerequisite science and technical (CLS) courses in the curriculum.

Any student who must repeat more than one CLS techniques course in which a grade of D, E, W, WP, or WF was earned may become ineligible for clinical practicum or readmission to program courses. Policies and procedures for Clinical Practicum are available for review in the CLS Department.

MLT students who complete program requirements in August graduate in December.

Associate Degree (MLT) Curriculum

Freshman Year:

First Semester, Fall	Hrs.	Second Semester, Spring	Hrs.
English 101	3	English 102	3
Chemistry 211	3	Chemistry 212	3
Chemistry 213	2	Chemistry 214	2
Mathematics 120	3	Zoology 228	4
Zoology 227	4	Clinical Lab. Sci. 110	4
Clinical Lab. Sci. 100 I		
	16		16

Sophomore Year:

First Semester, Fall	Hrs.	Second Semester, Spring	Hrs.
Clinical Lab. Sci. 200	4	Clinical Lab. Sci. 210	4
Psychology 201	3	Clinical Lab. Sci. 220	4
		Clinical Lab. Sci. 255	3
		Elective ¹	3
	13		14

Summer: 15-week Clinical Practicum

	Hrs.
Clinical Lab. Sci. 270)
Clinical Lab. Sci. 271)
Clinical Lab. Sci. 272)
Clinical Lab. Sci. 273)
	12

Medical Technology (MT) Bachelors Degree

Medical technologists are trained to perform a variety of specialized tests in the clinical laboratory which provide information used by the physician to determine the extent and cause of disease. *The* tests performed or supervised by the medical technologist are completed in such areas as hematology, blood banking, serology, immunology, clinical chemistry, bacteriology, and parasitology. The graduate medical technologist is equipped with the knowledge and abilities which prepare him or her for certification by nationally

¹Students may substitute: PHY 201-ZO1 for 3-hour elective if they wish to proceed directly from the "Associate Degree" program to the bachelor's degree program.

recognized professional agencies. Certified medical technologists are accorded the status of professionals in the medical team who have responsibilities for laboratory sections and for other workers, exercising independent judgment in the conduct of their work.

Career Opportunities

Professional opportunities for certified medical technologists are good nationwide. About two-thirds of all medical technologists are employed in hospital laboratories while others find employment in physicians' offices, the armed forces, and state and federal health agencies. Pharmaceutical and industrial laboratories as well as research foundations also employ personnel with training in this field. Many medical technologists precede to become physicians or earn graduate degrees.

The 2+2 "ladder" curriculum allows students who have earned an associate degree in medical laboratory technology to complete the baccalaureate degree within two years. Recently reconfigured as a university-based program, it involves clinical practice at several hospital affiliates, including St. Mary's Hospital and Cabell Huntington Hospital.

The first two years of the medical technology program consist of the associate degree program in MLT plus PHY 201-204 or equivalent (see MLT curriculum). The remaining coursework is on campus, except for the final semester of the senior year which is daily full time clinical practice at one or more hospital affiliate laboratories for a total of 18 weeks.

If a student has completed required general studies and prerequisite courses, it is possible to complete the MLT and MT programs within two years.

Admission

To be eligible for the senior level CLS courses, students must have completed a MLT program. Students who have completed the MLT associate degree program at Marshall University need only to successfully complete the 2+2 curriculum. Individuals transferring to MU after earning their associate degree in MLT at another college or university can enter the MT Program provided that they earned the degree at a CAHEA-accredited program. Training and experience earned through programs not accredited by CAHEA is evaluated on an individual basis. Advanced standing and credit by examination based upon previous technical training and experience is available.

To be eligible for entry into clinical practicum at affiliated hospitals, students must have a minimum overall 2.0 grade point average, have completed all required CLS technical courses with a minimum grade of "C", have a minimum 2.5 GPA in CLS technical courses, and be otherwise eligible for the degree. If a student earns grades of W, WP, WF, D, or F in more than one CLS course, the student may not be permitted to enter hospital training.

Curriculum Bachelor of Science Degree in Medical Technology

Semester	Junior Year		Senior Year	
		Hrs.		Hrs.
Chemistry 355 ¹	3	Chemistry 356 ¹	3	
Biological Science 303	2	Chemistry 361	3	
Chemistry 345	5	Biological Science elective ³	4	
Botany 302	4	Management 320	3	
		Mathematics 225	3	

¹Chemistry 327 may be substituted for the 355-356 sequence.
²Chemistry 360 may be substituted.
³Biological Science 322, 324, Zoology 100, 424, Botany 418 or 442.
⁴Psychology 223, Management 318, Sociology 345, or Educational Foundation 5417 may be substituted.

Semester	Senior Year		Hrs.
	Hrs.	Semester	
Elective.....	..3	Clinical Lab. Sci. 471.....	9
Clinical Lab. Sci. 450.....	..4	Clinical Lab. Sci. 491.....	3
Clinical Lab. Sci. 460.....	..3	Clinical Lab. Sci. 468.....	2
Clinical Lab. Sci. 464.....	..3		
Clinical Lab. Sci. 466.....	..3		
	16		14

Accreditation

The MLT associate degree program was re-accredited by the American Medical Association Committee on Allied Health Education Accreditation (CAHEA) for 5 years in 1987. The newly-restructured integrated CLS MT program is also CAHEA accredited. Students who complete CLS programs through Marshall University will be eligible for national board examinations.

CYroTECHNOLOGY

Cytotechnologists work in hospitals, clinics, and private physicians' laboratories. Cytotechnologists stain and analyze body cells under the microscope for visible changes which indicate cancer or infection. Cytotechnologists also learn how to examine chromosomes from human cells to discover inherited disorders.

There is a local and nationwide demand for this specialty, with beginning annual salaries ranging from \$23,000-35,000.

Bachelor of Science in Cytotechnology

Students wishing the degree in cytotechnology complete the first three years of the academic curriculum shown and then apply for one year (12 months) of hospital-based cytotechnology training. The College of Science General Requirements do not apply to this curriculum.

The work of the fourth year is at either the Cabell Huntington Hospital (CHH) School of Cytotechnology, or the Charleston Area Medical Center School of Cytotechnology, both accredited by the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association in collaboration with the American Society of Cytology. Upon successful completion of the entire curriculum, the student is granted the degree Bachelor of Science in Cytotechnology, and is eligible for certification examinations given by agencies such as the American Society of Clinical Pathologists (ASCP).

Admission to Hospital Training

A minimum of 2.5 GPA on all college work attempted and completion of the pre-clinical academic program is required for students to be considered for cytotechnology training at an affiliating hospital. Applicants for the final year of cytotechnology training must apply for transcript review by the Clinical Laboratory Sciences Department between January 1 and March 1 the same year.

Names and transcript evaluations of qualified applicants are supplied to the respective hospital schools by the CLS Department, and students are then selected to fill available positions by the admissions committee on the basis of grade point average, personal interview, and student academic status at Marshall. First preference is given to Marshall

University students who have met residence requirements for graduation and who will be degree eligible in cytotechnology upon completion of hospital training; second preference is MU graduates who meet ASC requirements; third preference is undergraduates who meet ASC requirements. ASC requires that cytotechnology students have completed 60 college semester hours which include 20 credit hours of biological science, 8 of chemistry, and 3 of mathematics. Last preference is given to qualified applicants or graduates from other colleges and universities. A waiting list is established using these criteria in case an opening becomes available.

Successful completion of the academic program does not automatically assure admission to clinical studies, since enrollment at the associated hospitals is limited. CHH can take a maximum of 4 students per year; CAMC can take a maximum of 6 per year. In recent years there have been fewer applicants than spaces.

CHH charges tuition of \$1500 for the year of training; CAMC charges \$2500 per year. Students with at least 24 credit hours earned at Marshall University may apply for waiver of Marshall tuition for the clinical year.

Cytotechnology Curriculum¹

First Year

First Semester	Hrs.	Second Semester	Hrs.
English 101	3	English 102	3
Biological Science 120	4	Mathematics 120	3
Zoology 227	4	Zoology 228	4
Chemistry 211	3	Chemistry 212	3
Chemistry 213-216	2	Chemistry 213-216	2
Clinical Lab Science 100	1		

17

15

Second Year

First Semester	Hrs.	Second Semester	Hrs.
Speech 103	3	Psychology 201	3
Physics 201-202	4	Physics 203-204	4
Zoology 301 or 302	4	Elective	1
Zoology 424 or 426	4		
Elective	1		

16

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Third Year

First Semester	Hrs.	Second Semester	Hrs.
Chemistry 355	3	Chemistry 356	3
Biological Science 324	4	Chemistry 361	3
Mathematics 122 or higher	3	Biological Science 322	4
Elective	3	Botany 302	4
Elective	3	Psychology 440	3

16

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The CYT clinical curriculum involves 32 credit hours including the following courses:

Course:	Hrs.	Course:	Hrs.
Cytotechnology 438	4	Cytotechnology 444	3
Cytotechnology 439	3	Cytotechnology 445	3
Cytotechnology 440	6	Cytotechnology 447	3

¹One hour of Science general requirement does not apply to this program.
²Any 3 or 4 credit hour BSC or ZOO course may be substituted.
³Chem151ry 127 may be substituted (or 355-356 sequence).

Cytotechnology 441.....	3	Cytotechnology 485.....	3
Cytotechnology 442.....	J		
Cytotechnology 443.....	3		

ENGINEERING - PRE-PROFESSIONAL (Two-Year Curriculum)

Marshall University offers a pre-engineering program which consists of the first two years of a professional engineering curriculum. To qualify for admission a minimum math A C T score of 20 is required.

A structured sequence of engineering courses is offered in conjunction with selected supportive courses from other departments of the university. The engineering courses are general in nature, common to many specialized engineering curricula offered in schools throughout the country.

With the possible exception of chemical engineering, where specialized course work is sometimes offered in the second year, students transferring to professional engineering programs after two years should be able to complete their B.S. requirements in the normal amount of time. Since requirements may vary slightly for different professional schools, students should meet with the pre engineering advisor early in their program to plan their course of study.

First Year

First Semester	Hrs.	Second Semester	Hrs.
C H M Z11 Principles of Chemistry I.....	3	C H M Z1Z Principles of Chemistry II....	3
C H M Z13 Ident. of Elements.....	Z	C H M Z14 Quant. Aspect of Chemistry..	2
ENG 101 English Composition.....	3	ENG 102 English Composition.....	3
EG 101 Engr. Graphics.....	3	E G 108 Engr. Design.....	2
E G 107 Engr. Computations.....	z	MTH 230 Calculus II.....	4
MTH 131 Calculus I.....	5	CIS 03 Comp. Science-Fortran.....	3
		Elective ¹	0-2
	18		17-19

Second Year

(All except Chemical or Electrical Engineering majors)

First Semester	Hrs.	Second Semester	Hrs.
EM 213 Statics..	J	EM 214 Dynamics.....	J
EM 215 Engr. Materials.....	3	EM 216 Mech. of Deform Bodies.....	4
E G 221 Engr. Economy.....	3	EM 218 Fluid Mechanics.....	4
MTH 231 Calculus III.....	4	MTH 335 Ord. Differential Eq.....	3
PHY 211 Prine. of Physics.....	4	PHY 213 Prine. of Physics.....	4
PHY 202 or 212 Physics Lab.....	1	PHY 204 or 214 Physics Lab.....	1
	18		19

Second Year

(Electrical Engineering Majors)

First Semester	Hrs.	Second Semester	Hrs.
EM 213 Statics.....	J	EM 214 Dynamics.....	3
EM 215 Engr. Materials.....	3	EE 204 Digital Logic Design.....	3
EE 201 Circuits I.....	4	EE 202 Circuits II.....	4
MTH 231 Calculus III.....	4	MTH 335 Ord. Differential Eq.....	3
PHY 213 Prine. of Physics.....	4	PHY 213 Prine. of Physics.....	4
PHY 202 or 212 Physics Lab.....	1	PHY 204 or 214 Physics Lab.....	1
	19		18

¹Elective may be taken in any of the following departments, according to the particular requirements of the chosen profession.

Second Year

(Chemical Engineering Majors)

First Semester	Hrs.	Second Semester	Hrs.
EM 213 Statics.....	3	EM 214 Dynamics.....	3
EM 215 Engr. Materials.....	3	EM 218 Fluid Mechanics.....	4
CHM 355 Organic Chemistry I.....	3	CHM 356 Organic Chemistry II.....	3
MTH 231 Calculus III.....	4	MTH 335 Ord. Differential Eq.....	4
PHY 211 Prine. of Physics.....	4	PHY 213 Prine. of Physics.....	4
PHY 202 or 212 Physics Lab.....	1	PHY 204 or 214 Physics Lab.....	1

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TRANSFER TO BACCALAUREATE PROGRAMS IN ENGINEERING

Administrative Bulletin No. 23 of the Board of Trustees establishes policies for transfer of students from pre-engineering programs to baccalaureate programs at West Virginia University and West Virginia Institute of Technology.

Students who wish to be considered for transfer admission to the West Virginia University College of Engineering from another WVU college or school, or an outside college or university, must satisfy both the WVU general admission requirements and the specific requirements of the College of Engineering as listed below.

Engineering courses will be open only to students formally admitted to the WVU College of Engineering and those students in other colleges and schools which specify engineering courses as curriculum requirements provided, in each case, that the students in General Studies--or other program at WVU--who wish to transfer to the College of Engineering be permitted to enroll in engineering course prior to being officially accepted as an engineering major.

For West Virginia residents, admission to the WVU College of Engineering will be granted upon achievement of a high school GPA of 3.00 or better at graduation **and** a Standard ACT Math score of 20 or higher, or a Standard ACT Math score of 24 or higher.

For out-of-state residents the minimum conditions for admission to the WVU College of Engineering is a Standard ACT Math score of 28 or higher. Since there are a limited number of places in the College of Engineering for out-of-state residents, early application is strongly encouraged.

Students who are admitted to the College of Engineering may seek admission to one of the Bachelor Degree programs in the College of Engineering at the beginning of the sophomore year. Students will be given the opportunity to indicate their first, second, and third choice for the degree program they wish to enter. Admission will be made to program as follows:

1. Admission is guaranteed to those students who have completed at least 28 semester hours with a grade point average of 3.0 or better, including two math courses (Math 14, 15₁ or 16) or equivalent, with a grade of C or better in Math 15, and two science courses (Chem 15 and 16 or Physics 11) or equivalent.
2. Students not admitted to the program under category (1) will be admitted to a specific program if they have met established admission criteria and if space is available in the program.
3. Students may be denied admission to a program if they do not complete Math 15 or if they fail to earn at least 50 grade points in the courses listed in (1) above. Students who do not gain admission to a program by the end of the third semester will be required to transfer out of the College of Engineering.

To be eligible for admission to West Virginia Institute of Technology a high school graduate must have completed 2 units of algebra, 1 unit of plane geometry, and 1 unit of advanced math. Candidates must also have a math ACT score of at least 20 or a B (3.0) average in high school. Spaces are available and students meeting the admissions requirement will be admitted.

Students who do not meet the minimum transfer requirements but who demonstrate specific aptitude for engineering studies may petition in writing to the academic dean at the appropriate institution. Transfer students will be accorded access to student housing and other privileges in accordance with the receiving institution's standard practices.

FORESTRY AND ENVIRONMENTAL STUDIES

Cooperative Plan of Study

Marshall and Duke Universities have entered into an agreement whereby a student may spend three years at Marshall and an initial summer term followed by two years at Duke. Students are accepted by Duke for either of two degrees, the Master of Forestry (M.F.) or Master of Environmental Management (M.E.M.). At the end of the fourth year (a minimum of 30 Duke credits) the student may be eligible for the B.S. degree with a major in botany from Marshall University. Following the fifth year (for a minimum total of 60 Duke credits) students may qualify for one of the two professional master's degrees.

Students are normally admitted only at the beginning of Duke's introductory summer session or at the beginning of the fall term. Applications to Duke University should be submitted by February 15 preceding the summer or fall in which admission is desired. Duke also requires the Graduate Record Examination (GRE) for admission. Students should arrange to take this test in the first semester of the junior year.

The curriculum outlined below shows the courses that must be completed to qualify for admission to Duke University. Marshall University requires a quality point average of 2.5 or higher for the three years of on-campus work. In the fourth year a sufficient number of hours must be successfully completed at Duke to total 128 when added to those already completed at Marshall. Forestry and Environmental Studies majors are required to meet the Marshall University College of Science requirements for the B.S. degree and to take the following courses:

Biological Sciences 120 and 121	8 hrs.
Botany 415 and 416	8 hrs.
Biological Science electives (either BSC 322 or any Botany course)	4 hrs.
Chemistry 211, 212, 327 and 361	12 hrs.
Two Chemistry laboratory courses chosen from 213, 214, 215, 216	4 hrs.
Physics 201, 202, 203, and 204	8 hrs.
Geology 200 and 210L	4 hrs.
Mathematics 120 and 122 or 130 and 131	6-8 hrs.

GEOLOGY

The Department of Geology offers coursework leading toward the B.S. and B.A. degrees and the M.S. degree in Physical Science with a concentration in Geology. The major must meet the university general requirements for either the B.S. or the B.A. The B.S. candidate must complete 39-40 hours of required course work in the major; the B.A. candidate, 34 hours of course work in the major. Summer field camp is strongly recommended for both the B.A. and B.S. degree candidates between the junior and senior year.

The curriculum can be modified for students preparing for graduate work in interdisciplinary areas of study. In general, this will mean an increase in course work in the basic sciences and a reduction of specific geology courses. This requires the approval of the Chairman of the department of Geology.

The department, through the university, maintains a CO-OP program with the U.S. Army Corps of Engineers. The time requirement for this program is usually five years. The student's schedules are jointly planned by the department, the student and the

cooperating agency. After the initial year, the C O , O P student usually alternates academic and work experience semesters.

Requirements:

All Majors

Mathematics 122, 130

Chemistry 211, 212; labs. 213, 214 preferred (or 215, 216)

Biology or Physics - 4 hrs. - B S C 120 or PHY 201-202

Geology 110 (minimum B grade required) or 200, 210L, 201, 211L, 212, 313, 314, 325, 451, 451L

Additional requirements for the B.A. Degree Program:

8 additional and selected hours of Geology, including 1 hour of Geology 453 or 454. Total Geology hours: 34

Additional requirements for the B.S. Degree Program:

Mathematics 131; recommended: Mathematics 230, 231 - especially for those planning graduate work.

Biology or Physics - 4 hrs. (Total: 8 hrs.) - B S C 120 and/or 121 and/or PHY 201-202 and/or 203-204

Geology 418 or 456 or 425; Geology 421 or 423; Geology 422 or 427 or 426;

Geology 453 and 454, or 2 semesters of 453 or 454 (Seminar)

Total Geology hours: 39-40, depending on course selection

Elective Courses: Geology 410, 415; 430; 455 and 455L; 480-483 may be substituted for required choices with approval from the Chairman of the Department of Geology.

MATHEMATICS

The Department of Mathematics offers the B.S. degree in the College of Science. All mathematics majors must take the following CORE courses: MTH 131, 230, 231, 330 and 427. In addition to these, at least 3 hours in computer programming in some scientific language chosen from CIS 139, 203, 205, 209 or equivalent is required. The major also selects one of the following concentrations which include requirements in addition to the CORE:

1. Mathematics Major - Traditional Concentration - MTH 337, 428, 445, 450 plus 6 credit hours of mathematics electives at the 300-400 level.
2. Mathematics Major - Statistics Concentration - MTH 445, 446 and either MTH 337 or 450. Also either Group A or Group B must be chosen:
Group A - MTH 325, 412, 413
Group B - any two from Group A plus one selected from MTH 411, 428, 443.
3. Mathematics Major - Applied Mathematics Concentration - MTH 335, 411, 443, 445, 337 or 450, plus any one of: MTH 325, 340, 410, 415, 428, 446, 452, 460.
4. Mathematics Major - General Concentration - 18 hours of Mathematics at the 300-400 level, including at least MTH 337 or 450.

Transfer students who wish to major in mathematics must complete at least nine hours of 300-400 level course work at Marshall University.

The American College Test score in mathematics is utilized for the placement of students. Relevant information regarding such placement is included under prerequisites in "C courses of Instruction".

A student enrolled in Marshall may receive credit for certain courses in mathematics provided he successfully completes the appropriate examination of the College Level Examination Program.

Advance placement in mathematics is granted on the basis of Educational Testing Service Advanced Placement Test scores. Students who score 4 or 5 on the Calculus AB examination are given credit for Mathematics 130 and Mathematics 131 and those who score 4 or 5 on the Calculus BC examination are given credit for Mathematics 131 and

Mathematics 230. Students who score 3 on BC are referred to the Chairman of the Department of Mathematics for a decision on credit; those who score 3 on AB are given credit for Mathematics 130.

PHYSICS

The Department of Physics and Physical Science offers coursework leading toward the B.S. degree in physics. The physics major must complete all College of Science general requirements for the B.S. degree. The physics major must complete the calculus sequence through differential equations and 35 hours of required course work in the major. The completion of the B.S. in physics prepares the graduate to enter graduate school in physics or engineering, medical school or other professional programs, direct employment in government or industrial laboratories, and other technically related fields.

Among the coursework options open to physics and other science majors are applied physics courses which emphasize applications of optics (PHY 440), electronics (PHY 430), and radiation (PHY 450) to the medically related fields. The applied radiation course includes laboratory experience at the University of Michigan's nuclear reactor.

Additional related programs within the department lead to an A.B. degree with a specialization in physics and/or general science, and an M.S. degree in physical science.

The physics major working to complete a B.S. degree is required to complete:

1. Physics 211, 202, 213, 204, or equivalent.
2. Physics 300, 302, 320, 330, 331.
3. Ten additional semester hours of 300-400 physics courses selected from the catalog including at least 4 semester hours of advanced laboratory courses (Physics 405, 415, 421, 463).
4. Mathematics 131, 230, 231, 335.

Majors in physics must demonstrate to the department faculty fundamental skills in utilizing computers, including the ability to interact with a computer, to interface with scientific instruments for data collection, and to apply computer programs to the solution of appropriate physical problems. Students lacking these skills can fulfill this requirement by taking appropriate courses which have the approval of the Department of Physics and Physical Science.

ZOOLOGY

The courses in zoology are intended to meet the needs of students who want some knowledge of zoology as part of their general education, those who need work in zoology to satisfy the requirements in other departments, those who propose to specialize in zoology to satisfy the requirements in other departments, and those who propose to specialize in zoology. A major in zoology serves those who plan to enter medicine, entomology, or other related fields. Zoology majors may pursue advanced degrees leading to teaching or research in applied zoology. A minimum of 40 hours is required, including 16 hours of zoology electives. Selection of electives should be made with the assistance of the student's advisor.

Biological Science 120 and 121.	8 hrs.
Zoology 212 or 214.	4 hrs.
Biological Science 320, 322, and 324.	12 hrs.
Electives: Courses must be Zoology 300 level or above, and the minimum (16 hrs.) may not be met using Zoology 480-488.	16 hrs.
	40 hrs.

Zoology majors must meet the College of Science requirements for the B.S. degree in addition to the following:

Chemistry 211, 212, 327 (or 355-356), and 361.	12 hrs.
Two Chemistry laboratory courses chosen from 213, 214, 215, 216.	4 hrs.

Physics 201, 202, 203, 204 8 hrs.
Mathematics 120 or 130 and one of the following: 122, 131, 140, 225 6-8 hrs.

COMBINED COLLEGE AND PROFESSIONAL DEGREES

A student wishing to study medicine or dentistry at a professional school may be granted a **leave of absence during his senior year at Marshall University. To secure this leave** of absence the student must file a written request in the office of the dean immediately after gaining admission to the professional school and before the termination of course work at Marshall University. Failure to discharge this responsibility voids candidacy for the degree under this program. At the end of the first year in the professional school the student then is eligible for the baccalaureate degree from Marshall University, provided that all requirements for graduation are met except the completion of a major, and that **the student can present certification from the professional school that he has successfully completed the first year at the professional school and that a sufficient number of semester hours of good quality work has been completed to total 128 when added to those earned at Marshall University.**

At least 96 hours of study must have been completed and a quality point average of 2.0 must have been earned by the student at Marshall University. Candidates for the degree must attend the regular Marshall University commencement, or have permission to graduate "in absentia."

PREPARATORY FOR PROFESSIONAL CAREERS IN HEALTH SCIENCES

With the emergence of medicine as a science, and the demand by a modern society for better access to all levels of health care, the challenges presented by the career in the health professions today are both formidable and exciting. The student who is contemplating a career in health sciences is required to have a solid foundation in the natural sciences. As a result, students who plan to study in any of the health professions should include in their high-school subjects one and one-half units of algebra, one unit of geometry, one unit of chemistry, and one unit of physics.

There is no bachelor's degree, as such, granted in pre-medicine or any of the other related health sciences. While most pre-professional students major (i.e. work towards the bachelor's degree) in either chemistry or zoology, students may major in virtually any field and still apply to a professional school (dentistry, medicine, etc.). However, it should be recognized that thorough knowledge of the sciences is needed if one expects to perform satisfactorily on aptitude examinations that must be taken prior to applying for admission to a professional school. Thus the following pre-professional health programs, along with basic course requirements, are outlined for the prospective student. The courses listed under each program are considered minimum requirements, and are usually completed during the first two years of undergraduate work.

PRE-PHYSICAL THERAPY

(2-years, followed by 2 additional years at a physical therapy school)

Courses:

Biological Science (BSC) 120 and 121
Chemistry (CHM) 211, 212 and any two of 213, 214, 215, 216
English (ENG) 101 and 102
Mathematics (MTH) 120 and 122 and 225 or 130 and 131 and 225
Physics (PHY) 201, 202, 203, 204

Psychology (PSY) 20 I, 311

Zoology 227

Home Economics 210

Exams: - AHPAT - sophomore year

Other Courses:

12 hours from Art, English Literature, Languages, Music, Philosophy, Religious Studies or Speech (must be distributed in at least three fields); 6 hours from Economics, Geography, History, Political Science, Sociology (Anthropology)

The ability to swim, or courses in swimming, volunteer or work experience in physical therapy

Recommended Electives:

FIN 307 (Business Law), ZOO 301, PE 321, PSY 204

PRE-VETERINARY MEDICINE (4 years)¹

Courses:

Biological Science (BSC) 120 and 121

Chemistry (CHM) 211, 212, 213, 214, 355, 356, 361, 365, 366

English (ENG) 101, 102,

Genetics (BSC) 324

Mathematics (MTH) 120 or 130 and one of the following: 122, 131, 140 or 225

General Bacteriology (BOT) 302

Physics (PHY) 201, 202, 203, 204

Animal Nutrition, By arrangement

Exams: MCAT, VAT or GRE and GRE Advanced Biology Section

Other Courses:

Follow catalog for degree requirements B.S. or A.B.

Recommended Electives:

BSC 322, CL 200, SOC 200, ZOO 301, 315

PRE-OPTOMETRY (3-years)

Courses:

Biological Science (BSC) 120 and 121

Chemistry (CHM) 211, 212 and any two of 213, 214, 215, 216; also 355, 356, 361

Social Sciences - Any courses (12 hrs.)

English (ENG) 101 and 102

Mathematics (MTH) 120 and 122 (and 140 recommended) or 130 and 131; 225

Physics (PHY) 201, 202, 203, 204

Psychology (PSY) 20I

Exams:

OCAT October or March of sophomore year

Other Courses:

Check carefully catalog of Optometry College. Requirements vary.

Recommended Electives:

BOT 302, CHM 356,307; MTH 230, 231; PHY 350, 440; PSY 311 or 440; ZOO 302, 315

PRE-PHARMACY (2 years)

Courses:

Biological Science (BSC) 120 and 121

¹Students entering the pre-veterinary medicine curriculum should consult Dr. Kahle (Biological Science) for additional requirements.

Chemistry (CHM) 211, 212 and Lab 213, 214, 215 or 216 (any two labs); 355, 356 and 361
Economics (ECN) 241, 242
English (ENG) 101 and 102
Mathematics (MTH) 130, 122
Physics (PHY) 201, 202, 203, 204

Exams:

PCAT November or February of sophomore year

Other Courses:

12 hours from Art, English, Literature, Languages, Music, Philosophy, Religious Studies (must be distributed in at least three fields)

6 hours from Geography, History, Political Science, Psychology, Sociology/Anthropology

PRE-DENTAL (3 or 4 years)

Courses:

Biological Science (BSC) 120 and 121
Chemistry (CHM) 211, 212, and any two of 213, 214, 215, 216; also 355, 356 and 361
Economics (ECN) 241, 242
English (ENG) 101 and 102
Mathematics (MTH) 120 and 122 or 130 and 131
Physics (PHY) 201, 202, 203, 204

Exams:

D A T Spring of sophomore year for 3-year students or during junior year for 4-year students

Other Courses:

Follow catalog for degree requirements B.S. or A.B.

Recommended Electives:

ART 101 or EG (General Engineering) 101; BSC 322, 324; CHM 307, 345, 362, 365, 366; CL 200; MTH 230, 231; PHY 350, 450; PSY 311, 408, 440; ZOO 300, 301, 302

PRE-MEDICINE (3 or 4 years)

Courses:

Biological Science (BSC) 120 and 121
Chemistry (CHM) 211, 212, and any two of 213, 214, 215, 216; also 355, 356 and 361
English (ENG) 101 and 102
Mathematics (MTH) 120 and 122 or 130 and 131
Physics (PHY) 201, 202, 203, 204

Exams:

M C A T Generally during the junior year; however, in some cases the student, after counseling with his advisor, may choose to take the M C A T during the spring semester of the sophomore year.

Other Courses:

Follow catalog for degree requirements B.S. or A.B.

Recommended Electives:

BOT 302; BSC 322, 324; CHM 307, 345, 362, 365, 366; MTH 230, 231; PHY 350, 430, 440, 450; PSY 408, 440; ZOO 300, 301, 302

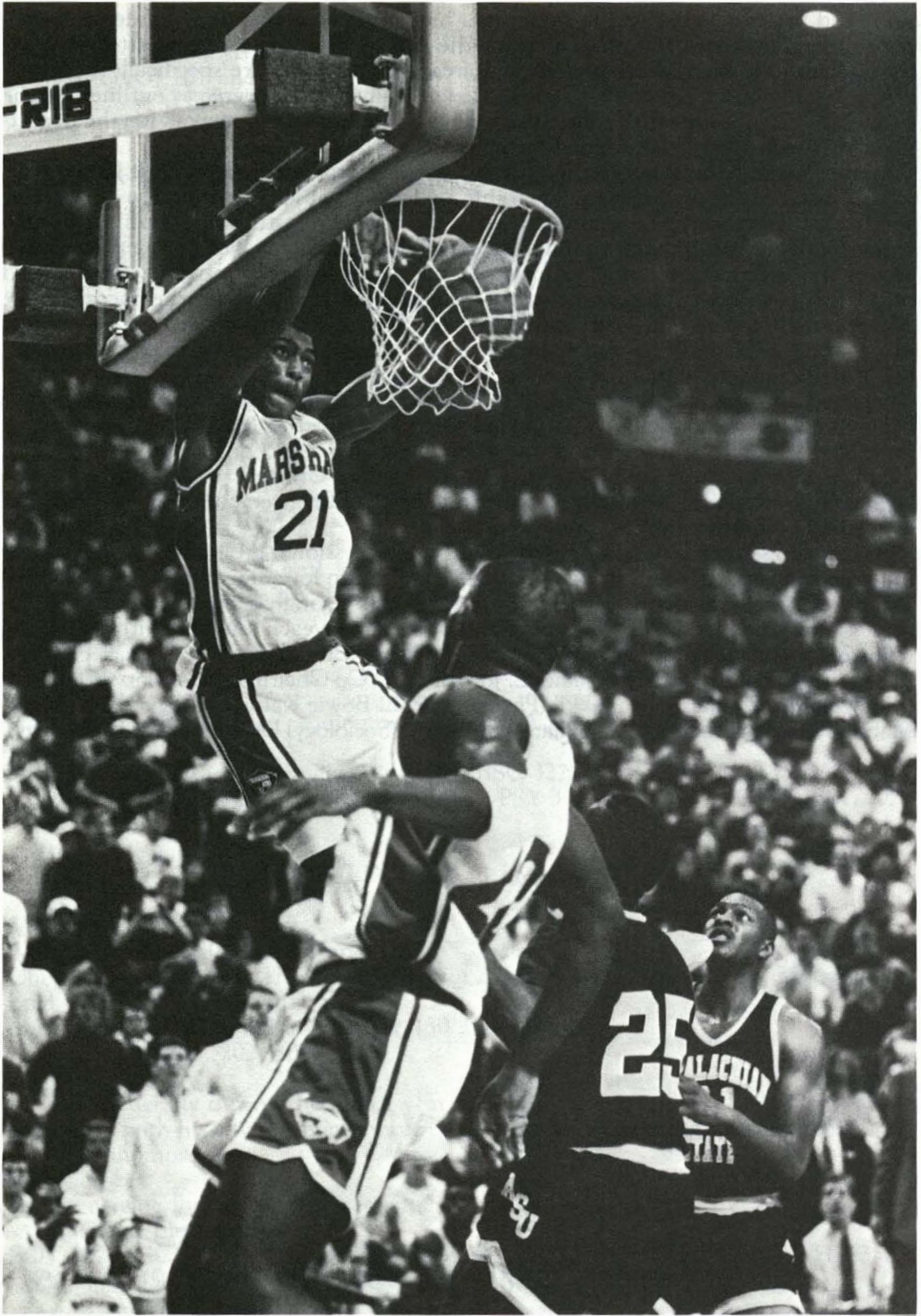
¹For information on Pre-Chiropractic, Pre-Podiatry, etc. program, see Pre-Health Professions Advisor.

The tendency among medical colleges is to require four years of premedical preparation, and preference is given to applicants having such preparation. Students should plan undergraduate work toward securing the A.B. or B.S. degree. Thus, after completing courses in a selected pre-professional area, students who are specifically in a two-year program must then fulfill "General Requirements" for a degree as outlined by the College of Science (or other college) as well as "Specific Requirements" for the department in which they have decided to major.

In some cases students may be accepted to a professional school after their junior year. In this instance the student may be granted a leave of absence during the senior year at Marshall University. To secure this leave of absence the student must file a written request in the office of the dean immediately after gaining admission to the professional school and before the termination of course work at Marshall University. At the end of the first year in the professional school, the student is eligible for the baccalaureate degree from Marshall University, provided that all requirements for graduation are met except the completion of a major, and that the student can present certification from the professional school that the first year of the professional school has been successfully completed and that a sufficient number of semester hours of good quality work have been completed to total 128 when added to those earned at Marshall University.

At least 96 hours of study must have been completed and a quality point average of 2.0 must have been earned by the student at Marshall University. Candidates for the degree must attend the regular Marshall University commencement or have permission to graduate "in absentia."

As one can see from examining the various pre-professional programs, undergraduate requirements, aptitude testing examinations, application for admission to a professional school, etc. may vary considerably. Therefore, it is strongly recommended that pre-professional students discuss their programs at least once each semester with one of the following members of the Pre-Professional Advisory Committee: Or. Daniel P. Babb, (Chemistry) Co-Chairman, Or. James E. Joy (Biology) Co-Chairman, Or. Mary Etta Hight (Biology), Or. Thomas J. Manakkil (Physics), Or. E. Bowie Kahle (Biology), Or. Charles Mabee (Religious Studies), Or. William Westbrook (Sociology) Or. Ralph Taylor (Biology).



Community and Technical College

MISSION OF THE COLLEGE

The Community and Technical College, an open door institution, primarily serves Cabell, Wayne, Lincoln, and Mason counties by providing postsecondary programs of study which are chiefly occupational#technical in nature. The College's curricula reflect the occupational, educational, and cultural needs of youth and adults in the area. The College offers educational opportunities to any student who can benefit from instruction, regardless of age or academic preparation.

The Community and Technical College offers two-year Associate Degree programs and shorter Certificate of Proficiency programs.

Opened in 1975, the College enrolls 1,850 students.

PROGRAMS

The Community and Technical College offers programs to meet identified student needs. The programs include:

1. Programs and courses of an Occupational-Technical nature.
 - a. Occupational-Technical Programs which culminate in an associate degree or certificate of proficiency.
 - b. Occupational-Technical Courses for students interested in specific skills and knowledge, but not a certificate or degree.
2. Developmental and General Studies Courses to improve academic skills for entry into and success in specialized programs:
 - a. Courses in reading, writing, mathematics, and science to assist students in reaching mastery level in basic skills or meet baccalaureate admission requirements.
 - b. Courses designed to supplement Occupational-Technical Programs.
 - c. Core courses to acquire specific skills for immediate employment.
3. Short-Term Courses to acquire specific skills for immediate employment. Courses are usually developed in cooperation with business, industrial, and public service employers in the community.
4. Community Service/ Continuing Education Courses which may be vocational or avocational in nature. Community Service Courses deal with crafts, hobbies, and cultural activities. Continuing Education Courses offer opportunity to retain and/or upgrade particular work-related skills.

ADMISSION

Regular admission to the Community and Technical College is open to any person who has a high school diploma or who meets General Education Development (GED) requirements.

Other persons may be admitted on a conditional basis but will be evaluated at the conclusion of each semester of enrollment to determine whether college-level academic performance indicates an ability to continue their studies.

Neither regular nor conditional admission shall ensure the entry of applicants into specific programs.

Because of the broad range of students who seek admission, developmental courses will be provided to assist students to reach competencies in reading, mathematics, writing, and study skills when the need is identified.

Several types of admissions are offered.

Admission to Associate Degree Programs. To enroll in a degree program a student must have a high school diploma or its equivalent and must follow regular Marshall University admission procedures. Advanced placement in some programs is possible if the student successfully passes a challenge examination in the specific course area.

Admission as a Non-Degree Student. Non-degree students do not require a high school diploma or its equivalent. They must follow Marshall University admission procedures and are eligible to take any Community and Technical College offering. However, if they decide to pursue a degree program in the College, they must meet regular Community and Technical College admission requirements and follow the program curriculum.

Early Admission. The Community and Technical College follows Marshall University policy. Application for admission to the Community and Technical College is made through the Marshall University Office of Admissions.

Transition Program. Baccalaureate applicants who do not meet one or more of the new admission requirements will first be admitted to the Transition Program in the Community and Technical College. This Transition Program offers courses which parallel the high school units that comprise the Fall 1990 baccalaureate admission requirements.

The transition courses are: COM 095, Developmental Writing; MAT 097, Developmental Algebra; MAT 098, Developmental Geometry; SCI 090, Developmental Physical Science.

These developmental courses will satisfy baccalaureate admission requirements but do not meet any baccalaureate or associate degree requirements.

COMMUNITY AND TECHNICAL COLLEGE ACADEMIC TESTING POLICY

All students enrolling in the Community and Technical College are required to take the "Test of Academic Skills" prior to registration. Advisors, prior to scheduling new students, will review test scores to determine which students should be scheduled into advanced or developmental courses. Students must enroll for needed developmental courses as soon as possible.

Off campus testing is announced and accomplished as part of the registration process. In areas where Community and Technical College developmental courses are not available, arrangements must be made for alternative instruction which has the approval of the Community and Technical College.

Certain groups may be exempt from testing as determined by the Dean of the Community and Technical College.

ADVISING/COUNSELING

Community and Technical College faculty provide academic advising to students majoring in occupational technical programs. Each student's registration must be approved by a faculty advisor.

The Office of Guidance Services offers educational, vocational and personal counseling to Community and Technical College students. The free services are available upon request.

TRANSFER

West Virginia Board of Trustees policies require state system institutions to accept up to 72 semester hours of credit by transfer from the Community and Technical College of Marshall University. If the Community and Technical College courses are reasonably comparable to Baccalaureate program courses, the credits transfer as Baccalaureate course requirements. If the courses are not comparable, the credits transfer as electives. Transfer

credit is determined by the receiving school or college.

Several other transfer mechanisms are available to Community and Technical College students, as noted below, but not all colleges offer these options.

1. **Testing Out.** Community and Technical College students take an exam(s) to demonstrate their knowledge and skills. The exam(s) is given by the four-year college, and credit is awarded based on the results of the exam(s). See Advanced Placement and CLEP.

2. **Success in Advanced Courses.** Community and Technical College transfer students are allowed by the four-year college to take advanced courses, even though the students do not meet specific prerequisites. The students have, rather, taken related courses at the Community and Technical College. If the students pass the advanced course, the four-year college accepts the Community and Technical College courses in lieu of the specific prerequisites.

3. **Two-Plus-Two Programs.** The upperclass courses of a four-year college are especially designed to accept the Community and Technical College transfer student. (See Legal Studies in College of Liberal Arts and Finance--Banking Option in College of Business).

4. **Board of Regents Bachelor of Arts Program.** This program is a mix of course-based and experiential-based learning. Community and Technical College courses transfer without difficulty.

Students contemplating transfer are advised to contact the appropriate dean or institution for a review of their transcripts, to discuss available transfer mechanisms, and to determine the specific number of hours which may be credited directly toward a baccalaureate program.

POLICY ON MANDATORY ATTENDANCE

The Community and Technical College faculty considers regularity of attendance and punctuality as two major elements in the maintenance of a satisfactory scholastic record. Each faculty member will at the beginning of class announce, provide in writing, and have each student sign his/her attendance policy. When a student exceeds the established limits, the faculty will notify the Dean.

In all courses, the attendance policy will conform to the following standards:

1. Definition of Absence

An absence is assessed each time a student is not in attendance during a regularly scheduled class period or laboratory session. In each semester, the assessment of absences begins with the first scheduled day of class.

Courses provided by the Community and Technical College have varied lengths for their class sessions. Absences will be assessed in proportion to the time spent in each session. In courses that have 50-minute sessions, missing one class session will constitute one (1) class absence. In courses meeting for 75 minutes, missing one class session will equal one and one-half (1 1/2) absences. In courses meeting for 150 minutes, missing one class meeting will constitute three (3) absences.

Absences resulting from illness and death in the immediate family may be excused at the discretion of the instructor. Absences for institutional activities (those approved by the academic deans, such as debate, artistic performances and athletics) are to be excused. To be considered for an excused absence, the student must report and verify the reason for the absence to the instructor in a timely manner. For such excused absences or other pre arranged excused absences, the student should not be penalized.

Absence from a class, lecture, or laboratory session, excused or unexcused, does not relieve a student from the full responsibility for class work and assignments or accountability for the absence incurred.

2. Penalties for Class and Laboratory Absences

Faculty may impose an academic penalty for one (1) to six (6) unexcused absences or any part thereof.

A student who has more than six (6) unexcused absences will be required to meet with the Dean. Unless there are extenuating circumstances, the Dean will withdraw the student from the course. If withdrawn, the student will receive the grade of W, WP or WF, depending on his/her date of withdrawal and class standing. The student's next registration will require the Dean's approval.

3. Student Appeals of Administrative Withdrawal

The student has the right to appeal the administrative withdrawal. See Academic Rights and Responsibilities of Students. The student is expected to attend class during the appeal period.

4. Penalties for Exam Absences

Students are required to take all regular examinations. If a student attends a course throughout the semester and is absent from the final examination without permission, the instructor counts the examination as zero and reports the final grade of "F."⁰ If the absence is the result of illness or some other valid reason beyond the control of the student, as determined by the instructor, the grade of "I" is reported, and the student may, upon application, take the examination at a later date (See Catalog for additional information on Incomplete Grades and Grade Appeals).

ACADEMIC PROBATION

1. The student whose cumulative scholastic record shows a deficit of one (1) quality point but no more than nineteen (19) quality points will be placed on probationary status.
2. A transfer student whose total record shows a deficit of one (1) to nineteen (19) quality points at time of admission will be assigned a probationary status as though the deficit had been accumulated in residence.

RESTRICTIONS ASSOCIATED WITH PROBATIONARY STATUS

Any student on probation will have restrictions regarding scheduling and registration for classes. A student with an accrued deficiency of one (1) to nineteen (19) quality points carries the following restrictions:

1. Students will be placed on academic obligation.
2. Students will be allowed to register for a maximum of 13 semester hours.
3. Student's schedule must be approved by assigned advisor.
4. Student must receive registration approval from Dean's office.

TERMINATION OF PROBATION

The student on probation as the result of a grade-point deficiency will remain on probation until his/her quality-point deficiency is reduced to 0 and he/she achieves a 2.0 (C) overall grade-point average.

ACADEMIC SUSPENSION

1. The student with a cumulative deficit of 20 quality points or more at the end of a term will be suspended for a period of one semester.
2. The application of a transfer student suspended from any college at Marshall University shall not be considered for transfer until his/her period of suspension has expired. The Community and Technical College honors the suspension of a student from any other college, and such a decision is treated as a prior suspension from the Community and Technical College.
3. A student may petition immediately upon notice of academic suspension if illness, accident, or other valid circumstances can be verified as the cause of poor academic

performance. This written petition should be addressed to the Academic Appeals Committee, Community and Technical College.

4. A student who has been academically suspended may attend summer sessions without a written petition; however, a student who is on academic hold will require permission from the Dean's office to complete *the* registration process.
5. The student suspended for poor scholarship and subsequently readmitted will be required to:
 - a. Register for no more than 13 hours.
 - b. Maintain no less than a 2.0 **(C)** average each semester following his/her **readmission**.
 - c. Reduce the deficit by no less than six (6) quality points each two semesters.
6. Gains made as a result of repeating a class to replace grades (D & F repeat rule) are included in achieving a 2.0 **(C)** grade average.

ACADEMIC DISMISSAL

1. Failure to make academic progress in relation to the criteria in #5 above will result in dismissal from the Community and Technical College.
2. Dismissal will be regarded as permanent. However, a student may request consideration for readmission after one calendar year. The student will be required to provide the Academic Appeals Committee with reasons why he/she should be readmitted to the Community and Technical College. The student must make the request in writing, and he/she will have the option of a personal appearance before the Committee at the time of the hearing.
3. Action of this committee may be appealed to the Office of The Dean.

CREDIT FOR NON-COLLEGIATE LEARNING

The faculty at the Community and Technical College think that WHAT a person knows is more important than how it was learned. If a student can demonstrate or document knowledge and skills reasonably comparable to Community and Technical College courses, equal credit may be awarded.

The student who has already been accepted by the Community and Technical College has several options, as listed below. The student should meet with his/her advisor regarding these options.

I Credit by Examination

Credit by examination is available for certain courses. The awarding of credit is based upon the evaluation of specific criteria established by appropriate faculty. Proficiency examinations for credit will be given at a stated time before the end of the schedule adjustment period each semester or at a time designated by appropriate faculty.

To be eligible to take an exam, the student must be fully admitted and have advisor's permission. Part-time students must pay a non-refundable fee of \$30 per proficiency exam attempted; no extra fees will be charged to full-time students.

Exams may only be taken once and they are not available if student is currently enrolled in course or has been previously enrolled in course (except IW grades). Credit only (not a grade) will be recorded on transcript for successful completion; no transcript record will be recorded for failure.

Students may obtain additional information from their advisor or chair. See the College Level Examination Program and Advanced Placement Examination.

2. Credit Via Accepted Standards

Courses taught by the United States Armed Forces and certain other government agencies, companies, and organizations are sometimes reasonably comparable to Community and Technical College courses. To be considered, the courses must be listed in the latest

edition of one of the approved credit•equivalency references. See also Credit for Military Experience and Training.

3. Credit for Knowledge or Skills

Credit for knowledge or skills is available only to students who have graduated from high school at least four years ago. For those passing a high school equivalency test, credit for knowledge or skills is not available until at least four years after their class graduated from high school.

The student must provide evidence of possessing college equivalent knowledge or skills. The knowledge or skills must be reasonably comparable to the knowledge or skills demonstrated by Community and Technical College students. Credits earned via this option are called college equivalent credits.

There will be a \$100 fee for the faculty evaluation of the student's evidence of knowledge or skills, regardless of the number of credit hours awarded.

See also Regents Bachelor of Arts Degree.

PROGRAMS

ACCOUNTING

With the increased growth and complexity of modern society, the accounting field offers many employment opportunities in public, private, and government employment. Specific courses may be taken or an organized program may be followed which leads to an Associate in Applied Science degree.

The Associate Degree program is designed to allow graduates to enter the fields of industrial, governmental, or public accounting. Typical beginning jobs in the accounting field are in the areas of general ledger accounting, accounts receivable, accounts payable, payroll, inventory, and cost accounting.

First Year

First Semester	Hrs.	Second Semester	Hrs.
COM 10 Communications I	3	COM 122 Business Communications II	3
Of 113 Typewriting I or	3	CT 10B Fundamentals of Computer Technology ..	3
MAT 115 Business Math	2	BUS 104 Records Management	3
BUS 101 Introduction to Business	3	A C C 216 Principles of Accounting	3
A C C 215 Principles of Accounting	2	ECN 253 Principles of Macroeconomics	3
ECN 250 Principles of Microeconomics	3	Elective	3
	16.17		18

Second Year

First Semester	Hrs.	Second Semester	Hrs.
BUS 221 Concepts of Computerized Al.c	3	COM 221 Business Correspondence and Report Writing	3
BUS 202 Business Organization and Management	3	BUS 226 Commercial Papers and Transactions	3
A C C 311 Inter. Accounting	3	BUS 231 Business Finance	3
A C C 318 Cost Accounting	3	A C C 312 Inter. Acc.	3
FIN 307 Legal Environ. of Bus.	3	A C C 348 Federal Taxation	3
PSY 201 General Psychology	3		
	18		15

TOTAL HOURS..... 67-68

AVIATION TECHNOLOGY

The Aviation Technology Program provides specialized training for the student having an interest in or wishing to pursue a career in the aviation industry.

General education and support courses will be taught at the Community and Technical College, while the flight operations portion of the program will be taught by Federal Aviation Administration 141 approved flight schools. Students will earn a total of 68 credit hours, of which 45 hours will be Marshall courses and 23 hours will be credit for the flight training phase. An associate of Applied Science Degree is awarded at the end of the program.

The program contains three components of instruction and evaluation: classroom, flight training, and FAA evaluation.

The Aviation program recognizes FAA licenses as course credit from arrangements with any FAA 141 approved aircraft and flight training centers, while the Community and Technical College of Marshall University provides the classroom facilities and course instruction in the support areas.

First Year

First Semester	Hrs.	Second Semester	Hrs
C O M 111 Communications I	3	C O M 132 Technical Communications II	3
MAT 145 Technical Mathematics I	3	MAT 146 Technical Mathematics II	3
AVT 100 Introduction to Aviation Technology	3	BUS 102 Basic Economics	3
AVT 125 Meteorology	3	CT 103 Fundamentals of Computer Tech.	3
AVT 150 Private Pilot Ground & Flight Tr.	5	AVT 200 Instrument Ground & Flight Tr.	4
	17		16

Second Year

C O M 221 Business Correspondence and Report Writing	3	AVT 210 Airport Management & Oper.	3
BUS 201 Human Relations in Business	3	AVT 225 Multi-Engin Ground & Flight Tr.	2
BUS 202 Business Organization & Mgt.	3	AVT 250 Flight Instructor-Airplane	3
AVT 175 Commercial Pilot Ground & Flight Training	6	AVT 275 Flight Instructor-Instrument	3
Approved Elective (Liberal or Fine Arts)	3	Approved Elective (Liberal or Fine Arts)	3
	18	Approved Elective (Business Technology)	3
			17

BANKING AND FINANCE

The Banking program is intended to provide bank employees and those individuals interested in a career in banking with professional banking curriculum that responds to the new needs of the banking industry.

The diversified curriculum that is offered will provide students with a better understanding of the banking industry, help improve job performance and prepare them for career advancement opportunities.

The Associate Degree in Banking and Finance is operated in conjunction with the American Institute of Banking (AIB), the Huntington Chapter (AIB), and in cooperation with the Marshall University Community and Technical College. Students will receive an Associate Degree in Banking and Finance after completion of 66 to 68 credit hours, which can be accomplished in two years. The Program then offers the Associate Degree graduates the opportunity to pursue a Baccalaureate Degree in Finance (Banking Option) through Marshall University's College of Business.

First Year

First Semester	Hrs.	Second Semester	Hrs.
C O M 111 Communications I	3	C O M 122 Business Communications II	3
US 151 Prine. Bank Operations	3	BUS 201 Human Rela. in bus.	3
CC 215 Principles of Accounting	3	BUS 102 Basic Economics	3
AT 115 Business Math	3	A C C 216 Principles of Accounting	3

f. Campus Flight Training via any FAA 141 approved program.
 g. Student who desire to complete the 2+2 baccalaureate degree in Finance with a Banking option must take ECN 250 and 253.

BUS 101 Introduction to Business	2	ISM 133 Prin. Supervis. & Mgmt.....	3
CT 103 Fundamentals of Computer Technology..)			

a 11

Second Year

First Semester	Hrs.	Second Semester	Hrs.
COM 221 Bus. Corres. & Rpt. Writ.....	J	Banking/Finance Electives ²	1415
FIN 107 Legal Environ. of Bus.....	J	Elective.....	23
BUS 250 Micro. App. to Banking.....)		
BUS 252 Law • d Banking.....	3		
Banking Elective.....	3		
MAT 145 Technical Mathematics I or			
MTH 120 Algebra2.....	3		
	18		16-18

TOTAL HOURS = 66-68

Banking Electives for Associate Degree

BUS 144 Real Estate Finance	BUS 254 Bank Investments
BUS 152 Money and Finance	BUS 255 Bank Public Rel. & Marketing
BUS 161 Savings & Time Deposit Bank	BUS 256 Credit Administration
BUS 163 Trust Funct. & Services	BUS 257 Federal Reserve System
BUS 226 Commer. Papers & Trans.	BUS 258 Home Mortgage Lending
BUS 234 Taxation	BUS 260 Loan Officer Development
BUS 241 Real Prope. Val. 1	BUS 264 Analyzing Fin. Statements
BUS 242 Real Proper. Val. II	FIN 308 Commercial Law
BUS 243 Property Management	FIN 325 Commercial Banking
BUS 244 Contract Writing	MTH 190 Introductory Calculus
BUS 251 Insrallment Credit	ECN 250 Principles of Microeconomics or
BUS 253 Bank Management	Banking Special Topics Courses

COMPUTER TECHNOLOGY

The Computer Technology Program provides specialized training in the application of the microcomputer systems currently being developed and utilized in businesses, schools, and homes. The curriculum is designed to provide students with an understanding of the terminology, the application of existing software, the BASIC computer language, the ability to select and troubleshoot computer systems, and an overall orientation to microcomputers.

Employment opportunities exist in a wide variety of office, business, and industrial workplaces, along with the option of self-employment.

Both a Certificate of Proficiency and the A.A.S. degree in Computer Technology are available.

First Year

First Semester	Hrs.	Second Semester	Hrs.
BUS 201 Human Relations in Business.....	3	*BUS 206 Basic Accounting	4
*COM III Communication I.....	3	COM 132 Technical Communications II	3
•CT 103 Fundamentals of Computer Tech.....	3	CT 115 Introduction to BASIC	3
"CT 150 Applications to Spreadsheets.....	3	*Of 236 Introduction to Word Processing.....	3
*MAT 145 Technical Mathematics I.....	3	MAT 146 Technical Mathematics II.....	3
•OT 113 Typewriting I... ..	3		
	18		16

*Certificate Program Course

¹Students who desire a 2+2 baccalaureate degree in Finance with a Banking option must take the courses listed: MTH 190 (5), FIN 108 (0), MTH 120 (3) and 6 hrs. of FIN electives from ACC 348, ECN 326, ECN 110 and ECN 420.
²Students who desire to complete the 2+2 baccalaureate degree in Finance with a Banking option must take ECN 250 and 251.

Second Year

First Semester	Hrs.	Second Semester	Hrs.
BUS 202 Business Organization & Mgt.....	3	COM 231 Technical Report Writing.....	3
BUS 221 Concepts of Computerized Accounting	3	•CT 270 Small Business Computer Repair.....	4
•CT 250 Applications to Databases.....	3	EGT 220 Introduction to CAD for Technicians.	3
CT 260 Hardware and Software Selection.....	3	EGT 210 Introduction to Robotics.....	3
Elective	3	CT 299 Internship or	
•Select one of the following:		MAT 205 Technical Mathematics III or	
CT 215 Advanced BASIC Programming		Approved Computer Elective.....	3
CIS 201 COBOL Programming I			
CIS 203 FORTRAN Programming I			
CIS 209 PASCAL Programming I.....	3		
	15		
•Certified Program Courses			
Total Program Hours	65		

ELECTRONICS TECHNOLOGY

The Electronics Technology Program is conducted in cooperation with the Cabell County Board of Education. Approximately one third of the instruction takes place at the Cabell County Vocational-Technical School, and two-thirds takes place at the Community and Technical College. Students must be accepted by both institutions.

Students learn the full range of Electronics Technology theory and skills plus appropriate support courses. Students are eligible for all collegiate benefits and activities. They learn skills that make them employable in a wide range of electronics related jobs.

The Associate in Applied Science degree is granted upon successful completion of the curriculum.

First Year

First Semester	Hrs.	Second Semester	Hrs.
MAT 145 Technical Mathematics I	J	MAT 146 Technical Mathematics II	3
COM 111 Communications I	3	COM 132 Technical Communications II	J
ELT 111 Direct Current Theory (Block U A) ¹ CHE..	4	ELT 151 Alter. Circuit Theory (Block III B) ¹ CHE..	4
ELT 101 Technology Orientation (Block J) ¹ CHE ..	1	ELT 189 Electronics Technology Capstone II	1
ELT 139 Electronics Technology Capstone 1.....	1	PHY 200 Introductory Physics	J
BUS 201 Human Relations in Business.....	3	PHY 200L Introductory Physics Lab	1
		General Elective	J
	15		18

Second Year

First Semester	Hrs.	Second Semester	Hrs.
ELT 201 Electronics & Instr. (Block IV) ¹ CHE ...	5	ELT 251 Communications Circuits & Devices	
ELT 239 Electronics Tech. Capstone III.....	1	(Block IX) or both ELT 261, ELT 262 CHE ...	9
COM 231 Technical Report Writing	J	ELT 261 Digital Concepts (Block VU) ¹ CH	6
EOT 220 Introduction to CAD for Technicians ..	3	ELT 262 Computer Electronics (Block VIII) CHE J	
MAT 205 Technical Mathematics IU	3	ELT 269 Electronics Technology Capstone IV ...	1
CT 103 Fundamentals of Computer Technology.. J		General Elective	3
		EGT 210 Introduction to Robotics.....	J
	18		16

1DITAL HOURS • 67

•certificate Program Courses

¹Course, described as "Block" number, taught at the Cabell County Vocational Technical school. "CHE" means "credit hour equivalent." Note that 11-month time frame (1-semester) of Vo-Tech units does not correspond to Marshall University semester.

EMERGENCY MEDICAL TECHNOLOGY

The Emergency Medical Technician (EMT) and the Paramedic are specialists in providing basic or advanced life support pre-hospital care. The emergency medical attendant bridges the gap between the physician and the emergency patient. The EMT or Paramedic is the skilled individual who may be in charge of a mobile unit that travels to the site of an emergency. He assesses the problem and communicates with the emergency department, gives the treatment as directed by the physician and proceeds with safe transport of the patient to the emergency department.

The Emergency Medical Technology program offers a Certificate of Proficiency and is designed primarily for part-time students who work or volunteer in the EMS field. The program provides three distinct courses to prepare the individual to function as an EMT, EMT-Paramedic and Rescue Technician. Each of the courses has three components of instruction: classroom, clinical and field internship.

Certificate of Proficiency

	Hours
EME 109. Emergency Care and Transportation of the Sick and Injured (EMT Course)	5
EME 120. Emergency Medical Care - Paramedic I	8
EME 121. Emergency Medical Care - Paramedic, Clinical I	2
EME 240. Emergency Medical Technology - Paramedic II	8
EME 241. Emergency Medical Technology - Paramedic, Clinical II	2
EME 242. EMT-Paramedic V. or EME Electives	5
EME 244. Vehicle Rescue Operations or EME Electives	3
Total Credit Hours	33

ENGINEERING TECHNOLOGY

The Engineering Technology program is designed to meet several academic and economic development objectives. The program serves students seeking a degree; the program serves technicians interested in a few courses to upgrade their skills. The program faculty and laboratories are also available to assist business and industry.

Engineering Technology is one of the twenty fastest growing fields. Technicians use the principles and theories of science, engineering and mathematics. Their jobs are related to research, development, manufacturing, sales, customer service, equipment construction and installation, computer assisted drafting, and so forth. Many engineering technicians assist scientists and engineers, but some work alone. Engineering technician jobs are more limited in scope and practically oriented than those of engineers.

The Engineering Technology program has a general curriculum of 51 credit hours and specializations of 15 credit hours (66 total) for the two-year Associate of Applied Science degree. The field of Engineering Technology has many areas of specialization. Manufacturing and CAD are available in this program.

First Semester	First Year		Hrs.
	Hrs.	Second Semester	
CHM 203 General Chemistry I	3	BUS 201 Human Relations in Business	3
CHM 213 Identification of Elements (lab)	2	COM 132 Technical Communications III	3
COM 111 Communications I	3	EGT 220 CAD for Technicians	3
CT 103 Fundamentals of Computer Tech.	3	MAT 146 Technical Mathematics II	3
MAT 145 Technical Mathematics I	J	Specialization	3
Specialization	J		
or Elective (Liberal or Fine Arts) ¹	• (3)		

¹Students take 5 hours of specialization courses and 3 hours elective (Liberal/Fine Arts).

Second Year

First Semester	Hrs.	Second Semester	Hrs.
EGT 210 Introduction to Robotics ,	3	COM 231 Technical Report Writing	3
MTH 140 Applied Calculus	3	EGT 277 Rlexible Manufacturing Systems	3
PHY 200 Introductory Physics	3	Specialization	6
PHY 200L Introductory Physics Laboratory	1	Internship/Co-op	3
Specialization	6	Technical Elective	3
or both Specialization and	(3)		
Elective (Liberal or Fine Arts)	(3)		
	16		18

SPECIALIZATIONS

Computer Aided Drafting (CAD)		Manufacturing	
EG 101 Engineering Graphics	3	Manufacturing Processes 3
Derailing and Dimensioning	3	Industrial Materials, Processes and Flow 3
Advanced 2D and 3D CAD	3	Quality Control 3
Graphic Simulation and Modeling	3	Operation Planning and Scheduling	3
Specialty CAD Software	3	Production and Inventory Control	3
	15		15

LEGAL ASSISTANT (An American Bar Association Approved Program)

A legal assistant is a highly skilled paraprofessional with specialized training who works under the direct supervision of an attorney. Job responsibilities require knowledge of law and legal procedures in rendering direct assistance to lawyers and clients and include such tasks as client interviewing, case investigation, the preparation of pleadings and conduct of legal research.

The Legal Assistant program was planned in accordance with American Bar Association Guidelines with assistance from the West Virginia State Bar and a program advisory committee consisting of attorneys and legal assistants. The program has been reviewed and received formal approval from the American Bar Association in August of 1989.

The complexity of legal concepts and procedures requires a demanding curriculum. Upon successful completion of the program, graduates receive an Associate in Applied Science degree.

Goals and objectives of the program are:

1. To prepare students for entry level employment as legal assistants in business, industry, governmental and private law practices.
2. To provide opportunities for individuals who are already employed as legal paraprofessionals to increase their knowledge and improve their skills through completion of a formal course of study.
3. To provide courses which will serve the continuing education needs of individuals who are employed as legal assistants.
4. To provide students with an opportunity to prepare for continued education in the legal field.
5. To instill in students a respect for the legal profession.
6. To contribute to the overall advancement of the legal profession, its foundations and its institutions.
7. To support the general principles of ethical legal practice, professional responsibility and the prohibitions against the unauthorized practice of law by non lawyers.

Legal Assistant Program Admission Requirements

Admission to the Community and Technical College is granted to most applicants and does not constitute or guarantee admission to the Legal Assistant Program.

Final admission to the program must be given by the program coordinator and is based on applicants meeting the following program admission criteria.

Regular Admission Requirements: (Applicants who have completed less than 12 hours of College Credit.)

1. Meet the general admission requirements for associate degree programs in the Community and Technical College.
2. Have a high school grade point average of 2.5 or above or Have a GED test score of 50 or above.
3. Have a composite ACT score of 20 or above or SAT score of 780 or above with consideration given to individual scores or TASK (Stanford Test of Academic Skills) scores of fifty (50) or above in English, Mathematics, and Reading.¹
4. Have completed 1/2 unit of high school typewriting, OT 113 or pass a typewriting proficiency examination administered by the Division of Office Technology with typing proficiency of 35 wpm.

Applicants not meeting one or more of the above admission requirements may be admitted as a pre-legal assistant major. Upon completion of 12 semester hours of recommended coursework with a grade of at least C or better in each class taken applicants will be admitted to the Legal Assistant program.

Transfer Student Admission Requirements: (Students desiring transfer from another collegiate institution, from another college within the University or from another program within the Community and Technical College.)

To be considered for acceptance into the program the applicant must:

1. Have an overall quality grade point average of 2.0 or better.
2. Have completed English 101 or its equivalent with a grade of "C" or better.
3. Have completed OT 113 - Typewriting I or its equivalent with a grade of "C" or better or Pass a typewriting proficiency examination administered by the Division of Office Technology with a typing proficiency of 35 w.p.m.

Application Process:

1. Follow the admission process as outlined in the admissions section of the current Marshall University Undergraduate Catalog.
2. File, concurrently, a Legal Assistant Program Admission application on forms provided by the Community and Technical College.
3. Submit results of the American College Test (ACT) or Scholastic Aptitude Test, if applicable, to the Legal Assistant Program, Community and Technical College.
4. Submit copies of official transcripts of all high school and College courses taken, including transcripts for work completed at Marshall University, to the Legal Assistant Program, Community and Technical College.

Prospective students will be notified as to the disposition of their application as soon as it is acted upon.

First Year

First Semester	Hrs.	Second Semester	Hrs.
ENG 101 English Composition	3	ENG 102 English Composition	3
CT 103 Fundamentals of Computer Tech.....	3	BUS 102 Basic Economics	3
MAT 115 Business Mathematics	3	BUS 206 Basic Accounting	4
LAS 101 General Law I	3	LAS 102 General Law II	3
LAS 103 Legal Assisting	3	PSC 104 American Nat.'l Gov. & Politics.....	3
		or SOC 200 Introd. Sociology	3

¹Any student taking the ACT test prior in October 1989 is required to have a composite score of 18.

Second Year

Third Semester	Hrs.	Fourth Semester	Hrs.
HST 342 American Legal History	3	LAS 212 Legal Research & Writing II	3
LAS 211 Legal Research & Writing	3	BUS 248 Real Estate Law	3
LAS 235 Civil Litigation	3	LAS 209 Administrative Agency Advocacy	3
COM 221 Bus. Correspondence & Rcpt. Writing	3	LAS Elective	3
LAS Elective	3	BUS 234 Taxation	3
SPH 103 Fundamentals of Speech Comm. or ¹		LAS 290 Internship or ¹	
CJ 321 Criminal Justice Admin. ²	3	CJ 323 Criminal Procedure ²	3
	18		18
TOTAL - 67 Hours			

LAS Electives

- LAS 110 Business Organization and Governmental Regulations - 3 semester hours
- LAS 231 Estate Planning and Probate Administration • 3 semester hours
- LAS 240 Criminal Litigation • J semester hours
- LAS 244 Laws of Domestic Relations • 3 semester hours
- LAS 290 Internship • 3 semester hours

LIBRARY-MEDIA TECHNOLOGY

This program is designed for the training of library-media technical assistants to work in various types of libraries, media centers, and training programs emphasizing print and nonprint media. Students may enroll in course work to improve on-the-job competencies without planning to secure a degree, or they may enroll in the program leading to an Associate in Arts degree. Work may be done part-time or full-time, and in preparation for future employment or for improvement of skills and knowledge related to current employment.

Three basic options are available in the program in library media technology: (1) training for employment in public libraries; (2) training for employment in public school libraries or media centers and/or (3) a production-utilization major emphasizing work in business, industry, government, broadcasting, or related areas.

The minimum of 64 semester hours required for a degree may be satisfied from a variety of sources: work taken on campus during the regular semesters or summer sessions; credits earned in special workshops or institutes; hours transferred from other accredited colleges or universities; CLEP or other special examinations; independent study; and off-campus course enrollment. To the greatest extent possible the program is competency-based and existing courses within the Department of Instructional Technology and Library Science are modified, where possible, to meet the individual needs of enrollees. The professional courses are essentially of the "hands-on" type, with emphasis upon practical and relevant experiences in actual libraries or media centers.

Required Courses for all Program Majors	Hours
OT 236 Introduction to Word Processing	3
OT 113 Typewriting I.	3
!TL 365 Orientation to Instructional Technology	1
!TL 370 Practicum (Field Work)	1-4
!TL 465 Utilization of Instructional Technology	3
!TL 466 Production of Instructional Materials	3
ENG IOI, 102 English Composition	6

These courses must be taken by students who do not plan to transfer to the 2 + 2 Legal Studies Program.
 !bc, c counsil must be taken by students who plan to transfer to the 2 + 2 Legal Studies Program.

SPH 103 Fundamentals of Speech Communication	3
!TL 445 Techniques for Storytelling, or	
THE 225 Creative Dramatics	3
	26-29

Public Library or School Library Option Hours

CI 203 Children's Literature	3
!TL 315 Reference and Bibliography	3
!TL 320 Cataloging and Classification	3
!TL 404 Materials Selection for Children.....	3
!TL 405 Materials Selection for Adolescents and Adults	3
!TL 410 Foundations of Mass Communication	3
!TL 425 Library Organization and Administration	3
	21

Required for School Library Option Hours

EDF 218 Human Development	3
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Production;Utilization Option Hours

ART 203 Composition, Color and Design in Drawing and Painting	3
ART 214 Introduction to Design	3
ART 314 Graphic Design I	3
SPH 230 Introduction to Telecommunications.....	3
SPH 231 Introduction to Audio Production	2
SPH 330 Introduction to Video Production	3
JRN 360 News Photography I or other approved photo course	3
!TL 467 Basic Media Skills Development for Instructional Design.....	3
	23

Majors must complete sufficient elective courses, approved by the advisor, to equal at least 64 semester hours.

MANAGEMENT TECHNOLOGY

Students who receive the Associate in Applied Science Degree in Management Technology can expect to be qualified for a wide variety of management positions.

Students complete a core curriculum in business technology courses and select an area of interest for a specialization. Specializations are presently offered in the areas of Real Estate Management Technology, Retail Management Technology, Business Management Technology, and Industrial Management Technology.

Microcomputer applications are an integral part of the courses in the Management Technology Program. The core courses include preparation in business communications, basic accounting, mathematics, advertising, human relations, and basic business management technology courses. Cooperative work experience is available for those interested in on-the-job training. Courses in each area of specialization are designed to qualify the graduate for entry level management positions in his/her area of special interest.

Whether you are preparing to enter the job market for the first time or are presently employed, courses in the Management Technology Program will enhance your chances of success, promotion and personal growth.

CORE COURSES

	hours
MAT 115 Business Math	3
COM 111 Communications I	3
COM 122 Business Communications II	3
COM 221 Business Correspondence & Report Writing	3
CT 103 Fundamentals of Computer Technology	3
BUS 101 Introduction to Business	2
BUS 102 Basic Economics	3
BUS 104 Records Management	3
BUS 130 Fundamentals of Marketing	3
BUS 201 Human Relations in Business	3
BUS 204 Principles of Public Relations	3
BUS 206 Basic Accounting	4
BUS 231 Business Finance	3
BUS 233 Personnel Management	3
BUS 234 Taxation	3
Approved Elective	3
Total	48

NOTE: Students who do not have a typing or keyboarding high school unit must take OT 101, OT 113, or test out of OT 113.

SPECIALIZATIONS

Business Management Technology

BUS 181 Retailing	3
BUS 202 Business Organization & Management	3
BUS 279 Advertising, Merchandising, & Sales Promotion	3
FIN 225 Principles of Insurance	3
FIN 307 Legal Environment of Business	3
Approved Elective	3
	18

Real Estate Management Technology

BUS 141 Real Estate Principles and Practices	3
BUS 144 Real Estate Finance	3
BUS 241 Real Property Valuation	3
BUS 243 Property Management	3
BUS 248 Real Estate Law	3
Approved Elective	3
	18

Industrial Management Technology

ISM 133 Principles of Supervision & Management	3
ISM 232 Manufacturing Cost Control	3
ISM 236 Supervisory Decision Making	3
ISM 239 Labor Law and Labor Relations	3
ISM 237 Production & Inventory Control	3
Approved Elective	3
	18

Retail Management Technology

BUS 181 Retailing	3
BUS 202 Business Organization & Management	3
BUS 270 Principles of Wholesaling	3
BUS 279 Advertising, Merchandising & Sales Promotion	3
MKT 231 Principles of Selling	3
Approved Elective	3
	18
Total Hours - 66	

MEDICAL RECORD TECHNOLOGY

The Medical Record Technology Program prepares the student for employment as a medical record technician in medical record departments of hospitals, clinics, public health departments, nursing homes, and insurance companies. Clinical experience will be provided in local health facilities. This program is fully accredited by the AMA's Committee on Allied Health Education and Accreditation in Cooperation with the Council on Education of the American Medical Record Association.

Acceptance to the Community and Technical College is granted to most applicants and does not constitute or guarantee admission to the Medical Record Technology Program.

Final approval to enroll in the program must be given by the program coordinator and is based on applicants meeting the following requirements:

1. High school grade point average of 2.5 or above **OR** GED test score of 50 or above **OR** transfer grade point average of 2.5 or above with twelve (12) or more credit hours.
2. Composite ACT score of 20 or above with consideration given to individual scores **OR** TASK (Stanford Test of Academic Skills) scores of 50 or above in English, Mathematics, and Reading.¹
3. Completion of one (1) unit of high school biology or its equivalent with a grade of "C" or better.
4. Completion of two (2) units of high school mathematics with grades of "C" or better, or one (1) semester of college mathematics with a grade of "C" or better, or score above 50 in the mathematics section of the TASK.
5. Typing proficiency of 50 wpm as certified by the Division of Office Technology.

Applicants not meeting one or more of the above requirements may be granted provisional approval to enroll in 12 credit hours of recommended coursework. Following completion of 12 hours, the applicant may submit a new application and will be considered with all applicants for that year.

Academic Policy

Each Medical Record Technology (MRT) course must be completed with a grade of "C" or better before progression to the next MRT course.

If a student earns a grade of less than "C" in a MRT course, he/she may repeat the course only once.

Evidence of a current satisfactory health record must be submitted prior to participation in Directed Practice Experience.

All students are responsible for transportation to and from Directed Practice sites.

¹Any student taking the ACT test prior to October 1, 1989 is required to have a composite score of 18.

Application Process

1. File a Marshall University application on forms provided by the Office of Admissions.

2. File, concurrently, high school transcripts, transcripts of any college or university attended, results of the American College Test (ACT), and Medical Record Technology Program application on forms provided by the Medical Record Technology Program Coordinator.

Applications will be reviewed and admission will be granted on a space available basis.

First Year

First Semester	Hrs.	Second Semester	Hrs.
C O M 111 Communications I.....	3	C T 103 Fundamentals of Computer Technology.3	
MRT 101 Medical Record Tech. I.....	4	C O M 122 Business Communication II.....	3
M A T 145 Technical Mathematics I.....	3	MRT 102 Medical Record Tech. 11.....	4
O T 151 Medical Terminology I.....	3	O T 152 Medical Terminology II.....	3
Approved Elective,	3	Z O O 227 Human Anatomy.....	4
	16		17

Second Year

First Semester	Hrs.	Second Semester	Hrs.
O T 236 Intro. to Word Process.....	3	BUS 201 Human Rel. in Business.....	3
MRT 201 Medical Record Tech. III.....	4	ISM 133 Prin. of Supervision & Management...3	
MRT 203 Directed Practice I.....	2	MRT 202 Medical Record Tech. IV.....	4
MRT 205 Automated Med. Rec. Systems.....	3	MRT 204 Directed Practice II.....	3
O T 253 Medical Transcription I.....	3	MRT 206 Med. Rec. Tech. Seminar.....	2
MRT 207 Basic Disease Processes.....	3	LAS 248 Medical Law.....	3
	18		18

TOTAL HOURS - 6

OCCUPATIONAL DEVELOPMENT

The Occupational Development program is a cooperative program between the Community and Technical College and U.S. Department of Labor approved apprenticeship programs in West Virginia. The three apprenticeship programs already participating in the degree program are: the International Brotherhood of Electrical Workers, the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry, and the International Firefighters. The program will carry a minimum of 21 credit hours in general education, 30 credit hours of instruction in the occupation area (apprenticeship training and/or college work) and as many as 13 credit hours for on-the-job training. For details on the Occupational Development coursework and the program contact the Community and Technical College at 696-3646.

OFFICE TECHNOLOGY

Secretaries are the center of activity within any organization, and technology has made a great impact upon secretarial work. Computers, word processors, and telecommunications have changed the way in which secretaries perform their duties.

The Office Technology Program in the Community and Technical College reflects these advances in technology. It permits the student to specialize in one of the following: Administrative Secretarial, Legal Secretarial, Medical Secretarial, or Information Processing. An Associate Degree in Applied Science is awarded at the completion of the program.

During the final semester students will receive an orientation to the world of business through cooperative education, on-the-job experience, or visits to a variety of business offices.

The United States Department of Labor predicts that more than 5.5 million secretaries will be needed by 1990. Office technology positions are expected to increase faster than the average for all occupations through the 1990's.

CORE COURSES

	Hours
BUS 101 Introduction to Business	2
BUS 108 Accounting for Business	3
BUS 201 Human Relations in Business ¹	3
COM 111 Communications I	3
COM 122 Business Communications II	3
COM 221 Business Correspondence and Report Writing	3
CT 103 Fundamentals of Computer Technology	3
CT 150 Applications to Spreadsheets	3
MAT 115 Business Math	3
OT 114 Typewriting II'	3
OT 236 Introduction to Word Processing	3
OT 237 Advanced Word Processing	3
OT 261 Typewriting III	3
OT 265 Office Procedures and Practices	3
OT 266 Office Laboratory or	
OT 299 Cooperative Education	3
Approved Elective'	3

Specializations:

Administrative Secretarial	Hours
BUS 202 Business Organization and Management	3
LAS 101 General Law I or	
BUS 102 Basic Economics	3
OT 111 Shorthand I	4
OT 112 Shorthand II	3
OT 115 Machine Transcription I	3
OT 263 Shorthand III	3
	66

Medical Secretarial	Hours
EME 105 First Responder Course	3
LAS 248 Medical Law	3
OT 151 Medical Terminology I	3
OT 152 Medical Terminology II	3
OT 253 Medical Transcription	3
OT 257 Introductory Anatomy/Physiology	3
	65

Legal Secretarial	Hours
LAS 101 General Law I	3
LAS 102 General Law II	3

¹If a student commented that student in the medical secretarial specialization take Psychology 201.

²If a student has not had one year of typewriting in high school, he/she must take OT 111 before enrolling in OT 114.

³Approved electives for Information Processing specialization: CT 210, CT 206, BUS 101, or another course approved by advisor. Approved elective for Administrative, Legal, or Medical specializations: OT 236, CT 255, BUS 101, or another course approved by advisor.

OT 111 Shorthand I	4
OT 112 Shorthand II	3
OT 242 Legal Terminology and Transcription	3
OT 263 Shorthand III	3

66

Information Processing	Hours
BUS 202 Business Organization and Management	3
LAS 101 General Law I or	3
BUS 102 Basic Economics	
OT 115 Machine Transcription I	3
OT 233 Machine Transcription II	3
OT 239 Word Processing Software	3
OT 255 Desktop Publishing	3

65

PLASTICS TECHNOLOGY

Plastics is one of the fastest growing industries in the United States. The plastics industry is expanding both in volume and variety of products. Plastics lead all other industries in projected growth in a recent forecast.

Shawnee State University, located in Portsmouth, Ohio, offers a two-year Associate of Applied Science degree in Plastics Technology. This program teaches students a broad range of plastics manufacturing techniques and support courses.

Graduates of this program are eligible for employment as plastics technicians in a variety of fields throughout the country. At present, however, graduates may have to relocate for employment--or start their own company!

By a special articulation agreement, academically qualified West Virginia residents may take one year of the program at Marshall University Community and Technical College and then transfer to Shawnee State University for the second year of the program.

While the West Virginia residents attend Marshall University, they will abide by all Marshall University Community and Technical College rules and regulations, and pay in-state tuition and fees to Marshall University. While West Virginia residents attend Shawnee State University, they will abide by all Shawnee State University rules and regulations and pay out-of-state tuition and fees to Shawnee State University.

First Year - Marshall Community and Technical College

First Semester	Hrs.	Second Semester	Hrs.
C O M 111 Communications I	3	C O M 122 Business Communications II	3
C H M 203 General Chemistry I	3	C H M 204 General Chemistry II	3
C H M 213 Identification of Elements (Lab)	2	C H M 214 Quant. Aspects of Chemistry (Lab)	2
M A T 145 Technical Mathematics I	3	M A T 146 Technical Mathematics II	3
BUS 102 Basic Economics	3	ISM 133 Prin. of Supervision & Management	3
EGT 220 C A D for Technicians	3	C O M 231 Technical Report Writing	3

17

17

Second Year • Shawnee State University

First Quarter	Hrs.	Second Quarter	Hrs.
PEng 0102 Machine Tools	J	Phys 0202 Physics (Electricity)	4
PEng 0101 Introduction Plastics Technology	J	PEng 0207 Fundamentals of Process Equipment Maintenance	2
PEng 0206 Introduction to Chemical Eng.	3		

Math 0132 Trigonometry & Analytic Geomtry.4	Technical Electives.....	12
Phys 0201 Physics (Mechanics).....		4
Engr 0101 First Aid and Safety.....		1
		18

IB

Third Quarter	Hrs.
PEng 0203 Physics (Heat, Light, Sound).....	4
PEng 0202 Production Control & Planning.....	4
Technical Electives.....	10
	18

PLASTICS TECHNOLOGY TECHNICAL ELECTIVES

Shawnee State University

PEng O102 Extrusion Molding.....	3
PEng 0104 Thermo-Forming.....	3
PEng 0105 Injection Molding.....	3
PEng 0201 Thermal Molding Machine Control.....	4
PEng 0203 Testing of Plastics Materials.....	3
PEng 0205 Plant Layout & Materials Handling.....	3
PEng 0209 Fabrication & Manufacturing of Plastic Products.....	4
PEng 0210 Properties of Materials.....	4

POLICE SCIENCE

The Police Science Program is offered in cooperation with the West Virginia Department of Public Safety and is located at the State Police Academy in Institute, West Virginia.

Admission to this program is restricted to state and local (city/county) law enforcement personnel who have been selected to attend the Academy. The State Police Academy currently serves the State of West Virginia as the only law enforcement training facility which has been approved by the Governor's Committee on Crime, Delinquency and Correction to provide mandatory entry level police training.

Local law enforcement officers spend thirteen weeks in residence at the Academy and may receive up to twenty hours of academic credit toward Associate Degree requirements. Remaining degree requirements may be met either on the Marshall University campus or at another institution of higher education offering appropriate coursework in proximity of their place of residence.

Department of Public Safety personnel complete a thirty week residential program in which all degree coursework, with the exception of the internship, is completed. The Associate in Applied Science Degree in Police Science is awarded upon successful completion of a field internship during the employee's probationary employment period. **This program is not designed for regular full-time students.**

Basic Officer Program

City/County Law Enforcement Personnel	Hours
PST 111 Law Enforcement Orientation.....	3
PST 120 Patrol Operation and Procedures.....	2
PST 122 Police Arsenal and Weapons.....	3
PST 231 Fundamentals of Criminal Law.....	2
PST 233 Fundamentals of Criminal Investigation.....	3

PST 239 Criminal Evidence and Procedure	3
PST 244 Introduction to Criminalistics	2
PST 248 Traffic Administration and Enforcement	2
	20

State Police Cadet Program
 Department of Public Safety Personnel
 A.A.S.

General Education Requirements	Hours
COM 111 Communications I	3
COM 132 Technical Communications II	3
CT 103 Fundamentals of Computer Technology	3
MAT 145 Technical Mathematics I	3
SOC 200 Introductory Sociology	3
SOC 311 Deviant Behavior	3
PSY 201 General Psychology	3
PSC 202 American State Government and Politics	3

Technical Education Requirements	Hours
EME 105 First Responder Course	3
PST 111 Law Enforcement Orientation	3
PST 113 Police Defense Tactics	2
PST 115 Psychology for Law Enforcement Officers	3
PST 120 Patrol Operations and Procedures	3
PST 122 Police Arsenal and Weapons	3
PST 231 Fundamentals of Criminal Law	3
PST 233 Fundamentals of Criminal Investigation	3
PST 235 Police Organization and Administration	3
PST 237 Police Role in Crime and Delinquency	3
PST 239 Criminal Evidence and Procedure	3
PST 242 Police-Community Relations	3
PST 244 Introduction to Criminalistics	4
PST 246 Police Records and Reports	3
PST 248 Traffic Administration and Enforcement	3
PST 290 Law Enforcement Internship	3

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RADIOLOGIC TECHNOLOGY

The Radiologic Technology program is a cooperative effort between the Community and Technical College of Marshall University and St. Mary's Hospital. Students take their radiologic instruction at St. Mary's Hospital; they take the support courses from Marshall. The students will complete their radiologic coursework at St. Mary's Hospital, successfully complete the ARRT exam and the support courses before the degree is awarded.

While the students attend Marshall University, they abide by all Marshall University Community and Technical College rules, regulations, and pay tuition and fees to Marshall University. While students attend St. Mary's Hospital, they will abide by all St. Mary's Hospital rules and regulations and pay any fees to St. Mary's Hospital. The Radiologic Technology Program requires 73 credit hours (18 credit hours from Marshall University, 55 credit hours equivalents via the ARRT program and exam).

For details on the Radiologic coursework and program admission, contact St. Mary's Hospital.

MARSHALL SUPPORT COURSES

COM 111 Communications I	3	MAT 145 Technical Mathematics I. . .	3
COM 132 Tech. Communications II..	3	BUS 201 Human Relations in Bus.....	3
CT 103 Fund. of Computer Tech.....	3	Humanities Elective	3
TOTAL HOURS -18			

NOTE: For other two year programs not in the Community and Technical College, please see the following:

- ENGINEERING, Two Year Curriculum (See College of Science)
- MEDICAL LABORATORY TECHNICIAN (See College of Science)
- PRE-PHARMACY, Two Year Curriculum (See College of Science)
- PRE-PHYSICAL THERAPY, Two Year Curriculum (See College of Science)

Note: The following Developmental Courses are listed in the "Courses of Instruction" section:

- Communications 094. Developmental Communications. 3 hours.**
- Communications 095. Developmental Writing. 3 hours.**
- Communications 096. Conversational Grammar. 3 hrs.**
- English 099. Preparatory English. 3 hours.
- Mathematics 096. Developmental Mathematics. 3 hours.
- Mathematics 097. Developmental Algebra. 3 hours.
- Mathematics 098. Developmental Geometry. 3 hours.
- Mathematics 099. Developmental Mathematics. 3 hours.
- Reading 098. Reading Improvement. 3 hours.
- Science 090. Developmental Physical Science. 3 hours.

These courses cannot be used to satisfy graduation requirements. Although credit is granted as indicated above, the graduation requirement is increased by the same number of hours as the course credit.

The Graduate School

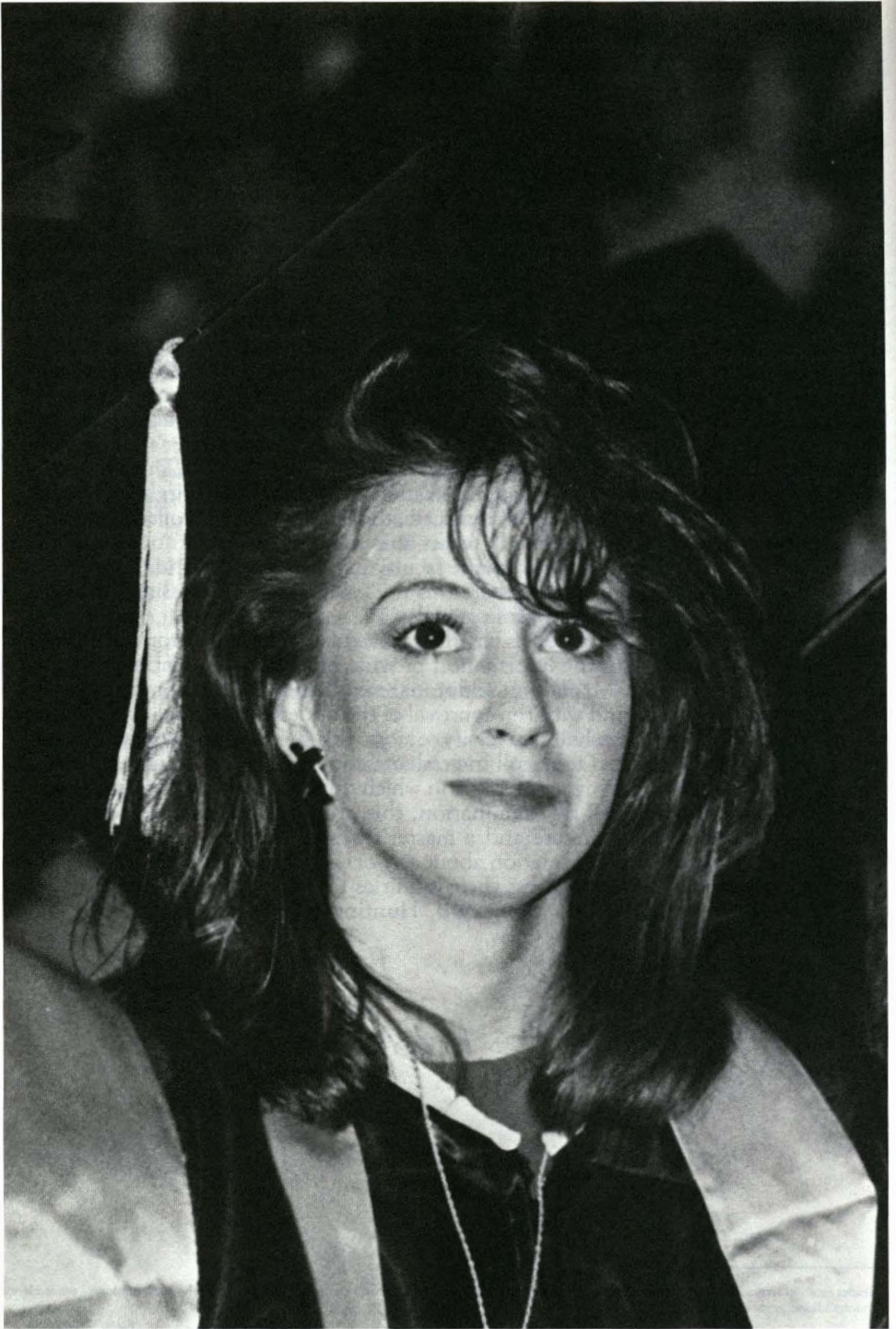
In October, 1938, the West Virginia Board of Education authorized Marshall University to conduct graduate instruction leading to the Master of Arts and the Master of Science degrees. Since then, the Graduate School has steadily expanded the scope and depth of its offerings and currently lists 39 programs in which the master's degree may be earned: accounting, adult education, adult fitness/cardiac rehabilitation, art, biological sciences, biomedical sciences, business and commerce, business education, chemistry, communication disorders, community health, counseling, criminal justice, early childhood education, elementary education, secondary education, educational administration, educational supervision, English, geography, health and physical education, history, home economics, journalism, library science education, marketing education, master of arts in teaching, mathematics, music, physical science, political science, psychology, reading education, safety, social studies, sociology, special education, speech, and vocational technical education. Cooperative programs include a master's in humanistic studies with the West Virginia College of Graduate Studies, and a Ph.D. in biomedical sciences and an Ed.D. in educational administration, both with West Virginia University.

As the variety of these programs would indicate, the Graduate School offers the graduate student opportunity to acquire research techniques in many fields of knowledge; to participate under the guidance of the graduate faculty in basic research and in the application of the insights gained in such research to the solution of the pressing problems of our times; and to become skilled professionals.

Admission to the Graduate School is based on a baccalaureate degree from an accredited college or university and on the information provided on the "Application for Admission" form. The ORE or OMAT is an additional requirement. On recommendation by the department chairman and with the approval of the undergraduate dean and the dean of the Graduate School, Marshall University seniors with superior academic undergraduate records may be permitted to enroll in graduate courses. . . When combined with the College Level Examination Program (CLEP), in which thirty undergraduate semester credit hours or more can be earned by examination, this provision enables the superior student to earn both a baccalaureate and a master's degree in four years or less.

Students who want more information about any of the graduate programs should consult the Graduate Catalog or address their inquiries to: Graduate School Office, Marshall University, 400 Hal Greer Boulevard, Huntington, West Virginia 25755-2100. Telephone 696-6606.

credits received in graduate courses taken by undergraduate students for undergraduate credit will be included in the computation of the student's undergraduate average point average.



School of Medicine

The School of Medicine offers the degree of Doctor of Medicine.

Established in the mid-1970s, the School of Medicine quickly became a force in improving both health care and educational opportunities for West Virginians. The School's curriculum prepares students for all medical specialties. However, because of the state's continuing shortage of physicians in primary care specialties (such as general internal medicine and family practice), Marshall particularly emphasizes the special personal and medical skills needed for such fields.

The School is affiliated with the Veterans Administration Medical Center, St. Mary's Hospital, Cabell Huntington Hospital and John Marshall Medical Services, the faculty practice group. Through a network of other agreements, the school also provides health care at sites as varied as Huntington State Hospital and small rural clinics.

The result is a dynamic educational setting which exposes students to the full spectrum of medical care. They work in rural outpatient clinics as well as on busy hospital medical and surgical services. They choose from a variety of primary-care and specialty electives at Marshall, at other medical centers, and in numerous overseas locations.

The School of Medicine is accredited by the Liaison Committee on Medical Education of the American Medical Association and the Association of American Medical Colleges.

Information concerning admission may be found in the School of Medicine Bulletin. The Bachelor of Social Work program is housed in the School of Medicine.

SOCIAL WORK

The B.S.W. degree is a professional degree allowing the student to enter an exciting and growing field. Social workers practice in a variety of settings such as human service agencies, nursing homes, hospitals, schools, group homes, mental health centers, foster care agencies, and probation offices. Social workers work with individuals, families, groups, institutions, and communities and continually work to improve social conditions. The mission of the Marshall University Social Work Program is to prepare students for beginning level of practice as social work generalists with an understanding and appreciation of the population and institutions of Appalachia.

Requirements

The Social Work Department is administratively housed in the School of Medicine. Social Work students complete the general and specific education requirements as listed in the section that follows. Additional requirements for acceptance into the Social Work Program can be obtained by contacting the Social Work office. Electives highly recommended include courses in Social Work Special Topics, history, anthropology, sociology, psychology, speech, philosophy, political science, and economics. Students should consult their advisor for recommended electives.

Students should contact the Social Work Department faculty for advisement as early as possible.

Accreditation Status

Candidacy status has been awarded by the Council on Social Work Education. Application for initial accreditation has been made.

General Requirements

- I. Candidates for graduation must have a quality point average of 2.0 or higher on all work attempted at Marshall University, and the average in Social Work must be ZO or higher, and must apply for graduation through the Social Work Department office.
- Z. Forty-eight hours must be earned in courses numbered 300A99 for all degrees.
3. Candidates for degrees at Marshall University must earn at least 26 hours in the major subject (the B.S.W. degree requires 44 hours of Social Work courses) no more than six of which may be selected from courses in the 100 series. The quality point average in the major subject must be 2.0 or higher.
4. No course in the specific or major requirements for graduation except for practicum courses (SWK 370 and SWK 473) may be taken credit/non credit.
5. Candidates for the B.S.W. degree must satisfactorily complete an upper-division writing requirement consisting of a minimum of 2000 words in English.
6. During the junior year, and no later than the semester in which they have completed 90 semester hours, students should request an evaluation by the Social Work Department to determine if they are making satisfactory progress towards graduation.
7. All students enrolled in Social Work must have their schedules approved by their faculty advisor before they register for classes. The advisor's signature and stamp must be included on registration forms and on schedule adjustment forms.
8. Additional requirements for acceptance into the Social Work Program can be obtained by contacting the Social Work office.

Specific Requirements - B.S.W. Degree

Humanities

- I. English 101 and 102 or ZOIH..... 6 hours
- II. Foreign Languages 3-9 hours
Successful completion of 9 hour sequence ending with German Z34, Greek 301, Latin Z03, French Z63R or Z03, Spanish Z63R or Z03. Three hours or demonstrated proficiency in sign language may be substituted for 3 hours of the foreign language requirement.
- III. Speech 0-3 hours
Speech 103, 104H or 305. Speech 103 is not required for students who have had high school speech and who can pass a proficiency exam administered by the Speech Department. Speech 305 is open to juniors and seniors who have not had Speech 103. (Speech 300, 315, 319, 345, 401, 406, and 408 are recommended options for electives.)
- IV. Literature 6 hours
Courses to be selected from the following:
Classics ZO8
English - any 300 or 400 level course in literature
French 317, 318, 401, 40Z, 403, 404
German 301, 30Z, 417, 418
Latin - any 300 or 400 level course
Religious Studies ZOZ, 304, 310, 3ZO, 325, 351
Spanish 318, 319, 3Z1, 3ZZ, 401, 40Z, 403, 460
(Students should pay close attention to prerequisites for these courses.)

V.	Classics, Philosophy, Religious Studies, Fine Arts	3
	One course to be selected from the following:	
	Classics • any course except 208	
	Philosophy - any course except 304	
	Religious Studies - any course except 202, 304, 310, 320, 325, 351	
	Fine Arts IOI	
VI.	Social Sciences	
	A. Sociology 200	3
	B. Psychology 201	3
	C. Political Science 202	3
	D. Economics 250	3
	E. Any other course from Economics, History, Political Science, Psychology, Sociology, (except 108), Anthropology, or Geography 100, 203, 206,302,305,309,315,317,320, 401, 402, 403, 405, 408, 410, 412, or 420.	3
VII.	Science and Mathematics	
	A. BSC 105	4
	B. One other course from biological sciences (BOT, BSC, ZOO) Chemistry, Geography IOI, Geology or Physics (PS 109 and PS 110 will not fulfill this requirement). (BSC 104 is recom- mended.)	4
	C. One course selected from mathematics (MTH 110 or above) or Philosophy 304 or 453.	3-5
VIII.	Social Work	44
	Candidates for the B.S.W. degree are required to satisfactorily complete SWK 203, 310, 312, 320, 322, 330, 332, 340, 370, 473 and 475. Students should pay close attention to prerequisites and co-requisites. For instance, BSC 105, PSY 201, SOC 200, PSC 202 and ECN 250 are prerequisites to all 300 and 400 level required So- cial Work courses. SWK 310,320,330 and 340 are taken as a block in fall semester, junior year and; 312, 322, 332 and 370 as a block spring semester, junior year. SWK 473 is taken fall semester, senior year and SWK 475 spring semester, senior year. SWK 307 is a recommended elective.	

SOCIAL WORK

First Year

First Semester	Hrs.	Second Semester	Hrs.
English 101	3	English 102	3
Foreign Language	3	Foreign Language	3
Speech 103	3	Biological Science 105	4
Mathematics 110 (or above)	3	Sociology 200	3
Biological Science 104	4	Social Work 203	3
	16		16

Second Year

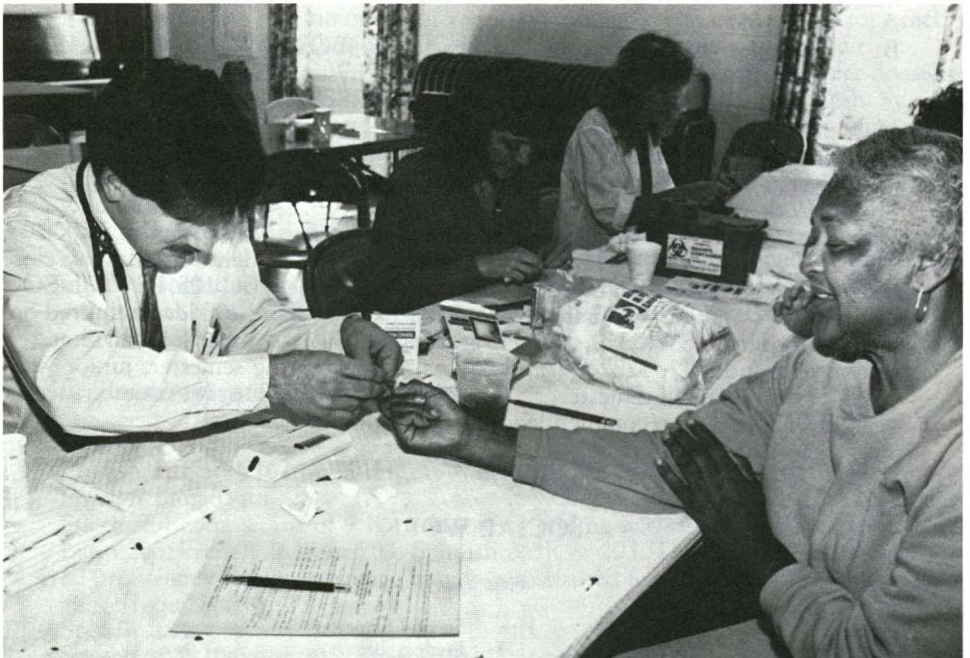
Semester	Hrs.	Semester	Hrs.
Literature	3	Literature	3
Psychology 201	3	Social Work 307 (elective)	3
Recommended elective	J-4	Economics 250	3
Political Science 202	3	Classics, Philosophy, Religious Studies or F.A.	3
Foreign Language	3	Social Science Requirement	3
		Recommended Elective	3

15-16

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Semester	Third Year	Hrs.	Semester	Hrs.	
Social Work 310.....	1		Social Work 112.....	1	
Social Work 320.....	4		Social Work 122.....	4	
Social Work 110.....	1		Social Work 132.....	1	
Social Work HO.....	1		Social Work 170.....	1	
Recommended elective.....	1		Recommended elective.....	3	
	<hr/>	16		<hr/>	16

Semester	Fourth Year	Hrs.	Semester	Hrs.	
Social Work 471.....	12		Social Work 475.....	12	
Recommended elective.....	3		Recommended elective.....	15	
	<hr/>	15		<hr/>	12-18



School of Nursing

Nursing education has been offered at Marshall University since the inception of an associate degree program in 1960. On July 1, 1978, a School of Nursing was formally established and it is an integral part of the academic health sciences at Marshall University. The primary objective of the School of Nursing is to respond to the nursing educational needs in the region. The School offers a Bachelor of Science in Nursing Program.

BACHELOR OF SCIENCE IN NURSING PROGRAM

The purpose of the four year baccalaureate program in nursing is to prepare professional nurse generalists to work with individuals, families, groups and communities in a variety of health care settings. The program is available to qualified high school graduates, transfer students, college baccalaureate graduates and registered nurses. Graduates of the program are eligible to write the registered nurse licensing examination in West Virginia.

Baccalaureate nursing education provides a foundation in the humanities and the biological, social and behavioral sciences. Students are able to apply this foundation as well as a strong foundation in nursing science to the professional practice of nursing. In addition to achieving the professional goals of the nursing program students should also become responsible members of society, and they are, therefore, required to register for courses in general education.

The program includes a clinical practice component which gives students opportunity to apply their nursing theory and skills in caring for individuals, families, groups and communities in clinical health care settings. The program uses Cabell Huntington Hospital, Huntington State Hospital, Presbyterian Manor, St. Mary's Hospital and Veterans Administration Medical Center for clinical experiences. In addition over 20 other health care agencies such as clinics, doctor's offices, health departments and schools are used for student clinical experiences.

The Bachelor of Science in Nursing program may be completed through one of two options the Basic Program or the RN Option. Registered nurses are eligible for admission to the RN Option. All other individuals are eligible for admission to the basic program. The School of Nursing offers a concentration to persons desiring school nurse certification.

I. BASIC PROGRAM

ADMISSION REQUIREMENTS

The nursing program is available to all qualified applicants. The length of time for progression through the program of study is dependent upon the individual's academic background. Admission is determined on a competitive basis at each entry level. The total number of students admitted to the program is based upon available facilities and faculty.

Basic students are admitted to the School of Nursing once per year for the fall semester. Students are selected for fall admission beginning on December 1 of the previous year and continuing until all spaces in the class are filled.

Admission Requirements for Freshman Level Standing

This level is for all first time college students and for college students who have completed between 12 and 23 hours of college level work.

1. **Meet the general admission requirements of Marshall University.**
2. High school graduates should have a composite score of 21 or better on the enhanced ACT with consideration given to individual scores and a grade point average on high school course work of at least 2.5 or better with consideration given to college preparatory course of study. If the ACT was taken prior to May, 1989 a composite score of 19 is acceptable.
3. College students should have a grade point average of at least 2.0 or better on 12 to 23 hours of college work with consideration given to individual courses.

Admission Requirements for Sophomore Level Standing

This level is for college students who have completed at least 24 hours of college credit hours including the required general education courses of the freshman year. Admission at this level is very limited.

1. **Meet the general admission requirements of Marshall University.**
2. **A minimum grade point average of 2.0 or better on at least 24 semester hours of college level credit.**
3. **Completion of or current enrollment in the following courses or their equivalent,**

ENG 101 and 102, English Composition	6 hours
MTH 110, College Mathematics	3 hours
PSY 201, General Psychology	3 hours
PSY 311, Developmental Psychology	3 hours
SOC 200, Introductory Sociology	3 hours
CHM 203 and 204, General Chemistry I & II	6 hours

Admission Requirements for Junior and Senior Level

This level is for students who are transferring from a four-year baccalaureate nursing program and who want to receive credit for their previous nursing education.

1. **Meet the general admission requirements of Marshall University.**
2. **Completion of two or more years of college credit in a baccalaureate in nursing program with a 2.0 or higher grade point average.**
3. **Completion of required support courses or their equivalent with a C⁺ or higher in each course. These support courses must include the following:**

ENG 101 and 102, English Composition	6 hours
MTH 110, College Mathematics	3 hours
PSY 201, General Psychology	3 hours
PSY 311, Developmental Psychology	3 hours
SOC 200, Introductory Sociology	3 hours
CHM 203 and 204, General Chemistry	6 hours
BSC 250, Microbiology and Human Disease	4 hours
HEC 210, Nutrition	3 hours
ZOO 227 and 228, Human Anatomy & Physiology	8 hours
4. **A grade of C⁺ or higher in each nursing course for which advanced placement is requested.**
5. **Reference from Dean/Director of previous nursing program.**

APPLICATION PROCESS

Freshman Level Standing

1. Apply for admission to Marshall University.
2. Apply for admission to the School of Nursing.

3. High school students should obtain two (2) copies of their high school transcript and ACT scores. One copy of the ACT scores and transcript should be sent to the School of Nursing and one to the Admissions Office of Marshall University.
 4. College students should obtain two (2) copies of their college transcripts. One copy should be sent to the School of Nursing and one to the Admissions Office of Marshall University.
- NOTE: Students who are current Marshall students only need one transcript for the School of Nursing.**

Sophomore Level Standing

1. Apply for admission to Marshall University if not currently admitted.
2. Apply for admission to the School of Nursing.
3. Submit two (2) copies of transcripts from all colleges attended. One copy is for the School of Nursing and one is for the Marshall University Office of Admissions (does not apply if you are currently admitted to Marshall).
4. **Provide verification of current enrollment in required general education courses if these have not been completed.**

Junior-Senior Level Standing

1. Apply for admission to Marshall University.
2. Apply for admission to the School of Nursing.
3. Submit two (2) copies of all college transcripts. One is for the School of Nursing and one for the Marshall University Office of Admissions.
4. **Submit course syllabi and other materials which describe the nursing courses for which advanced placement is requested.**
5. **Submit a letter of reference from the Dean/Director of your previous program.**

PROGRAM REQUIREMENTS

Completion of the BSN program requires the completion of 129 semester hours of credits as specified in the following program of study.

First Year			
First Semester	Hrs.	Second Semester	Hrs.
Nursing 121	1	Nursing 122	1
English 101	3	English 102	3
Mathematics 110	3	Sociology 200	3
Psychology 201	3	Psychology 311	3
Chemistry 203	3	Chemistry 204	3
Elective	3	Elective	3
	16		16
Second Year			
First Semester	Hrs.	Second Semester	Hrs.
Nursing 219	3	Nursing 318	3
Nursing 221	5	Nursing 222	5
Home Economics 210	4	Biological Science 250	4
Zoology 227	3	Zoology 228	4
Elective	3		
	18		16

Third Year

First Semester	Hrs.	Second Semester	Hrs.
Nursing 319	4	Nursing 322 or 321	5
Nursing 321 or 322	5	Nursing 324	5
Nursing 323	5	Statistics	3
Elective	3	Home Economics 404	3
	17		16

Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Nursing 325	5	Nursing 403 or 421	3-5
Nursing 409	3	•••••	•
Nursing 421 or 403	3-5	•••••	•
Elective	3	Elective	3
	14-16		14-16

Elective Requirements

Students must complete 18 hours of elective credits, 9 of which must be in the Liberal Arts/Fine Arts areas and 9 of which are unrestricted. Following are examples of courses in each of these areas.

1. Liberal Arts/Fine Arts
 - Music, theatre, Visual Arts
 - Communication: Journalism, Speech
 - Humanities: Classical Studies, English, Modern Languages, Philosophy, Religious Studies
 - Social Sciences: Criminal Justice, Geography, History, Political Science, Psychology, Sociology, Anthropology
2. Unrestricted Electives (selected examples)
 - Human Services/Education: Adult Fitness, Counseling and Rehabilitation, Dietetics, Safety Technology, Physical Education
 - Science: Biological Science, Botany, Chemistry, Cytotechnology, Environmental Management, Geology, Mathematics, Physics, Zoology
 - Business: Accounting, Economics, Finance, Management, Marketing, Computer Science, Business Administration

Honors courses may *be* used to meet the elective requirements. Students should check with the Director of the Honors Program about specific course substitutions.

ACADEMIC POLICIES

1. The School of Nursing reserves the right to require withdrawal from nursing of any student whose health, academic record, clinical performance, or behavior in nursing is judged unsatisfactory.
2. Students who receive a grade of "D" in a support course may continue to progress in the program. Students who receive a grade of "F" in a support course may not progress in courses for which that course is a prerequisite.
3. All required support courses in the freshman and sophomore years must be completed with a grade of "C" or higher before entering junior level nursing courses.
4. All other required support courses must be completed with a grade of "C" or higher before graduation. A passing grade earned by CLEP test or departmental challenge exam will be accepted.
5. Each nursing course must be completed with a grade of "C" or higher to be considered satisfactory. If a student earns a grade of less than "C" in a nursing course, that course must be repeated. Each nursing course may be repeated only once. A

student may repeat only a total of two different nursing courses in which a grade of less than "C" is earned.

6. Any student receiving a grade of less than "C" in a nursing course must petition the **School** of Nursing Admission, Progression, and Graduation Committee to receive permission to continue in the nursing program.
7. Students receiving a grade of "D" or "F" in a nursing course may not progress in courses for which that course is prerequisite.
8. In the event that a student's cumulative grade point average falls below the required 2.0, that student will be placed on academic probation. If the cumulative grade point average has not been raised to at least **2.0** at the end of one year, the student will be dismissed from the nursing program.
9. All required nursing courses must be completed within the seven (7) years prior to graduation from the program.
10. An overall grade point average of 2.0 or higher is required for graduation.
11. No more than 9 hours of the 18 hours of electives may be taken on a credit/non-credit option.
12. Evidence of a current annual satisfactory health record must be submitted prior to participation in nursing courses having a clinical component.
13. Evidence of current certification in cardiopulmonary resuscitation must be submitted prior to participation in nursing courses having a clinical component.

LICENSURE AS A REGISTERED NURSE

To practice registered professional nursing in West Virginia an individual must be licensed by the West Virginia Board of Examiners for Registered Professional Nurses. Students who successfully complete the basic Bachelor of Science in Nursing program meet the educational requirements to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The Board may refuse to admit persons to its examinations or may refuse to issue a license upon proof that an applicant: (a) is or was guilty of fraud or deceit in procuring or attempting to procure a license to practice registered professional nursing; or (b) has been convicted of a felony; or (c) is unfit or incompetent by reason of negligence, habits or other causes; or (d) is habitually intemperate or is addicted to the use of habit-forming drugs; or (e) is mentally incompetent; or (f) is guilty of conduct derogatory to the morals or standing of the profession of registered nursing; or (g) is practicing or attempting to practice registered professional nursing without a license or registration; or (h) has willfully or repeatedly violated any of the provisions the licensing law.

A student who wants to take the NCLEX-RN in another state must obtain information regarding requirements and procedures from the agency responsible for professional nurse registration in that state.

II. RN OPTION

The Marshall University School of Nursing offers an RN option for registered nurses who have a diploma or associate degree in nursing and wish to earn a baccalaureate degree in nursing.

The curriculum may be completed in two academic years of full-time study or extended up to five years. Part time study is recommended for nurses who are working full time.

Registered nurses who are completing admission requirements are encouraged to seek special student admission as soon as possible to receive appropriate registration and academic advisement, even if completing non-nursing courses.

ADMISSION REQUIREMENTS

To be eligible for admission the applicant must:

1. Meet the general admission requirements of Marshall University.
2. Be licensed to practice as a registered nurse in West Virginia.
3. Have completed the following required general education courses or their equivalents with a grade of C¹¹ or higher:

ZOO 227-228 ¹ , Human Anatomy and Physiology	8 hours
BSC 2501 Microbiology and Human Disease	4 hours
HEC 210 , Nutrition	3 hours
SOC 200, Introductory Sociology	3 hours
ENG 101 and 102, English Composition	6 hours
PSY 201 ³ , General Psychology	3 hours
PSY 311, Developmental Psychology	3 hours
CHM 203 ⁴ , General Chemistry I	3 hours
Total semester hours	33

Transfer courses will be judged in relation to Marshall University courses for acceptability. Evaluation of transfer courses is completed in the Admissions Office. Please contact that office for questions concerning transfer courses.

4. Have an overall grade point average of 2.0 or higher.
5. Provide documented evidence of acceptable clinical nursing performance on form provided by the School of Nursing.
6. Diploma graduates must successfully complete validation tests given at the School of Nursing in order to receive 32 hours of lower division nursing credits. (Contact School of Nursing for information.) No testing is required for associate degree graduates.

Acceptance and placement in the program is dependent upon the number of spaces available.

APPLICATION PROCESS

1. Apply to Marshall University on forms provided by the Office of Admissions.
2. File, concurrently, a supplemental application to the Bachelor of Science in Nursing Program on form supplied by the School of Nursing.
3. Copies of official transcripts from all colleges or schools attended must be submitted. If these are not already on file at Marshall University, one copy must be submitted to the School of Nursing and one copy must be submitted to the Office of Admissions.

ADMISSION OF SPECIAL STUDENTS

Registered nurses and individuals who have completed an associate degree or diploma RN program and are awaiting licensure may be admitted as special students while they are completing the admission requirements for degree-seeking student admission.

Special students must meet the general admission criteria for Marshall University and provide evidence of licensure to practice as a registered nurse in West Virginia or graduate certification from the West Virginia Board of Examiners for Registered Professional Nurses.

Special students must meet the stated prerequisites for each course and may take only the following nursing courses.

- NUR 305 Concepts of Professional Nursing
- NUR 320 Health Assessment

¹ZOO 225-226 may be substituted for ZOO 227-228.

²Successful completion of the NLN Nutrition exam will meet the nutrition requirement for applicant who has less than 12 hours of nutrition or who had nutrition integrated in their basic nursing program. No credit hours are awarded for the exam.

³PSY 201 may be waived if PSY 311 was completed prior to January, 1987.

⁴CHM 100 or 105 may be substituted for CHM 203 if it was taken as part of the basic nursing program.

NUR 403 Nursing Management
 NUR 409 Nursing Research

Application Process

1. Apply to Marshall University on forms provided by the Office of Admissions.
2. File concurrently a School of Nursing application on the form provided by the School of Nursing.

PROGRAM REQUIREMENTS

In addition to the admission course requirements, the following courses must be completed.

Nursing 305	4 hours
Nursing 320	3 hours
Nursing 330	7 hours
Nursing 403	3 hours
Nursing 407	7 hours
Nursing 409	3 hours
Nursing 416	2 hours
Nursing 418	4 hours
Chemistry 204	3 hours
Home Economics 404	3 hours
Statistics ¹	3 hours
Psychology 312	3 hours
Electives	12 hours
Total semester hours	57 hours

Humanities/Arts electives may be selected from the following areas: Art, Music, Language, Speech, Religious Studies, Philosophy, Fine Arts, Classics, English (e.g. Literature, Advanced Writing) or Theater.

A minimum of 128 semester hours of credit must be completed to receive any bachelors degree at Marshall University. The hours needed to complete the RN Option are distributed as follows.

Admission requirements

33 hours non-nursing courses³

32 hours lower division nursing credit ^{4 5}

Program Requirements

33 hours upper division nursing courses

12 hours required non-nursing courses

12 hours required elective courses

Additional elective credits to meet the 128 hour minimum will vary depending on individual circumstances.

A typical full-time program of study is as follows:

¹Students who use the course waiver for admission may need additional elective credit to meet the graduation requirement.

²Since associate degree programs vary in the number of lower division nursing credits awarded, additional elective hours may be needed to meet the graduation requirement.

³12 hours of nursing credit will be added to the official transcripts of diploma graduates who have completed the testing requirement of the School of Nursing.

⁴Students who use the course waiver for admission may need additional elective credit to meet the graduation requirement.

Third Year

First Semester	Hrs.	Second Semester	Hrs.
Nursing 305.....	4	Nursing 330.....	7
Nursing 320.....	3	Nursing 409.....	3
Psychology 312.....	3	Home Economics 404.....	3
Chemistry 204.....	3		
Statistics.....	3		
	<hr/> 16		<hr/> 11

Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Nursing 407.....	7	Nursing 416.....	2
Nursing 403.....	3	Nursing 418.....	4
Electives.....	6	Electives.....	6
	<hr/> 16		<hr/> 12

ACADEMIC POLICIES

1. The School of Nursing reserves the right to require withdrawal from nursing of any student whose health, academic record, clinical performance, or behavior in nursing is judged unsatisfactory.
2. A grade of "C" or higher is mandatory in all required courses, with the exception of the electives. A passing grade earned by CLEP test or departmental challenge exam will be accepted.
3. Each nursing course must be completed with a grade of "C" or higher before progression to the next nursing course.
4. If a student earns a grade of less than "C" in a nursing course, that course may be repeated only once. A student may repeat only one nursing course in which a grade of less than "C" is earned.
5. In the event that a student's cumulative grade point average falls below the required 2.0, that student will be placed on academic probation. If the cumulative grade point average has not been raised to at least 2.0 at the end of one year, the student will be dismissed from the nursing program.
6. All required nursing courses must be completed within five (5) years prior to graduation from the program.
7. An overall 2.0 grade point average or higher is required for graduation.
8. A minimum of 128 semester hours is required for graduation. Additional unrestricted elective hours may be used to meet this requirement.
9. No more than 9 hours of the 12 hours of electives may be taken on a credit/non-credit option.
10. Each student must show evidence of the following prior to registering for any nursing course with a clinical component:
 - Current West Virginia professional nurse licensure.
 - Current annual satisfactory health record.
 - Current certification in cardiopulmonary resuscitation.

III. SCHOOL NURSE CERTIFICATION

The School of Nursing offers a concentration to persons desiring school nurse certification. The concentration is available to students in both the basic program and the RN option. Persons seeking School Nurse Certification must be admitted to the School of Nursing and meet the same academic standards and requirements as any other student.

Applicants apply for the program in the College of Education upon completion of 60 hours in the nursing program and present evidence that they are in good standing in

the School of Nursing program in which they are enrolled. There is no provisional admittance to the College of Education for the School Nurse Certification.

Registered nurses who have a BSN degree may seek School Nurse Certification and will be evaluated on an individual basis. A program of study will be outlined to meet the certification requirements.

Students seeking School Nurse Certification should contact the School of Nursing for specific program requirements.

APPLICATIONS FOR ADMISSION

To obtain an application to Marshall University, write to:

Director of Admissions
Marshall University
Huntington, WV 25755-2020

To obtain a supplemental nursing program application, write to:

Bachelor of Science in Nursing Program
School of Nursing
Marshall University
400 Hal Greer Boulevard
Huntington, WV 25755-9500





Multi-Departmental Offerings

Descriptions of courses listed below may be found in the sections which follow.

APPALACHIAN STUDIES

Anthropology 455. Appalachian Cultures. 3 hrs.
Anthropology 470. Appalachian Field Experience I. J hrs.
Anthropology 471. Appalachian Field Experience II. 3 hrs.
Art 305. Ceramics. 3 hrs.
Art 308. Weaving. 3 hrs.
Art 419. Spinning, Dyeing and Tapestry. 3 hrs.
Curriculum and Instruction 309. Appalachian Literature. 3 hrs.
English 304. Appalachian Fiction. 3 hrs.
English 305. Appalachian Poetry. 3 hrs.
Geography 206. Geography of West Virginia. 3 hrs.
Geography 402. Geography of Appalachia. 3 hrs.
Geography 420. Field Geography of West Virginia. 3 hrs.
Music 230. American Folk Music 3 hrs.
Social Studies 403. West Virginia History, Geography and Government. 3 hrs.

BLACK STUDIES

Anthropology 426. African Cultures. 3 hrs.
Anthropology 427. Ethnic Relations. 3 hrs.
English 340. Introduction to Afro-American Literature. 3 hrs.
Geography 315. Geography of Africa and Australia. 3 hrs.
History 316. History of Black America to 1885. 3 hrs.
History 317. History of Black America Since 1885. 3 hrs.
Political Science 376. Black Politics. 3 hrs.
Political Science 422. African Political Systems. 3 hrs.
Political Science 429. The Politics of Conflict and Revolution. 3 hrs.
Political Science 440. Power in American Society. 3 hrs.
Political Science 461. Urban Problems and Public Policy. 3 hrs.
Political Science 484. Constitutional Law. 3 hrs.
Sociology 325. Afro-American Sociology. 3 hrs.
Speech 307. Oral Communication in Social Crises. 3 hrs.

FINE ARTS

Fine Arts 101. Introduction to the Arts. 3 hrs.

HUMANITIES

Orientation in Humanities. Classical Studies 150, Philosophy 150, Religious Studies 150. 3 hrs.
Basic Humanities. Classical Studies 350, Philosophy 350, Religious Studies 350. 3 hrs.
Humanities Seminar. Classical Studies 499, Philosophy 499, Religious Studies 499. J hrs.

INTERNATIONAL AFFAIRS

See courses in economics, geography, history, modern languages, and political science.

UNIVERSITY HONORS

HON 101. IntroJurnon to Honors. 1 hr.
HON 150. Cm,cal l>ucs. 4 hrs.
HON 195. Sucnce anJ the Arts. 4 hrs.
HON 196. American Experience. 4 hr-
HON 111i. Ideas in Social Science. 4 hrs.
HON 294. InterJ1-.ciplmary Honor,
HON 295. InterJhcipltnary Honors
HON 2%. InterJ1>uplmary Honor,
HON 395-N6. IncerJisciplmary Honors. 4 hrs.
HON 480-483. Interdisciplmary Honors. 4 hrs.
495H-4%-H. Departmental Reading for Honors. 24 hrs.

WOMEN'S STUDIES

History 250. Women in UnitLd State, Hi,mry. 3 hrs.
Incerdisciplmary Studies 126. Women\ SLL,dies. 1 hrs.
Interdisciplmary Studies 327. Women\ Studies. 3 hrs.
Psychology 313 Sex-Role Stereotype,. 1 hrs.
Speech 307. Oral Communication in Social Crises. 3 hrs.



Courses of Instruction

College of Business
College of Education
College of Fine Arts

College of Liberal Arts
College of Science
School of Nursing

Note: Community College courses are listed starting at p. 310

Courses listed in this catalog are subject to change through normal academic channels. New courses and changes in existing course work are initiated by the particular departments or programs, approved by the appropriate academic dean and/or curriculum committee, by the Academic Planning and Standards Committee, and the President.

Before the opening of each semester and prior to the opening of summer terms, a "Schedule of Courses" is printed announcing the courses that will be offered by the colleges and schools. Copies may be obtained in the Registrar's Office.

CATALOG TERMS DEFINED

For definitions of terms used in the academic sections of this catalog ("ACADEMIC INFORMATION," "COLLEGE AND SCHOOLS," and "COURSES OF INSTRUCTION"), please turn to "CATALOG TERMS."

STANDARDIZED COURSE LISTINGS

All departments include among their offerings the following undergraduate course numbers and titles:

- 280-283 Special Topics. 1-4 hrs.
- 297-298 Instructional TV Courses. 1-4 hrs.
- 480-483 Special Topics. 1-4 hrs.
- 485-488 Independent Study. 1-4 hrs.
- 497-498 Instructional TV Courses. 1-4 hrs.

Departments that offer Practicum and Internships use the following undergraduate course numbers:

- Practicum. 270-272, 370-372, 470-472.
- Internship. 290, 490.

ABBREVLATIONS

- PR, Prerequisite
- CR, Corequisite
- CR/NC, Credit/Non-Credit grading
- Lee-lab. Lecture and laboratory hours per week (e.g. 2 lec-4 lab-two hours lecture and four hours laboratory per week).
- Rec: Recommended
- I,II,S, Offered first semester, second semester, summer.

ACCOUNTING (ACC)

- 215 Principles of Accounting. 3 hrs. I, II, S.
Introduction to principles and procedures of double entry accounting records and reports.
- 216 Principles of Accounting. 3 hrs. I, II, S.
Introduction to principles and procedures of double entry accounting records and reports. (PR: ACC 215)
- 250H Principles of Accounting • Honors. 3 hrs.
An accelerated course in Principles of Accounting. Completion of 250H with a C or better satisfies the College of Business requirement in Principles of Accounting. Students completing the course are awarded three additional hours of credit toward graduation. (PR: MTH 120 and permission of Department Chairman).
- 280-283 Special Topics. 1-4; 1-4; 1-4; 14 hrs.

- 311 Intermediate Accounting. 3 hrs. I, 11, S.
Principles and problems of valuation, analysis, and formal presentation of accounting data. (PR: ACC 216)
- 312 Intermediate Accounting. 3 hrs. I, II, S.
Principles and problems of valuation, analysis, and formal presentation of accounting data. (PR: ACC 311)
- 313 Intermediate Accounting. 3 hrs. I, II.
Principles and problems of valuation, analysis, and formal presentation of accounting data. (PR: ACC 312)
- 318 Cost Accounting I. 3 hrs. I, 11, S.
A study of fundamental cost accounting concepts and objectives including product cost accumulation, cost-volume-profit analysis, direct costing, budget techniques, standard costing, and differential cost analysis. (PR: A C C 216)
- 348 Federal Taxation. 3 hrs. I, II, S.
Problems and procedures of income tax accounting (PR: A C C 216)
- 358 Managerial Accounting for Health Care Management. 3 hrs. I.
A study of financial planning and control and discharge of financial management responsibilities in the Health Care Administration sector through problem solving and related functions of Accounting. (PR: A C C 216)
- 410 Financial Accounting. 3 hrs. I, 11.
Principles, concepts, and problems underlying the evaluation, recording, analysis and interpretation of accounting data. Required of all MBA candidates who have had little or no undergraduate background in accounting. NOT OPEN TO STUDENTS IN THE COLLEGE OF BUSINESS.
- 412 Governmental Accounting. 3 hrs. 11.
A study of the use of accounting information in the financial management of governmental and non-profit entities. (PR: A C C 216)
- 414 Advanced Accounting Problems. 3 hrs. I, 11, S.
Selected problems in advanced accounting principles and procedures. (PR: A C C 312)
- 415 Controllership. 3 hrs. 11.
A comprehensive study of the controller's objectives, responsibilities, functions, organizational roles, etc. (PR: A C C 318)
- 418 Managerial Accounting. 3 hrs. I.
The managerial approach to budgetary control. (PR: A C C 216)
- 429 Auditing I. 3 hrs. I, II, S.
A study of the theory and procedures of auditing and the legal and social responsibilities of the auditor. (PR: A C C 312)
- 430 Auditing Theory and Research. 3 hrs. I, II.
A critical examination of contemporary professional attestation theory and practice including a comprehensive review of AICPA statements on audit procedures. (PR: A C C 414, 429)
- 441 Accounting Information Systems. 3 hrs. I, II.
Introduction to accounting systems. Emphasis on concepts of analysis, design, and implementation of accounting systems with attention on internal and audit trail. (PR: A C C 111 and 318, CIS 101)
- 448 Federal Income Tax II. 3 hrs.
Advanced course in taxation with emphasis on corporations, partnerships, estates, trusts, gifts, valuation and liquidity problems, and tax administration and practice. (PR: A C C 348)
- 451 Accounting Theory. 3 hrs. I, II.
An examination of accounting concepts, standards, rates, conventions, principles and practices with primary emphasis on study of authoritative pronouncements comprising generally accepted accounting principles. (PR: A C C 312, A C C 414)
- 480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
Study of an advanced topic not normally covered in other courses. Accounting majors only, with permission of Department Chairman.
- 485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
- 490 Internship. J. 12 hrs. (CR/NC)
A supervised internship in which the student works for a business firm/agency to gain practical experience in the student's major. The program of work and study will be defined in advance and the student's performance will be evaluated. (PR: Permission of Dean)
- 495H-496H Readings for Honors in Accounting. 2-4; 2-4 hrs.
Open only to students of outstanding ability. See Honors Courses.

ADULT EDUCATION (AE)

- 280-283 Special Topics. 1-4 hrs.
- 400 Introduction to Adult and Continuing Education. 3 hrs.
Designed to acquaint the student with the field of adult and continuing education, its foundations and development in this country.
- 410 Characteristics of Adult Learner. 3 hrs.

The course is designed to help the student gain a better understanding of the characteristics of adult learners and the implications for such characteristics in relation to instruction, curriculum design, and program planning.

430 Adult Instruction: Environmental and Personal Aspects. 3 hrs.

The course examines both environmental and personal factors which may impact on the adult learning process and is designed to foster awareness, which will be translated into appropriate intervention strategies.

450 Adult Instruction: Design and Evaluation. 3 hrs.

An examination of the design and evaluation processes used in adult learning areas with emphasis on the T&D field as well as the general field.

460463 Professional Development. 1-4 hrs. S.

Courses and activities designed to meet specific inservice needs of public school personnel. Credit may be used for certificate renewal and salary upgrading, if approved, but not in degree programs. CR/NC grading.

480-483 Special Topics. 1-4 hrs.

485-488 Independent Study. 14 hrs.

Focused study of a topic in adult education, to be selected cooperatively by student and faculty advisor; hours credit to be determined by magnitude of the project and number of hours commitment the student makes to its completion.

ANTHROPOLOGY (ANT)

201 Cultural Anthropology. 3 hrs.

Introduction to the scientific study of culture with emphasis on the cultures of small-scale societies.

280-283 Special Topics. 1-4i 1-4; 1-4i 1-4 hrs.

(PR, ANT 201)

297-298 Instructional Television Course. 1-4 hrs.

A course based upon an Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.

304 Physical Anthropology. 3 hrs.

Introduction to physical anthropology (PR: ANT 201)

322 Archaeology. 3 hrs.

Introduction to non-classical archaeology.

323 Archaeological Field Training. 3-6 hrs.

Supervised instruction in on-site archaeological data collection, survey and excavation techniques.

324 Archaeological Analysis. 3 hrs.

Supervised instruction in processing and analyzing archaeological materials recovered by fieldwork.

333 Linguistic Anthropology. 3 hrs.

Introduction to non-classical linguistics.

340 Folklore. 3 hrs.

Study and analysis of material culture and oral tradition in both literate and non-literate societies. (PR: ANT 201)

341 Anthropological Theory. 3 hrs.

Introduction to ethnological theory. (PR: ANT 201)

343 Anthropological Research. 3 hrs.

Introduction to anthropological research methods, (PR: ANT 201)

370 Classical Archaeology. 3 hrs.

Archaeology of ancient Greece and Rome, and their colonies and imperial domains.

405 Applied Anthropology. 3 hrs.

Principles of applied anthropology in community development. (PR: Six hours of anthropology and sociology or departmental permission)

426 African Cultures. 3 hrs.

Comparative analysis of the tribal cultures of Africa. (PR: Six hours of anthropology or departmental permission)

427 Ethnic Relations. 3 hrs.

Analysis of cultural contact situations with emphasis on the role of Western European cultures. (PR: Six hours of anthropology or departmental permission)

430 The American Indian. 3 hrs.

Comparative analysis of Indian tribal cultures of the Americas. (PR: Six hours of anthropology or departmental permission)

437 World Cultures: An Anthropological View. 3 hrs.

Anthropological analysis of the major culture areas of the world. (PR: Six hours of anthropology or departmental permission)

441 Oceania. 3 hrs.

Comparative analysis of the original cultures of the Pacific Island area. (PR: Six hours of anthropology or departmental permission)

- 451 Anthropological Analysis. 3 hrs.
Examination of the analytical procedures utilized in ethnographic and comparative approaches to anthropological data, and an introduction to computer processing of cross-cultural data using the Human Relation Area Files. (PR: ANT 201)
- 453 Cognitive Anthropology. 3 hrs.
Analysis of the relations between cultural, social, and personality systems. (PR: Six hours of Anthropology or departmental permission)
- 455 Appalachian Cultures. 3 hrs.
Analysis of the cultures of Appalachia. (PR: Six hours of anthropology or departmental permission)
- 470 Appalachian Field Experience I. 3 hrs.
Supervised field work in an Appalachian community studying the social and cultural characteristics of the area. (PR: ANT 455 or equivalent)
- 471 Appalachian Field Experience II. 3 hrs.
Supervised field work in an Appalachian community studying the social and cultural characteristics of the area. (PR: ANT 455 and 470)
- 480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
Study of topics of interest not covered in regularly scheduled courses. (PR: Senior status and permission)
- 485-488 Independent Study. 1-4i 1-4; 1-4; 1-4 hrs.
Individual study of topics not offered in regularly scheduled courses. Advance permission required.
- 495H-496H Readings for Honors in Anthropology. 2-4i 2-4 hrs.
Open only to Anthropology majors of outstanding ability. (See Honors Courses).
- 497-498 Instructional Television Course. 1-4 hrs.
A course based upon an Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.

ART (AR1)

- 112 Introduction to Visual Art. 2 hrs. I, II, S.
Significance of art in everyday living. Required of all students in the College of Education.
- 113 Art Education: Methods and Media. 3 hrs. I, II, S.
Philosophy and methods of art education for the elementary level; includes laboratory experiences. For education students.
- 203 Composition, Color and Design In Drawing and Painting. 3 hrs. I or II.
Design elements studied as to their use in conveying compositional ideas and practical use of these ideas and elements in original compositions in a variety of traditional media.
- 214 Introduction to Design. 3 hrs. I or II.
Basic and related problems in design dealing with the plastic elements—line, color, form, space, and texture.
- 215 Three-Dimensional Design. 3 hrs. I or II.
Design with emphasis on three-dimensional form. (PR: ART 214)
- 217 Drawing. 3 hrs. I or II.
Freehand drawing with emphasis on drawing from nature and the posed model, using a variety of media. (PR: Open to art majors and minors only. Others must have the permission of the Chairman of the Department of Art.)
- 218 Drawing. 3 hrs. I or II.
Freehand drawing with emphasis on drawing from nature and the posed model, using a variety of media. (PR: Open to art majors and minors only. Others must have the permission of the Chairman of the Department of Art. PR: ART 217)
- 219 Typography and Calligraphy. 3 hrs. I or II,
Basic design principles of rhythm, proportion, modularity and spontaneity are explored through the use of letterforms. Students develop skills in calligraphy with pen and brush, lettering and typesetting. (PR: for art majors, ART 214)
- 255 Beginning Painting I. 3 hrs. I or II.
Basic techniques using color creatively based on an understanding of visual structural elements; various media including water, acrylic and oil based paints. (PR: 203)
- 256 Beginning Painting II. 3 hrs. I or II.
Continuing development of basic techniques using color creatively based on an understanding of visual structural elements; various media including water, acrylic and oil based paints. (PR: ART 255)
- 270•272 Practicum. 3; 3; 3 hrs.
- 280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
To be used for experimental courses. By permission only.
- 301 Printmaking Processes. 3 hrs.
Experiments in the media of intaglio, lithography, serigraphy, relief collagraphs and new techniques in printmaking. (PR: 217)
- 302 Relief Printmaking. 3 hrs. I or II or S.
Traditional and experimental approaches to relief printmaking, including woodcut, linocut, wood engraving, relief etching, Japanese techniques, monoprints, and other press and handprinting relief processes. (PR: 301)

- 304 **Beginning Jewelry I.** 3 hrs. I or II.
Creating jewelry using metals and other materials. Techniques of cutting, sawing, filing, soldering, forging, forming, shaping, and finishing.
- 305 **Ceramics.** 3 hrs. I or II S.
Search for form and personal expression through clay. Emphasis on handbuilding techniques, decorative processes and glaze application.
- 306 **Design in Metal.** 3 hrs. I or II or S.
Advanced design in metal. Emphasis on copper, silver, pewter, brass. Problems involve soldering, enameling, and shaping metal by hand.
- 307 **Sculpture.** 3 hrs. I or II or S.
Emphasis on modeling in clay and exploring the potential of plaster, wood and other materials relevant to the area of sculpture. (PR: ART 215)
- 308 **Weaving.** 3 hrs. I, II, S.
The student will demonstrate the ability to carry through the entire process for planning, through warping, threading, and weaving. Each will create unique art works while developing traditional technical skills.
- 309 **Advanced Sculpture.** 3 hrs. I or II.
Sculptural exploration will be extended toward openness, transparency and interpenetration of forms. Emphasis will be on the fashioning and joining of contemporary materials (alloys, plastics, etc.) through the mastery of industrial techniques. (PR: ART 307)
- 311 **Metal Casting for Jewelry.** 3 hrs.
Experiencing various methods in casting such as centrifugal, vacuum, cuttlebone, sand and charcoal casting, and finishing techniques.
- 312 **Graphic Design: Studio Skills.** 3 hrs. I or II.
Practical studio skills: specifying type, photographic and airbrush techniques and preparation of mechanicals. Also, designer's relationship to agencies, clients, printers, and other professionals. (PR: 219)
- 314 **Graphic Design I.** 3 hrs. I or II.
Sign combinations and visual structure, in relation to meaning of visual messages. Assignments include posters, advertising, information design, and corporate identity. Introduction to materials and procedures in the design process. (PR: For art majors - Sophomore standing, AKR 214 and 312, Fo, JRN majors - JRN 241, MKT 341)
- 315 **Photography.** 3 hrs. I, II or S.
Introduction to techniques and aesthetics of photography as a fine art.
- 316 **Graphic Design II.** 3 hrs. I or II.
Applies the use of type and images to design for advertising, editorial, or instructional purposes. Involvement with extended design and layout problems. (PR: AKF 219, 314)
- 317 **Illustration.** 3 hrs. I or II.
Conceptual and technical development of illustrations for editorial and advertising purposes. (PR: ART 218, 256)
- 320 **Silk Screen Printmaking.** 3 hrs. I or II or S.
Experience with screen-printing stencil processes. The advanced student may also explore photographic stencil-making and printing and a variety of surfaces. (PR: 301 or permission of chair)
- 322 **Collagraphs.** 3 hrs. I or II or S.
Printmaking using the collagraph plate or matrix, an additive method that employs both intaglio and relief techniques. (PR: 301 or permission of chair)
- 323 **35mm Slide Photography.** 3 hrs.
Photographic composition, color, and creative pictorial vision along with camera controls are explored through making 35mm slides. (PR: AKR 315 or Journalism 360 or 230)
- 324 **Advanced Black and White Photography.** 3 hrs.
Further exploration of aesthetics and techniques of black and white photography including the Zone System, with emphasis on personal vision, technical mastery and historical perspective. (PR: ART 315 or Permission of Instructor)
- 325 **Color Photography.** 3 hrs.
Color imaging explored through the medium of the color print. (PR: ART 323 and 324)
- 326 **Enameling on Metals.** 3 hrs.
Enameling processes using metals and incorporating the techniques of doisonne, foils, Basse Toille, Champvefle, Limage (decoration as utilitarian forms), Majolica, Plique-a-jour, and Sgraffito.
- 331 **Cast Metal Sculpture.** 3 hrs. I or II.
Several major art casting procedures will be studied and employed in the production of original sculptures. Emphasis will be placed on the lost wax process using ceramic shell molds. (PR: ART 215, 307)
- 332 **Carved Sculpture.** 3 hrs. I or II.
Emphasis will be on the tools, materials and processes of subtractive sculpture. Both traditional and modern techniques will be explored in carving from a variety of woods, stones and other materials. (PR, AAIT 215, 307)
- 333 **Welded Sculpture.** 3 hrs. I or II.
A variety of techniques including oxygen/acetylene, arc and TIG welding will be studied and practiced in the process of direct metal sculpting. (PR: ART 215, 307)
- 340 **Art Education: Crafts.** 3 hrs. I, II or S.

- Philosophy and methods of art education supplemented by laboratory experiences featuring crafts for students in early childhood and elementary education. 1 lec | lab. (PR: ART 113)
- 343 Introduction to the Potter's Wheel. 3 hrs. I or II.
Basic throwing skills, surface enrichment and glaze application emphasized. Design analysis and production of functional form stressed. (PR: ART 305)
- 344 Primitive Ceramic Techniques. 3 hrs. I or II.
The study of local clay preparation and primitive firing and decorating techniques. (PR: ART 305)
- 345 Problems in Porcelain. 3 hrs. I or II.
The formulation and use of porcelain in the production of utilitarian and sculptural form. (PR: ART 305, 343, 344, 446 and 448)
- 350 Watercolor Painting. 3 hrs. I or II or S.
Watercolor medium in expressing still life, landscape, and the human figure. (PR: ART 203 and 218)
- 351 Advanced Watercolor. 3 hrs. I or II.
Advanced exploration of watercolor, inks and other fluid media. Emphasis will be on experimental methods and personal originality. (PR: ART 350)
- 355 Painting III. 3 hrs. I or II or S.
Continued development for the intermediate level painter with emphasis on techniques and form, including varied supports, grounds, mediums such as encaustics, synthetic resins, egg tempera, acrylics, and oils. (PR: ART 256)
- 360 Mixed Media. 3 hrs. I or II or S.
Projects in painting, drawing and mixed media. (PR: ART 256)
- 369 Mold Making and Casting. 3 hrs. I or II.
Advanced processes of piece and flexible mold making will be studied and practiced for the purpose of casting complex forms and limited edition sculpture. (PR: ART 307)
- 370-372 Practicum. 3; 3; 3 hrs.
- 390 Professional Practice for Visual Artists. 1 hr. I.
Skills for professional artists. Topics: proper presentation of work, self-promotion, pricing, grants, museum and gallery practices, and legal concerns related to fine and commercial art. Required for Art BFA majors. (PR: Junior standing or permission of Chairman)
- 401-402 History of Art. 3; 3 hrs. I, II.
A survey of the development of architecture, sculpture, painting, and the minor arts to ca. 1400 A.D. to the present. (PR: ART 401 • ART 112 or F.A. 101 or permission of department. PR: ART 402 • ART 401 or permission of department)
- 403 Oriental Art. 3 hrs. I or II or S.
A historical survey of the architecture, painting, and sculpture of China, India, and Japan. (PR: ART 112 or FA 101 or permission)
- 405 Art in America. 3 hrs. I or II or S.
A survey of the development of architecture, painting, and sculpture from colonial times to the present. (PR: ART 112 or FA 101 or permission)
- 406 Figure Drawing. 3 hrs. I or II or S.
Practice in drawing from the posed human figure. (PR: ART 217 and 218)
- 407 Prehistoric and Primitive Art. 3 hrs. I or II or S.
An introduction to the unique arts of so-called pre-civilized peoples with a two-fold emphasis: first, the European pre-historic; second, the non-European primitive. (PR: ART 112 or FA 101 or permission of department)
- 409 19th Century Art. 3 hrs. I or II or S.
A survey of the development of architecture, painting, and sculpture in the Western World during the last century. (PR: ART 402 or permission of department)
- 412 20th Century Art to World War II. 3 hrs. I or II or S.
A survey of the development of architecture, painting and sculpture in the Western World from 1900 to World War II. (PR: ART 402 or permission of department)
- 413 20th Century Art After World War II. 3 hrs. I or II or S.
A survey of the development of architecture, painting and sculpture in the Western World from World War II to the present. (PR: ART 402 or permission of department)
- 414 The Art of the Renaissance in Italy and Northern Europe. 3 hrs. I, II, or S.
The course discusses the art of the Renaissance in Italy and Northern Europe within the context of social, political, theological and philosophical developments. (PR: ART 402 or permission of department)
- 417 Figure Sculpture. 3 hrs. I or II.
Interpretive sculpture based on the gesture and structure of the human figure. A variety of stylistic persuasions and media will be explored according to individual interests. (PR: ART 307)
- 418 Advanced Drawing. 3 hrs. I or II.
Drawing problems designed and executed by the individual student, in a variety of media, to develop unique imagery and increased technical skill. (PR: ART 218)
- 419 Spinning, Dyeing and Tapestry. 3 hrs. I or II or S.
Basic procedures in hand spinning, dyeing and tapestry weaving. (PR: ART 308)
- 420 Woven Textile Design. 3 hrs. I or II.
Woven textile design for possible commercial production, emphasizing creation of numerous

fabric samples and limited amounts of yardage. (PR: ART 308)

421 Functional Weaving Design. 3 hrs. I or II.

Production of finished woven domestic items and apparel which have immediate function. Involves the study of historical models of woven goods and their possible contemporary use. (PR: ART 308)

422 Textiles Fiber Art. 3 hrs. I or II.

Fibers as a medium for self expression and the exploration of structure, space, color and form for mc.ming. (PR: ART 308)

423 Studio Photography. J hrs.

Advanced course for students who have completely mastered the basics of photography. Covers basic studio setup, creative use of the studio situation in portraits, still life and photo illustration. (PR, ART 323 and 324)

426 Advanced Problems in Photography. 3 hrs.

Directed study in which student pursues creative work in a direction consistent with current activities in the field of photography. Emphasis on creative development. (PR: ART 323 and 324; ART 325 or permission)

427 Photographic Portfolio/Exhibit. 3 hrs.

Continued development of creative work with emphasis on preparation of portfolio and exhibition. (PR, AKI' 426)

440 Advanced Graphic Design. 3 hrs.

Directed study in which student may select subject from any area of commercial design with the goal of developing specific area of expertise. Emphasis on original design and research. (PR: ART 316)

441 Advanced Problems in Illustration. 3 hrs. I or II.

Continued development of illustration with emphasis on personal style. (PR: ART 317)

442 Monumental Sculpture. 3 hrs. I or II.

Emphasis will be on the planning and production of fountains, architectural reliefs and other large environmental sculptures. (PR: ART 215, 307)

443 Mixed Media and Assemblage Sculpture. 3 hrs. I or II.

Combinations of found, fabricated and mixed materials will be assembled into original sculpture compositions. (PR: ART 215, 307)

444 Papermaking/Bookbinding. 3 hrs. I or II, S.

The preparation and processing of fibers for papermaking including experiences in sheet forming, casting, laminating; also, traditional and experimental bookbinding methods as well as producing creative art forms.

445 Graphic Design for Corporate Identity. 3 hrs. I or II.

Application of graphic design, including typography, photography and illustrations in developing and implementing identity systems. (PR: ART 316)

446 Intermediate Potter's Wheel. 3 hrs.

Continuation of Art 343. The student will master basic wheel and decorative processes developing a personal style in their work. (PR: ART 343)

447 Combined Ceramic Processes. 3 hrs. I or II.

Exploration of a variety of ceramic building and firing processes such as hand building, wheel and slip casting. (PR: ART 305, 343)

448 Ceramic Materials and Processes. 3 hrs. I or II.

Practical and empirical investigation of ceramic materials, techniques and approaches to their use in clay and glazes. (PR: ART 305)

449 Ceramic Sculpture. 3 hrs. I or II.

Contemporary ideas and techniques of ceramic fired and unfired sculpture. (PR: ART 305, 344)

450 Two and Three Dimensional Design for Fabrics. 3 hrs. I or II.

Exploring the potentialities of fabric as an art experience in two and three dimensional art form. Advanced Ceramics. 3 hrs. I or II.

The advanced student will explore individual problems and interests in clay. (PR: all preceding ceramic numbers)

452 Three Dimensional Graphic Design. 3 hrs. I or II.

Graphics for display design and packaging. (PR: ART 215, 316)

453 Electronic Media in the Visual Arts. 3 hrs. I or II.

Hands-on experience with electronically generated images. Survey of recent developments in imaging technology. Topics may include computer graphics, video, and projected media. (PR: permission of instructor)

455-456 Painting: Acrylic and Oil. 3; 3 hrs. I or II or S.

Study and practice of painting in expressing still life, landscape, and the human figure. (PR: ART 256)

458 Advanced Problems in Painting. 3 hrs. I or II or S.

Refinement and development of individual concerns with content, form and techniques in painting. (PR: ART 456)

460 Art Education: History and Philosophy of Art Education. 3 hrs. I.

A survey of the evolution of art education and philosophy, and a study of problems related to art education on the elementary and high school level. (PR: ART 340)

463 Advanced Intaglio Printmaking. 3 hrs. I or II, S.

Development of individualized form using intaglio techniques and incorporating multiple colors,

- plates, assemblages, collagraphs, photo-etching, and mixed media. (PR: ART 301)
- 465 Lithography. 3 hrs. I or II, S.
Basic techniques of hand lithography, both stone and metal plate. (PR: ART 301)
- 466 Curriculum Development for Public School Art K-12. 3 hrs.
(Same as C1 466) Exploring considerations for curriculum development in art education; developing individualized curriculum for specific situations on grade levels K-6 or 7-12.
- 470-473 Practicum. 3; 3; 3; 3 hrs. I, II, S.
To be used for learning activities that involve the application of previously learned processes, theories, systems or techniques.
- 475-479 Advanced Studio Sequence. 3; 3; 3; 3; 3 hrs. I, II, S.
To be used to complete studio specialization and may be repeated. By permission only.
- 480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs. I, II, S.
To be used for experimental courses. By permission only.
- 485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs. I, II, S.
To be reserved for tutorials, directed and independent readings, directed and independent research, problem reports, and other activities designed to fit the needs of individual students within the major.
- 490 Apprenticeship/Field Training. 13 hrs. I, II.
Student is placed in a supervised work situation offering the opportunity to perform professional design work. At this time a proper portfolio and resume are produced and presented for graduation. (PR: permission of department)
- 492 Teaching in the Art Opportunity Program. 1 hr. II.
Approaches to teaching art at the elementary level; practical experience teaching in the Art Opportunity Program. (PR: ART 113)

ART EDUCATION
(Listed under Art)

BIOLOGICAL SCIENCES (BSC)
(See also Botany and Zoology)

- 104 Introduction to Biology. 4 hrs. I, II, S.
Fundamentals of biology with emphasis on the unity of life, energetics, genetics and the world of living things, Intended for non-science majors. 3 lec-2 lab.
- 105 Introduction to Biology. 4 hrs. I, II, S.
Biological principles of structure and function in plants and animals with emphasis on human physiology, evolution and ecology. Intended for non-science majors. 3 lec-2 lab. (PR: BSC 104, non-major)
- 120 Principles of Biology. 4 hrs. I, II, S.
Study of basic biological principles common to all organisms through lecture and laboratory activities. Intended for science majors and pre-professional students. 3 lec-2 lab.
- 121 Principles of Biology. 4 hrs. I, II, S.
A continuation of the study of basic biological principles common to all organisms. Intended for science majors and pre-professional students. 3 lec-2 lab. (PR: BSC 120)
- 250 Microbiology and Human Disease. 4 hrs. I, II, S.
Introduction to microbiology with emphasis on the role of microorganisms in the disease process. (PR: ZOO 227 or equivalent)
- 280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
By permission of advisor.
- 303 Readings in Immunology. 2 hrs. I, II.
An introduction to the science of immunology based on selected readings in this discipline. Coverage includes humoral and cell mediated immunity, immune tolerance, transplantation, autoimmunity, and immunity and disease. 2 lec-discussion. (PR: BITT 302)
- 320 Principles of Ecology. 4 hrs. I, II, S.
A fundamental approach to the basic principles underlying the interrelationships of organisms with their biotic and abiotic environments. A variety of aquatic and terrestrial ecosystems will be studied in the field and in the laboratory. 3 lec-3 lab. (PR: BSC 120-121 or equivalent)
- 322 Principles of Cell Biology. 4 hrs. I, II, S.
A fundamental approach to the principles of cell biology covering general cellular structure and function, organelles, intercellular interactions, molecular interactions, and modern cellular and molecular methods. 3 lec-3 lab. (PR: BSC 120-121 or equivalent and CHM 327 or 355)
- 324 Principles of Genetics. 4 hrs. I, II, S.
The fundamental principles and mechanisms of inheritance. 3 lec-3 lab. (PR: BSC 120-121 or equivalent)
- 413 Principles of Organic Evolution. 3 hrs, II, S.
Facts and possible mechanisms underlying the unity and diversity of life with emphasis on Neo-

- Darwinian concepts of the role of species in evolutionary phenomena. (PR: 12 hours Biological Science)
- 430 Plant Ecology. 4 hrs. II, S.
The interrelationships of plants and animals with emphasis on plants and environmental relationships. Local and world biotic communities. 2 lec-4 lab. (PR: B a r 416 or permission)
- 431 Limnology. 4 hrs. I, S.
Study of inland waters; ecological factors affecting lake and stream productivity and various aquatic communities. (PR: BSC 120-121 or equivalent; REC: ZOO 212)
- 460 Conservation of Forests, Soil, and Wildlife. 3 hrs. I, S.
Primarily for students in the biological, general and applied sciences. Includes field work, seminars, and demonstrations on phases of conservation of forest, soil, and wildlife. 2 lcc,4 lab. (PR: BSC 104 o, 120)
- 461 History and Development of Biology. 3 hrs, II, S.
A study of the men who have developed our knowledge of biology, the philosophy of the period, and work of the foremost men in the field. (PR: 12 semester hours of science)
- 480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
(PR: By permission of advisor)
- 485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
(PR: By permission of advisor)

BOTANY (BO'I)

(See also Biological Sciences and Zoology)

- 280-283 Special Topic&. 1-4; 1-4; 1-4; 1-4 hrs.
(PR: Permission)
- 302 General Bacteriology. 4 hrs. I, II, S.
Basic microbiological techniques, fundamental principles of microbial action, physiological processes, immunology, serology, disease process. 2 lec-4 lab. (PR: S S C 120-121 or equivalent, or one year chemistry)
- 405 Economic Botany. 3 hrs. I.
Plants used by man for food, ornamental purposes, building materials, textiles and other industrial purposes; economic importance of conservation. No laboratory. (PR: BSC 120-121 or equivalent)
- 415 Plant Morphology. 4 hrs. I, II, S.
Characteristics of the great plant groups. Discussion of important steps in the development of plants. 2 lec-4 lab. (PR: BSC 120-121 or equivalent)
- 416 Plant Taxonomy. 4 hrs. I, II, S.
Recognition of our native seed plants and ferns. 2 lec-4 lab. (PR: BSC 120-121 or equivalent)
- 418 Mycology 4 hrs. I. (alternate years)
Nature, cause and control of plant disease. 2 lec-4 lab. (PR: BSC 120-121 or equivalent)
- 419 Plant Anatomy. 4 hrs. II, S. (alternate years)
Investigations in plant anatomy with emphasis on seed plants. 2 lec-4 lab. (PR: BSC 120 and 121 or permission)
- 420 Plant Physiology. 4 hrs. II, S. (alternate years)
Experimental study of plant life processes to include applicable biophysical and biochemical principles. 2 lec-4 lab (PR, BSC 120, 121)
- 421 Phycology. 4 hrs. 1I. (alternate years)
Morphology, taxonomy, and techniques used in the study of fresh-water algae with emphasis upon applications of ecological principles to current water quality problems. 2 lec-4 lab. (PR: BSC 120-121 or equivalent)
- 442 Advanced Microbiology. 4 hrs. I, S.
An advanced treatment of microbiology with emphasis on the molecular aspects of anatomy, taxonomy, and physiology of microorganisms. 2 lec-4 lab. (PR: BOT 302)
- 480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
(PR: Permission)
- 485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
(PR: Permission)

BUSINESS EDUCATION (BE)

- 305 Office Machines/Quantitative Applications. 3 hrs. I
Designed to develop proficiency of business math applications on calculators, and to provide experience with duplicating and machine transcription machines. (PR: o r 113 or equivalent)
- 325 Communications for Business and Industry. 3 hrs. I, II.
Emphasis is placed on the composition of effective business correspondence, writing business reports, making oral presentations, and developing proper procedures and skills necessary for conducting meetings. (PR: o r 113 or equivalent)
- 421 Office Management. 3 hrs. I, 1I.
Principles and practices, approached from the viewpoint of the office manager, through oral and written problems.

- 480483 Special Topics. 1-4 hrs.
Study of an advanced topic not normally covered in other courses. Office Administration majors only, with permission of professor.
- 485-488 Independent Study. 1-4 hrs.
- 495H-496H Readings for Honors in Business Education. 2-4; 2-4 hrs.
Open only to students of outstanding ability. See Honors Courses.

CHEMISTRY (CHM)1

- 105 Elementary Chemistry. 4 hrs.
Fundamentals of chemistry with emphasis on main concepts and inventions of chemistry. Designed as a one-semester course for students in business, liberal arts, and education. 3 lee, 2 lab.
- 190H-191H Honors in Chemistry. I; 1 hr.
Independent study programs for outstanding students. (PR: Permission of the department chairmn)
- 203 General Chemistry I. 3 hrs. I, S.
An introduction to chemical science, its development, basic concepts and interrelationships with other sciences. Intended primarily for non-science majors and B.A. degree candidates. 3 lee. (CR: Chemistry 213, 214, 215 or 216)
- 204 General Chemistry II. 3 hrs. II, S.
A continuation of Chemistry 203 with emphasis on introductory organic and biochemistry. 3 lee (PR: C H M 203 or junior standing)
- 211 Principles of Chemistry I. 3 hrs. I, II, S.
A study of the properties of materials and their interactions with each other. Development of theories and applications of the principles of energetics, dynamics and structure. Intended primarily for science majors and pre-professional students. 3 lee. (CR: C H M 213, 214, 215 or 216)
- 212 Principles of Chemistry II. 3 hrs. I, U, S.
A continuation of Chemistry 211 with emphasis on the inorganic chemistry of the representative elements and transition metals. 3 lee, (PR: C H M 211; CR: C H M 213, 214, 215, or 216)
- 213 Identification of the Elements. 2 hrs. I, II, S.
An introduction to the principles of experimentation and to laboratory techniques as applied to the qualitative analysis and identification of the chemical elements. One of the four courses (2B, 214, 215, 216) which may be selected to meet the two-course laboratory requirement for introductory chemistry. 2 lab-I lee.
- 214 Quantitative Aspects of Chemistry. 2 hrs. II, S.
An introduction to quantitative measurement and to the relationship between experimental values and molecular structure and reactivity. One of the four courses (213, 214, 215, 216) which may be selected to meet the two-course laboratory requirement for introductory chemistry. 2 lab-I lee. (PR: C H M 211)
- 215 Environmental Chemistry. 2 hrs. I, S.
A study of experimental problems in the detection and measurement of common chemicals. Emphasis is on problems of air and water pollution, with some attention to problems in consumer chemistry. One of the four courses (213, 214, 215, 216) which may be selected to meet the two-course laboratory requirement for introductory chemistry. 2 lab-I lee.
- 216 The Elements of Life. 2 hrs. I, II, S.
An introduction to the laboratory study of the chemistry of organic molecules and their biochemical applications. One of the four courses (213, 214, 215, 216) which may be selected to meet the two-course laboratory requirement in introductory chemistry. 2 lab-I lee.
- 223 Computer Applications in Chemistry. 2 hrs.
Introduction to the use of computers in chemistry. Includes the use of computers for chemical calculations and the interfacing of computers to laboratory equipment. 1 lee. 2 lab. (PR: C H M 211)
- 280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
- 290H-291H Honors in Chemistry I, II. I; 1 hr.
Independent study programs for outstanding students. (PR: Permission of the department chairman)
- 305 Chemical Literature. 1 hr.
(PR or CR, C H M 365)
- 307 Introductory Physical Chemistry. 3 hrs. II.
A brief survey of physical chemistry including the topics of thermodynamics, molecular structure, and kinetics. Intende for students needing a broadly based science background. 3 lee. (PR: C H M 212, MTH 1J1 or 140)
- 327 Introductory Organic Chemistry. 3 hrs. I.
A short study of organic chemistry with emphasis on structure, nomenclature, and reactivity. Designed for students who do not require the full-year course in organic chemistry. 3 lee. (PR: C H M 204 or 212)
- 331-332 Chemistry Seminar. Credit. I, II.
A graduation requirement for all juniors seeking the B.S. in Chemistry degree. 1 lee.

¹The Department of Chemistry is approved by the Committee on Professional Training of the American Chemical Society.

- 345 Quantitative Analysis. 5 hrs. I, S.
Introduction to the basic principles of analytical chemistry. 2 lec-6 lab. (PR: C H M 212, and any two from 213, 214, 215, o, 216.)
- 355 Organic Chemistry I. 3 hrs. I, II, S.
A systematic study of organic chemistry including modern structural theory, spectroscopy, and stereochemistry; application of these topics to the study of reactions and their mechanisms and applications to synthesis. 1 lee. (PR: C H M 212)
- 356 Organic Chemistry II. 3 hrs. I, II, S.
Continuation of Chemistry 355. 3 lee. (PR: C H M 355)
- 357 Physical Chemistry I. 3 hrs. I.
A systematic study of physical chemistry. 3 lee. (PR: C H M 212, eight hours of Physics, M T H 230)
- 358 Physical Chemistry II. 3 hrs. II.
Continuation of Chemistry 357, 3 lee. (PR: C H M 357)
- 359 Physical Chemistry Laboratory. 2 hrs. II.
Introductory survey in experimental physical chemistry. 4 lab. (CR: C H M 358 or permission)
- 361 Introductory Organic Chemistry Lab. 3 hrs. I, II, S.
An introduction to experimental organic chemistry with emphasis on fundamental techniques and their application to the preparation and identification of organic compounds. 6 lab. (PR or CR: C H M 327 o, 355)
- 362 Intermediate Organic Chemistry Lab. 3 hrs. II.
Applications of modern experimental methods to the synthesis and analysis of organic compounds with emphasis on instrumental techniques. 6 lab. (PR: C H M 361)
- 365 Introductory Biochemistry. 3 hrs. II, S.
A survey course including introduction to basic biochemical concepts, metabolic pathways, and bioenergetics. 3 lee. (PR: C H M 327 or 356)
- 366 Introductory Biochemistry Laboratory. 2 h n. II.
Introduction to basic biochemical laboratory techniques including chromatography, electrophoresis, and enzyme kinetics; methods for identification and characterization of biochemical systems. 4 lab. (PR or CR, C H M 365)
- 390H,391H Honors in Chemistry. 1; 1 hr. I, II, S.
Independent study programs for outstanding students. (PR: Permission of department chairman)
- 401 Research for Undergraduates. 2 hrs. I, II, S.
(PR: C H M 362 or 345 or 359 depending on area of interest and permission of instructor and department chairman.)
- 402 Research for Undergraduates. 4 hrs. I, II, S.
Both a formal oral and written report of the results of the research must be presented to the faculty of the Department of Chemistry. (PR: C H M 401)
- 410 Advanced Synthesis and Analysis. 4 hrs.
Advanced problems in synthesis, separation and analysis with emphasis on modern instrumental methods. 1 lec-6 lab. (PR: C H M 356)
- 430 Introduction to Polymer Chemistry. 3 hrs.
Properties of macromolecules. Methods of preparation and characterization. Industrial applications and processes. 3 lec. (PR: C H M 307 and 356, or permission of instructor)
- 431,432 Chemistry Seminar. Credit I, II.
A graduation requirement for all seniors enrolled in the B.S. in Chemistry program. 1 lee.
- 440 Thermodynamics. 3 hrs.
An introduction to chemical thermodynamics and statistical mechanics. 3 lee. (PR: C H M 358)
- 442 Quantum Mechanics. 3 hrs.
An introductory course in quantum mechanics. 3 lee. (PR: M T H 231)
- 448 Advanced Inorganic Chemistry I. 3 hrs.
Study of physical and chemical properties and periodic relationships of inorganic materials. 3 lee. (PR, C H M 356 and 307 o, 357)
- 449 Advanced Inorganic Chemistry II. 3 hrs.
A detailed consideration of bonding, structure, reaction rates and equilibrium involving inorganic materials, 3 lee. (PR: C H M 348)
- 450 Industrial Chemistry. 3 hrs.
Modern industrial processes for making chemicals, with emphasis on petrochemicals. An introduction to the engineering, economic, and environmental aspects of these processes. (PR: C H M 307 or 357, and 356 or permission of instructor)
- 456, Advanced Analytical Chemistry, 3 hrs.
Modern theories and methods of analysis with emphasis on instrumental methods. 3 lee (PR: C H M 345, 356 and 307 or 357)
- 457 Advanced Analytical Chemistry Laboratory. 2 hrs.
A laboratory course to complement Chemistry 456. 4 lab. (PR: C H M 345, 356, and 307 or 357; C R o, PR, C H M 456)
- 459 Advanced Physical Chemistry Laboratory, 2 hrs.
Advanced topics in experimental physical chemistry. 4 lab. (PR: C H M 345, 358 and 359 or permission; CR: one from 440, 460 or 442)

- 460 Molecular Spectroscopy. 3 hrs.
A study of the emission and absorption of radiant energy and its relation to molecular structure. 3 lee. (PR, CHM 358)
- 462 Nuclear Chemistry and Physics. 3 hrs. II.
An introduction to the phenomena of nuclear physics and chemistry. 3 lee. (PR: MTH 231)
- 463 Nuclear Chemistry and Physics Laboratory. 2 hrs., II, 4 lab.
(CR, CHM 462)
- 465 Advanced Organic Chemistry I. 3 hrs. I.
Studies of the dynamics of organic reactions with emphasis on mechanisms and stereochemistry. 3 lee. (PR, CHM 356)
- 466 Advanced Organic Chemistry II. 3 hrs. II.
A continuation of Chemistry 465 with emphasis on synthetic methods. 3 lee. (PR: CHM 465)
- 480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
- 485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
- 490 Chemistry Internship. 1-6 hrs. I, II.
Supervised chemistry laboratory work. Arrangements must be made in advance with Department Chairman. May be an elective in B.S., Chemistry program but not B.S. in Chemistry program. (PR: Z from CHM 307, 345, 361, or 356)
- 495H-496H Honors in Chemistry. 3-4; 3-4 hrs. I, II, S.
Open only to chemistry majors of outstanding ability. See Honors Courses

CLASSICS (CL)

General humanities courses, taught in English, open to all students at the academic level listed.

- 150 Orientation in Humanities. 3 hrs. I, II.
An interdisciplinary course to introduce students to the elements of a humanistic education. (Same as Philosophy 150 and Religious Studies 150; PR or CR: ENG 101)
- 200 Building English Vocabulary Through Latin and Greek. 3 hrs. I, II.
Study of Latin and Greek word elements to build skill in English vocabulary, both general and technical (or scientific, medical).
- 208 Ancient Greek and Roman Literature (taught in English). 3 hrs.
Study of representative works for their humanistic and literary values in the ancient and modern world.
- 280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
Selected topics not covered in regular course offerings. (PR: Permission of department chairman)
- 319 Classical Mythology. 3 hrs. I, II.
Study of the development of myth in ancient Greece and Rome; its place in ancient culture and its survival in the modern world.
- 350 Basic Humanities. 3 hrs. I or II.
A structured interdisciplinary study offered by the departments of Classical Studies, Philosophy and Religious Studies in the foundations of Western thought; its myth, literature, religion, philosophy, art. (Same as Philosophy 350 and Religious Studies 350)
- 370 Classical Archaeology. 3 hrs. I or II.
Archaeology of ancient Greece and Rome, and their colonies and their imperial domains. (Same as Anthropology 370)
- 435 Greek Civilization. 3 hrs. I.
Study of ancient Greek culture, emphasizing parallels with present-day issues.
- 436 Roman Civilization. 3 hrs. II.
Study of ancient Roman culture, emphasizing parallels with present-day issues.
- 480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
Topics like "Values in Ancient Greece/Rome" or "The Cult of the Leader in Ancient Greece/Rome" have recently been offered. Consult chairman for current offerings. (PR: Departmental permission)
- 485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
- 495H-496H Readings for Honors in Classics. 4; 4 hrs. I, II.
Open only to students of outstanding ability. See Honors Courses.
- 499 Humanities Seminar. 3 hrs.
Designed for majors as the culminating interdisciplinary study in the Basic Humanities program. (Same as Philosophy 499 and Religious Studies 499)

CLINICAL LABORATORY SCIENCES (CLS)

(MLT Associate Degree Program and MD or Bachelor's Degree Program)

- 100 Orientation to clinical laboratory Science. 1 hr. CR/NC. I.
Introduction to clinical laboratory careers, emphasizing programs available at Marshall University. Features hospital laboratory specialties.
- 110 Clinical Hematology. 4 hrs. I, II.
Theory and practice of clinical laboratory tests of red and white blood cells, as well as blood clotting. 3 lec-3 lab. (PR: ZOO 227 or equivalent)

- 200 Clinical Biochemistry, 4 hrs. I.
Theory and practice of clinical laboratory testing of serum, plasma, urine, body fluids in disease diagnosis. 3 lec-3 lab. (PR: C H M 211, 213, min. 2.0 GPA, and permission)
- 210 Clinical Immunohematology. 4 hrs. II.
Theory of immune mechanisms in the body and applications for diagnostic testing and blood transfusion. 3 lec-3 lab. (PR: C L S 110, 200, and permission)
- 220 Clinical Microbiology. 4 hrs. II.
A study of bacterial, fungal, and helminth related diseases, including diagnostic approach and techniques. 3 lec-3 lab. (PR: C L S 200, permission).
- 255 Clinical Laboratory Problems. 3 hrs. II.
Case studies of instrumental and diagnostic problems encountered by the laboratory technician. 3 lec. (PR: C L S 110, 200, permission)
- 270 Clinical Practicum, Hematology. 3 hrs. S.
Total of 4 weeks (160 hours) of hospital-based practice, performance of diagnostic tests of blood cells, urine, coagulation, and clinical microscopy under supervision. One of four courses, C L S 270-273, taken concurrently. (PR: C L S 255, permission)
- 271 Clinical Practicum, Chemistry. 3 hrs. S.
Total of 4 weeks (160) hours of hospital-based supervised practice performing diagnostic tests on body fluids using chemical methods. One of four courses, C L S 270-273, taken concurrently. (PR: C L S 255, permission)
- 272 Clinical Practicum, Immunohematology. 3 hrs. S.
Total of 3 weeks (120 hours) of hospital-based supervised practice performing blood typing, antibody screening and identification, and conduct of pre-transfusion tests. One of four courses, C L S 270-273, taken concurrently. (PR: C L S 255, permission)
- 273 Clinical Practicum, Microbiology. 3 hrs. S.
Total of 4 weeks (160 hours) of hospital-based supervised practice performing isolation, identification, and susceptibility testing of bacteria, fungi, and parasites. One of four courses, C L S 270-273, taken concurrently. (PR: C L S 255, permission)
- 285,288 Independent Study. 1-4: 1-4; 1-4i 1-4 hrs. I, I L
(PR: Permission)
- 450 Advanced Clinical Hematology/Microbiology. 4 hrs. L
Advanced topics in blood cell disorders, transfusion problems, bleeding disorders; advanced diagnostic procedures in bacteriology, parasitology, virology. 3 lec-3 lab. (PR: C L S 210, C L S 220, and permission)
- 460 Clinical Laboratory Management and Supervision. 3 hrs. I.
Laboratory personnel and resource management, cost control, cost analysis, lab. marketing, accreditation. 3 lec. (PR: M G T 320 and permission)
- 464 Clinical Laboratory Instrumentation and Information Systems. 3 hrs. L
Principles of instrumental electronics and data systems; interpretation of instrumental outputs, troubleshooting, computerized statistical methods. 2 lec 2 lab. (PR: P H Y 201-204, C L S 200 and permission)
- 466 Diagnostic Physiology. 3 hrs. L
Pathologic aspects of laboratory medicine with case studies, diagnostic problem solving, student projects. 3 lec. (PR: C L S 270-273, permission)
- 468 Clinical Laboratory Research. 2 hrs. I L
Directed independent research in the hospital laboratory setting during 15-week period. (PR: C L S 450-466, permission; CR, C L S 471, C L S 491)
- 471 Clinical Practicum. 9 hrs. II.
A minimum of 450 hours of hospital-based experiential in 18 weeks emphasizing supervisory decision making. (PR: C L S 450-466, permission; CR: C L S 468, C L S 491)
- 480-483 Special Topics. 1-4; 1-4i 1-4; 1-4 hrs.
(PR: Permission)
- 485-488 Independent Study. 1-4 hrs.
(PR: Permission)
- 491 Clinical Specialty Workshops. 3 hrs. I L
Minimum 150 hours experience in advanced specialty test procedures within 18 weeks. (PR: C L S 450-466, permission; CR: C L S 468, 471)

COMMUNICATION DISORDERS (CD)

- 241 Introduction to Communication Science. 3 hrs.
A survey of the physical and psychophysical bases of communication with discussion of elementary communication models. The concept of noise in its many forms with emphasis on defects of speech, hearing and language as forms of noise. (PR: Sophomore standing)
- 285-288 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
(PR: Permission of chair)
- 325 Language and Speech Development. 3 hrs.
Sequential patterns in the acquisition of language and speech in relationship to general child

- development. Includes Laboratory. (PR: C D 241 and sophomore standing or permission of instructor)
- 418 **Communication Disorders of School Children.** 3 hrs.
A survey of the causes, symptoms, and treatment of communication disorders encountered in the classroom. Not open to CD majors.
- 420 **Voice in Communication.** 3 hrs.
Theories of voice production and control; a survey of problems as they relate to phonation and vocal resonance with emphasis on voice disorders, laryngectomy and cleft palate. (PR: C D 325, 429, and 439)
- 422 **Speech in Communication.** 3 hrs.
Communication theories underlying the processing and monitoring of speech signals; a survey of speech disorders as a disruption in this system with emphasis on articulation and stuttering. (PR: CD 429, 439; PR or CR, CD 325)
- 424 **Diagnostic Processes with Communication Disorders.** 3 hrs.
Evaluation of procedures for securing behavioral information to differentiate among various communication disorders; a study of symptom complexes. Observation and practice in evaluating communication disorders. Includes Laboratory. (PR: C D 422, 425, 468, admission to program and permission of instructor)
- 425 **Language in Communication.** 3 hrs.
Theories of language as communicative behavior; linguistic processes in language; a comparison between normal and impaired language with emphasis on language disorders in children. (PR: C D 429, 439; PR or CR, CD 325)
- 426 **Therapeutic Processes for Communication Disorders.** 3 hrs.
A study of interpersonal behaviors involved in a therapeutic relationship; a survey of learning theories relative to speech and language therapy procedures. Includes laboratory. (PR: C D 422, 425, 468, admission to program and permission of instructor)
- 427 **Clinical Problems with Communication Disorders.** J hrs.
Case study method; detailed analysis of diagnostic and therapeutic procedures appropriate to an assigned clinic client. Includes laboratory. (PR: C D 426 admission to program and permission of instructor)
- 429 **Anatomy and Physiology of the Speech and Hearing Mechanism.** 3 hrs.
Study of the anatomical and physiological characteristics of the normal speech and hearing mechanism. (PR: C D 241 and 325 or permission of instructor)
- 439 **Phonetics.** 3 hrs.
Introduction to the science of speech sounds; study of the phonetic alphabet and practice in broad transcription. (PR: C D 241 and 325 or permission of instructor)
- 460 **Hearing in Communication.** J hrs.
Psychophysical processes underlying auditory perception; basic audiometry; a survey of hearing disorders. (PR, CD 241, 325)
- 463 **Methods and Materials for Hearing Disorders.** 3 hrs.
Auditory training and speech reading procedures with the hearing handicapped. (PR: C D 460)
- 465 **Industrial Audiology.** 3 hrs.
Noise measurement and regulations. Damage risk criteria, and hearing conservation.
- 468 **Methods and Materials for Speech and Language Disorders.** 3 hrs,
Organization and administration of school programs for speech and language handicapped children; therapeutic procedures in a school setting. (PR: C D 429, 439, and junior standing; C R or PR: CD 325)
- 472 **Clinical Practicum with School Children.** 6 hrs. CR/NC
Supervised clinical practice with school-aged children; fulfills student teaching requirements for West Virginia Certification as a Speech Language Pathologist. (PR: C D 468; PR or CR: C D 424 and 426 and admission to Teacher Education)
- 480-483 **Special Topics.** 1-4; 1-4; 1-4; 1-4 hrs.
(PR: Permission of chair)
- 485-488 **Independent Study.** 1-4; 1-4; 1-4; 1-4 hrs.
(PR: Permission of chair)
- 49SH-496H **Readings for Honors in Speech Communication Disorders.** 4; 4 hrs.
Open only to CD majors of outstanding ability. (PR: Permission of chair)

COMPUTER AND INFORMATION SCIENCES (CIS)

- 101 **Computers and Data Processing.** J hr., I, II, S.
Overview of computers and information systems, their applications, impact on society, and limitations. An introductory course for all majors.
- 101H **Computers and Data Processing Honors.** 3 hrs. I, II.
An accelerated course for specially selected freshmen. Will substitute for CIS 101
- 109 **Computer Fundamentals.** 3 hrs. I, II, S.
A course for Computer and Information Sciences majors to provide an overview of the use of computers and software, algorithm process, procedural and data abstraction, and file generation and transfer.

- 139 Computer Programming I. 3 hrs. I, II.
 First course in programming for the Computer & Information Science majors, disciplined approach to problem solving, algorithm development, procedural and data abstraction, and recursion, using Pascal programming language.
- 201 COBOL Programming I. 3 hrs. I, II.
 Concepts of computer programming using COBOL as a tool for solving problems in business data processing applications.
- 203 FORTRAN Programming I. 3 hrs. I, II.
 Introduce problem solving methods and algorithm development using the FORTRAN programming language.
- 205 PL/I Programming I. 3 hrs. I, II, S.
 Develop an understanding of algorithm verification, programming, and computer concepts using the PL/I programming language.
- 207 RPG Programming and Applications. 3 hrs. I, II.
 Study of the RPG program cycle and its application to producing reports and file maintenance.
- 214 Job Control Languages and Utilities. 3 hrs. I, II.
 Examination of the command languages and utility programs for multiple types of computers. (PR: One from CIS 201-209)
- 231 COBOL Programming II. 3 hrs. I, II, S.
 Continue COBOL Programming with emphasis on file and program design. (PR: CIS 201)
- 233 FORTRAN Programming II. 3 hrs. I, II.
 Programming topics introduced as needed in the context of larger programs. (PR: CIS 203)
- 235 PL/I Programming II. 3 hrs. I, II.
 Continue the development of program design and algorithm analysis. Introduce string processing, recursion, search/sort methods and data structures. (PR: CIS 205)
- 237 Advanced RPG Programming, 3 hrs. I, II.
 Examination of the RPG programming language in the context of advanced applications. (PR: CIS 207)
- 239 Computer Programming II. 3 hrs. I, II.
 Continue the procedural and data abstraction approach, provide implementations of lists, stacks, queues, and trees, introduce analysis of searching and sorting algorithms. (PR: CIS 139 or 205)
- 250 Assembly Language. 3 hrs.
 Study of the language common to computer system software and the instrument for understanding the fundamentals of the internal operation of the computer. (PR: CIS 231-239)
- 269 Data Structures. 3 hrs.
 Definition of data and data types, taxonomy of data structures, data encapsulation and abstraction and their implementations, syntax for abstraction, and performance characteristics. (PR: CIS 239)
- 280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
- 320 Programming Languages. 3 hrs.
 Formal definition of programming languages, including specification of syntax and semantics. Simple statements including precedence, infix, prefix, and postfix notation. Global properties of algorithmic languages, including scope of declarations, storage allocation, grouping of statements, binding time of constituents, sub-routines, routines, and tasks. List processing, string manipulation, data description, and simulation languages, run-time representation for program and data structures. (PR: CIS 239)
- 335 Computer Organization. 3 hrs.
 Digital circuits, Boolean algebra, combinational logic and digital arithmetic. Digital storage and accessing, control functions, input-output facilities, system organization. Description and simulation techniques. Multiprogramming, multiprocessing, and real-time systems. (PR: CIS 250)
- 337 File Management. 3 hrs. I.
 Functions of file and communications systems. File system hardware. File system organization and structure. Analysis of file systems. Data management systems. Communication system hardware. Communication systems organization and structure. Analysis of communications systems. Examples of integrated systems. (PR: CIS 239)
- 350 Operations Analysis and Modeling. 3 hrs.
 Introduction to the range of analytical and simulation modeling techniques useful in decision making in the system design environment. The functions of such models as guides for data collection, structures for data manipulation, and as systems for testing assumptions and generation of a variety of alternatives. Identification of the problems of data collection, maintenance, and accuracy when using models to assist decision-making activities. Characterization of scheduling situations. Analysis of allocation problems with mathematical programming. Queuing models. Inventory models. Use of simulation models. (PR: M O T 318)
- 355 Systems Concept and Implications. 3 hrs. II.
 Introduction of information analysis and system design. The system concept. The organization of a system, its information flows, and the nature of management information systems. Defining a system. Systems analysis. (PR: Any CIS 231-239 course)
- 369 Algorithms. 3 hrs.
 Develops students' abilities as writers and critics of computer programs. (PR: CIS 269)
- 410 Digital Electronics. 3 hrs. I.

- An introduction to the components, logic systems, design and operation of digital devices. 1 lec-4 lab. (PR: 8 hrs. Natural Science or Permission)
- 411 Microprocessors and Interfacing. 3 hn. II.
Digital data-components, construction and collection using microprocessor and controller-based computer systems. 1 lec-4 lab. (PR: CIS 410)
- 430 Automata and Complexity Theory. 3 hrs.
Sampling of areas of theoretical computer science and their hierarchical interconnections. (PR: CIS 369)
- 440 Language Translation. 3 hrs.
Introduce functions of compilers, interpreters, and their general organizations, syntactic analysis, and parsing. (PR: CIS 269, 320)
- 445 Operating Systems. 3 hrs.
Major concept areas of operating systems principles and inter-relationships between operating systems and computer architecture. (PR: 269, 335)
- 447 Systems Programming, 3 hrs.
Advance topics of operating systems. (PR: CIS 269, 320, 445)
- 450 Information Systems Analysis. 3 hrs. I.
Review of the approaches and techniques available to evaluate existing systems. Determining economics of alternative systems. Nature of the decision-making process. Operational, tactical, and strategic-level systems. System life cycle management. Basic analysis tools. Defining logical systems requirements. (PR: CIS 355)
- 460 Systems Design and Implementation. 3 hrs. II.
Basic design tools and objectives. Hardware/software selection and evaluation. Design and engineering of software. Data base development. System implementation. Post implementation analysis. Long range system planning. System development projects. (PR: CIS 450)
- 465 System Development Projects. 3 hrs. I.
Full development of a system for a local firm, a University/College or a hypothetical application. Possible revision or updating of a system developed by a previous class. (PR: Permission of Instructor)
- 469 Computer Simulation and Modeling, 3 hrs.
Introduction to simulation and model building using digital computers. The study of discrete simulation systems and specialized languages. Event oriented simulation. Consideration of proper experimental design, statistical analysis of results, effectiveness of random number generation techniques and validation. (PR: Permission of Instructor)
- 472 Application Programming. 3 hrs. II.
The programming of the projects of CIS 465 or independently developed systems. (PR: Consent)
- 474 Computer Based Management Information Systems. 3 hrs. II.
A study of the management decision criteria and the informational requirements for effective decision making. Decision theory, value and cost of information, data base design, integration of functional information systems. Man-machine interaction considerations in the design of on-line management approaches. Programmed decision making, feasibility analysis. Not for CS majors. (PR: CIS 101, or 200 level CIS course; MOT 318 and 320)
- 475 Administration of Computer Centers. 3 hrs.
The role of the computer within the organization. The management of the systems, programming, operations, and technical services functions. Acquiring, evaluating, and managing installation personnel. Educating from top-management down, including installation personnel. Considerations in evaluating and selecting equipment. Directing the total installation. (PR: Permission of Instructor)
- 479 Software Engineering. 3 hrs.
Current techniques in software design and development using Ada, Modula-2 or C for software projects. Formal models of structured programming, top-down design, data structure design, object-oriented design, program verification methods. (PR: CIS 239 and 320)
- 480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
(PR: Permission of Instructor)
- 485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
(PR: Permission of Instructor)
- 490 Internship. 3-12 hrs. (CR/NC)
A supervised internship in which the student works for a business firm/agency to gain practical experience in the student's major. The program of work and study will be defined in advance and the student's performance will be evaluated, (PR: Permission of Dean)

COUNSELING AND REHABILITATION (CR)

- 100 Career Planning for Undecided Students. 1 hr.
Designed for undecided college students. Help explore career options and majors. Topics include interest testing, career information, decision-making skills, and job finding strategies. Course does not count toward graduation.
- 107 New Student Seminar. 1 hr.
Provides in-depth information and techniques to help the student learn more about his interests,

gain insight as to his educational goals, and increase his study skills abilities. Grading CR / N C only.

Peer Counseling. 3 hrs.

Theory, practice, and intervention of peer helping relationships. Demonstration and practice of basic helper skills for resident advisers. Does not satisfy requirements for core courses nor restrictive electives.

Introduction to Group Guidance. 3 hrs.

A Counselor Leadership training course focusing upon a systematic approach to selecting a leadership style. Specific areas include leadership theory, how to conduct groups, delegation, and goal setting. Not for C & R majors.

Alcohol Counseling by Peers. 1 hr.

History and practice of alcohol prevention and intervention by peer helpers. Designed to meet the needs of resident advisers. Does not satisfy requirements for core courses nor restricted electives.

Special Topics. 1-4; 1-4; 1-4; 14 hrs.

(PR: Permission of department chairman)

Introduction to Counseling & Rehabilitation. 3 hrs.

Introduction to the fields of counseling, various mental, physical and social disabilities, careers in Counseling and Rehabilitation, Counseling and Rehabilitation services and orientation processes. (CR, CR 370)

Community Resources. 3 hrs.

Study of available resources in the community and their utilization in providing rehabilitation services.

Introductory Practicum in Counseling. 3 hrs.

Orientation to helping service agencies and practice in developing interviewing skills under professional supervision. A forty-five hour practical experience involving active contact under supervision with handicapped persons enables students to experientially explore their own abilities, to try the helping role, and to get acquainted with clients and helping agencies. (CR: CR 306)

Rehabilitation Services -Medical Aspects. 3 hrs.

A study of medical and adjustment aspects of disability and the effective utilization of medical information in providing rehabilitation services. Major chronic diseases that necessitate rehabilitation intervention are discussed from anatomic, physiological, medical, psychological, and vocational points of view.

Vocational Evaluation. 3 hrs.

An integrated approach to vocational assessment through use of work samples, psychological tests, and physical measurements. Practical use of assessment is stressed, including statistical measures, administration and interpretation of tests, and construction and validation of simple work samples. Occupational and Career Development, 3 hrs.

Study of career choice theory, career change, counseling approaches in career selection and resources to assist in career choice.

Job Placement. 3 hrs.

Study of techniques for diagnostic interviewing, work adjustment, job development, and job placement. The course offers practical and theoretical ways to understand and carry out the placement of handicapped individuals in employment.

Counseling Theories and Techniques. 3 hrs.

Principles and practices of the interviewing relationship in helping service settings. (PR: CR 306, 370, CR, CR 470)

Rehabilitation of Emotionally Disturbed. 3 hrs.

Study of characteristics of emotionally disturbed and special techniques and resources required in their rehabilitation. (PR: PSY 408, CR 406, 425 or permission of instructor)

Case Development: Process and Management. 3 hrs.

Study of systematic development of casework to include case finding, follow-up provision of services, case recording and time management. (PR: CR 406,414,415,416, 420 or permission of instructor)

Research in Counseling and Rehabilitation. 3 hrs.

A seminar study of the problems in counseling/rehabilitating special disability groups (mentally retarded, mentally ill, alcoholic, public offender, disadvantaged) as well as research into these and other unmet needs in counseling/rehabilitation today. (PR: CR 306,425 or permission of instructor)

Group Process and Analysis. 3 hrs,

Study and practice of dynamics involved in task and therapeutic groups; a thorough analysis of group process. (PR: Permission of instructor)

Group Theories and Techniques. 3 hrs.

Study of theories and techniques used in group counseling; includes demonstration and practice of popular approaches in group counseling. (PR: CR 425 or permission of instructor)

Manual Communication. 3 hrs,

Psychological characteristics of hearing impaired and techniques of manual communication.

Theory and Practice in Human Appraisal I. 3 hrs.

Techniques of collecting, recording, and interpreting data.

Advanced Studies in Human Development and Adjustment. 3 hrs.

Psychological foundations of personality development with emphasis on principles of mental health

- as related to problems of everyday living.
- 449 Internship Seminar. 2 hrs. S.
Group review and synthesis of internship activities, counseling approaches, and special problem areas. The course offers an opportunity to analyze and process the experiential activities of the internships. (PR: C R 306, 320, 370, 406, 425, 430, 433, 435, 440, 446, 448, 470 and permission of instructor. CR: C R 490)
- 454 Advanced Manual Communication. 3 hrs.
Advanced course in the grammar, syntax and idioms of American Sign Language and a comprehensive overview of the effect of hearing impairment. Emphasis will be upon communicating in ASL. (PR, C R 445 o, 545)
- 455 Crisis Intervention. 3 hrs.
This course is directed to anyone who at some time has felt inadequate in responding effectively to people in crisis. Topics will include situational and developmental crises.
- 456 Death and Dying. 3 hrs.
Includes three areas of emphasis: To enable the student to come to grips with personal attitudes toward death and dying; to explore attitudes of society toward death; and to develop skills in managing the crisis of death, terminal illness and bereavement.
- 460-463 Professional Development. 1-4; 1-4; 1-4; 14 hrs.
To meet needs of school, student personnel, mental health, and other workers. Credit may be used for certificate renewal and salary upgrading, but not in degree programs, titles vary. (CR/NC)
- 470 Advanced Practicum in Counseling. 3 hrs.
Practical experiences in counseling interviews under professional supervision. (CR: C R 425, 448)
- 473 Hypnosis: Implications and Applications for Counselors. 3 hrs.
An introduction to hypnosis and its application in a counseling framework. Emphasis will be upon the Milton H. Erickson model by hypnosis. (PR: C R 425 or 614, or special permission)
- 474 Cross-Cultural Perspectives in Counseling. 3 hrs.
Recognize and use appropriate resources for effective counseling of people of different cultural, ethnic, social, class, racial, geographic, or other backgrounds. Learn when counseling is appropriate and in what form.
- 475 Counseling in Chemical Use and Abuse. 3 hrs.
Course topics will include historical, medical, psychological, family dynamics of the disease process, and treatment modalities which enhance the likelihood of successful counseling with the dependent person and indirect victims. (PR: Permission of instructor)
- 476 Counseling With Parents. 3 hrs.
Consideration of effective parent counseling primarily from an Adlerian point of view. Techniques for counselor intervention via lecture, demonstration and laboratory experiences.
- 477 Stress Management Counseling. 3 hrs.
Provides beginning counselors and others with comprehensive information and strategies for successful management of stress and its consequences. Students explore theoretical and practical alternatives in counseling the stressed individual.
- 478 Counseling with the Elderly. 3 hrs.
Counseling techniques and theories applied to problems of the elderly.
- 479 Pharmacology in Counseling. 3 hrs.
Provide basic understanding of the role of Therapeutic drugs in the treatment of psychiatric disorders, familiarize with most commonly prescribed drugs, side effects, and adverse reactions in specific mental illnesses. (PR: C R 306, 370)
- 480-483 Special Topics. 1-4; 1-4; 14; 14 hrs.
(PR: Permission of department chairman)
- 485-488 Independent Study. 1-4; 14; 1-4; 14 hrs.
(PR: Permission of department chairman)
- 490 Counseling Internship. 10 hrs. S.
Participation in counseling process with a variety of individuals under supervision of cooperating agencies. (PR: C R 306, 320, 370, 406, 425, 430, 433, 435, 440, 446, 448, 470. Senior standing, majors only and overall 2.0 average and permission of instructor. CR: C R 449)
- 491-494 Counseling Workshop. 1-4; 14; 1-4; 14 hrs.
A practical, participatory course designed for advanced students and professionals in the counseling field or related areas.
- 495H-496H Readings for Honors in Counseling. 1-3; 1-3 hrs.
(PR: Permission of department chairman). See Honors Courses.
- 497 Family Counseling. 3 hrs.
Introductory course in current theory and practice in family counseling. Theoretical material on communication and structural approaches to family counseling. Reading, lecture and experiential exercises.
- 498 Introduction to Marriage Counseling. 3 hrs.
Covers the many dimensions marriage counselors deal with, including premarital counseling; the marriage contract (legal and extralegal contracts); marital decision making; divorce counseling; sexual dysfunction; financial counseling, spouse beating; alternatives to marriage; and relationships among the elderly.

- 499 Principles and Practices of Counseling. 3 hrs.
The objectives, principles, and practices of counseling. (Not open to undergraduate C&R majors)

CRIMINAL JUSTICE (CJ)

- 211 Introduction to Law Enforcement. 3 hrs.
Basic course dealing with agencies involved in administration of justice; history and organization of local state and federal agencies; courts, trial, jails, and prisons; probation and parole.
- 231 Introduction to Corrections. 3 hrs.
A survey of the historical development of the systems of punishment and rehabilitation. Analysis of the reasons for incarceration of offenders.
- 280-283 Special Topics. 1-4; 1•4; 1-4; 1-4 hrs.
301 Advanced Legal Research. 3 hrs.
Gives the student additional experience in legal research and introduces the skills required in drafting legal documents. (PR: LAS 211)
- 311 Police Administration I. 3 hrs.
First level supervision of employee morale and discipline; selection, training, placement, promotion; techniques of leadership and decision making.
- 312 Criminal Investigation. 3 hrs.
Investigation methodology, relations of the detective with other police divisions; modus operandi; sources of information; surveillance, interrogation, follow-up procedures. (PR: CJ 211)
- 321 Criminal Justice Administration. 3 hrs.
Criminal procedure from apprehension to conviction arrests, extradition proceedings; information and indictment; functions of the grand jury and the coroner; trial procedure.
- 322 Criminal Law. 3 hrs.
History and development of criminal law, elements of a crime, parties to a crime, types of offenses. (PR, CJ 321)
- 323 Criminal Procedure. 3 hrs.
Admissibility of evidence and confessions, recent civil rights decisions, reconciling individual rights and community interest in law and order. (PR: CJ 321)
- 331 Probation and Parole. 3 hrs.
Organization of systems of after-care treatment of juvenile and adult offenders released under probation and parole. (PR: CJ 231)
- 402 Seminar in Crime Prevention. 3 hrs.
Techniques for crime prevention analyzed from two orientations: crime prevention by environmental engineering and crime prevention by behavior modification. (PR: CJ 211)
- 404 Theoretical Criminology. 3 hrs.
A critical analysis of the major criminological theories and their empirical foundations. Current theory and research receive greater emphasis than historical development.
- 410 Police Administration II. 3 hrs.
Functions and activities of police agencies. Police department organizations, responsibilities of upper level administrators. Current administrative experimentation on law enforcement agencies.
- 412 Community Relations. 3 hrs.
Law enforcement and the community; relation to schools, public education functions of law enforcement personnel; community attitudes. (PR: CJ 211)
- 413 Business and Industry Security. 3 hrs.
Selection, training and staffing of a security force; security devices available; techniques of internal security; ground security; security techniques applicable to personnel selection; legal problems. (PR, CJ 211)
- 421 Corrections and the Law. 3 hrs.
Review of criminal law principles and theory as related to corrections. (PR: CJ 231)
- 422 Law of Evidence. 3 hrs.
Leading rules and principles of exclusion and selection; burden of proof, nature and effect of presumptions; proof of authenticity and contents of writings; examinations, competency and privilege of witnesses. (PR: CJ 321)
- 425 Juvenile Justice Administration. 3 hrs.
A survey of the process-the police, the courts, and corrections-through which the juvenile delinquent passes. (PR: CJ 321)
- 431 Criminal Rehabilitation. 3 hrs.
Legal and historical background of rehabilitation; roles of correctional workers; and nature of the rehabilitation process. (PR: CJ 231)
- 432 Correctional Institutions. 3 hrs.
Analysis of the theory of organizations and administration of correctional institutions; principles of institutional corrections. (PR: CJ 231)
- 433 Correctional Administration. 3 hrs.
Objectives of correctional institutions; records; personnel, program development, security;

- educational programs. (PR: CJ 231)
- 480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
A study of special interest criminal justice topics under the supervision of a qualified faculty member. (PR: Consent of the instructor)
- 485488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
This course permits the student to undertake supervised research (field or library) in any area where there is no appropriate course. (PR: Consent of the instructor)
- 490 Internship. 1-6 hrs.
The placement of an individual into a criminal justice agency (police, probation, courts, jails) to observe and participate in its operation. Grading is CR/NC only. (PR: Consent of the instructor)
- 495H-496H Readings for Honors in Criminal Justice. 2-4; 2-4 hrs.
Open to criminal justice majors of outstanding ability. Study may deal with any aspect of criminal justice. Wide reading and comprehensive understanding of the subject are required. (PR: Consent of department chairman.) See Honors Courses.

CURRICULUM AND INSTRUCTION (CI)

- 101 Mathematics Education: Mathematics for Elementary Teachers, I. 3 hrs. I, II, S¹
Study of sets, logic, numeration systems, number systems, and number theory using an inquiry, laboratory oriented approach. (PR: MTH 099 or 10 on AC1)
- 102 Introduction to Computers in the Classroom. 1 hr. I, II, S.
The introduction of selection and evaluation techniques of computer courseware and hardware for classrooms K-12 with consideration for CAI, CMI and specific skills for K-12 students.
- 201 Mathematics Education: Mathematics for Elementary Teachers, II. 3 hrs. I, II, S.
Study of the foundations of elementary mathematics in a laboratory setting emphasizing an inquiry and discovery approach; mathematical systems such as groups and fields, structure of the real number system, basic algebraic operations, simple analytical geometry, informal metric and non-metric geometry, probability, and statistics. (PR: CI 101)
- 203 Children's Literature. 3 hrs. I, II, S.
Types of poetry and prose appropriate for elementary school pupils, with emphasis on methods of presentation. May not be used as elective to meet requirements of English major in College of Liberal Arts.
- 280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
- 297-298 Instructional Television Course. 14 hrs.
A course based upon an Instructional Television Series broadcast by public television, The student is responsible for viewing the series on the air and satisfying all course requirements announced by the division.
- 300 Mathematics Education: Teaching Elementary School Mathematics. 3 hrs. I, II, S.
Investigation of techniques and approaches to helping children learn mathematics with special emphasis on the use of manipulative materials in a laboratory setting. (PR: CI 201)
- 303 Literature for Adolescents. 3 hrs.
A study of the various types of literature appropriate to the needs, concerns, and interests of the adolescent. (PR: ENG 102, six hours of literature)
- 307 Science Education: Science in the Elementary School. 2 hrs. I, II, S.
Practical application of modern methods and media in helping children learn more about the earth, physical, and biological sciences. (PR: Eight hours of biological or physical science)
- 309 Appalachian Literature. 3 hrs. II.
A study of various types of literature indigenous to the Appalachian region and its application to literature in public schools. (PR: Junior or senior standing)
- 320 Special Education: Survey of Exceptional Children. 3 hrs. I, II.
An introduction to the study of children who deviate from the average in mental, physical, and emotional characteristics, including a study of the characteristics of such children and the adaptation of educational procedures to their abilities and disabilities.
- 342 Reading Language Methods. 3 hrs. I, II, S.
A unified method for developing basic reading language principles derived from innovative and practical classroom experiences and approaches that include application of latest research relevant to reading language behavior.
- 343 Introduction to Teaching Reading: Early Childhood Education and Middle Childhood Education. 3 hrs. I, II.
Presenting modern techniques and practices in the teaching of reading. (PR: Admission to Teacher Education; CR: CI 446 and 471)
- 367 Early Childhood Education: Organization and Administration. 3 hrs. I, II.
An overview of the development of early childhood education, related research, pre-primary program models, elementary school organizational patterns, program planning and techniques of working with parents. (PR: EDF 319 and HEC 303)

¹Students in the College of Education with A C T 500res below 10 must enroll in MTH 099.

- 370 **Social Studies Methods in Elementary Schools.** 2 hrs. I, II, S.
 An introduction to materials and methods for teaching social studies in elementary schools including goals, processes, strategies and evaluation.
- 401 **Middle Childhood Curriculum.** 3 hrs. I, II, S.
 Study of procedures for creating a functional middle childhood curriculum with emphasis upon the needs of transescents.
- 403 **Methods and Materials of Teaching in the Middle Childhood Grades.** 3 hrs. I, II, S.
 Study of methods appropriate for teaching in the middle childhood grades, and production and utilization of materials and resources in these grades. (PR: CI 401)
- 405 **Elementary Education: Supervised Student Teaching, 4-12 hrs.** I, II.
 All-day teaching under supervision in cooperating schools; periodic seminars, conducted by University faculty, accompany student teaching. (PR: CI 446 and permission)
- 409 **Elementary Childhood Education: Early Childhood Curricula.** 3 hrs. I, II.
 Relationship of the kindergarten-elementary school curricula to child growth and development. Recent trends in curriculum organization and adapting curriculum content and methods to maturity levels of children. (PR: CI 367)
- 410 **Early Childhood Education: Supervised Student Teaching.** 4-6 hrs. I, II.
 All-day kindergarten teaching under supervision in cooperating schools; periodic seminars, conducted by University faculty, accompany student teaching. (PR: CI 367, CI 446 and permission)
- 417 **Comprehensive Classroom Discipline Techniques.** 3 hrs. I, II, S.
 Identification of common classroom discipline problems and techniques for dealing with behavioral incidents in school settings K-12.
- 418 **Classroom Motivation.** 1-3 hrs. I, II, S.
 Classroom motivation with an emphasis on theoretical constructs and practical applications for teachers of students from early childhood through adolescence.
- 419 **Applied Behavior Analysis.** 3 hrs.
 Lecture/discussion course on the principles of behavior analysis, measurement, single-case experimental design and applications in special education classrooms. Includes discussion of behavior management procedures with developmentally disabled populations.
- 420 **Special Education: Introduction to the Resource Room.** 3 hrs. I, II.
 Examination of procedures needed for implementation of the Resource Room model for mildly handicapped children. The course includes a review of the Mainstreaming movement, interpersonal relations, and skills necessary for maintaining the resource room. (Special Education majors only, or permission of instructor, CI 320).
- 421 **Special Education: Behavioral Characteristics of Exceptional Children.** 3 hrs. I, II, S.
 Behavioral characteristics of children with exceptional development, dynamics of family-community interaction, and attitudes towards exceptional conditions. Implications for amelioration and educational planning. (Not for Special Ed majors)
- 422 **Special Education: Introduction to Education of Disadvantaged.** 3 hrs.
 Analysis and exploration of causes of difficulties that accompany the disadvantaged learner. Strategies for structuring learning experiences according to needs will be considered.
- 423 **Special Education: Introduction to Learning Disabilities.** 3 hrs. I, II.
 An integrated, concise overview of specific learning disabilities; definitions, etiology observable and identifiable symptoms and implications for amelioration. (PR: CI 320 or permission)
- 424 **Special Education: Introduction to Emotional Disturbances.** 3 hrs. I, II.
 Characteristics of emotional-social disturbances in children; dysfunction in behavior, academic achievement, and social relationships; etiology and educational implications are presented. (PR: CI 320 or permission)
- 426 **Introduction to the Gifted.** 3 hrs. I, S.
 An overview of giftedness in children; definitions, etiology, observable characteristics, and implications for educational agencies. (PR: CI 320 or permission)
- 427 **Introduction to Autism,** 3 hrs.
 This is a lecture-discussion course designed to survey current autism research, definitions, medical issues, differential diagnosis, treatment and educational methods for autistic children, youth, and adults. (PR: Permission of instructor)
- 428 **Methods and Materials in Teaching Health.** 3 hrs. II.
 Survey of methods and materials for teaching health. (PR: Admission to teacher education. CR: CI 470)
- 429 **Introduction to Physically Handicapped.** 3 hrs. I, S.
 An introduction to the characteristics and needs of crippled and other health-impaired children. The medical aspects of physically handicapping conditions are considered. (PR: CI 320 or permission; CR: Field experience)
- 431 **Education of Physically Handicapped.** 3 hrs. II, S.
 Principles and current trends in the teaching of crippled and other health impaired children. Curriculum development for teaching physically handicapped children as well as various methods and materials used in their education. (PR: CI 320 and admission to teacher education.)
- 432 **Curriculum and Methods for the Severely and Multiply Handicapped.** 3 hrs. I, S.

- A review of curriculum development and methods used to teach severely and multiply handicapped children. Evaluation techniques and adaptation of materials and equipment are presented. (PR: CI 429 and 433; CR: Field experience)
- 433 **Special Education: Introduction to Mental Retardation. 3 hrs. I, S**
Acquaints teachers with the characteristics and needs of the mentally retarded child. The status of the mentally retarded in our society and the impact of mental retardation on education. (PR: CI 320. CR: Field experience)
- 434 **Student Teaching: Physically Handicapped. 4,6 hrs. I, II.**
All-day supervised teaching in special classes in cooperating public schools and/or hospital settings; periodic seminars conducted by University faculty, accompany student teaching. (PR: CI 320, 444, 446)
- 440 **Special Education: Student Teaching with Mentally Retarded Children. 4-6 hrs. I, II.**
All-day supervised teaching in special classes in cooperating schools; periodic seminars conducted by University faculty accompany student teaching. (PR: CI 320, 433, and 446)
- 441 **Secondary Education: Literary Materials for English and Social Studies. 3 hrs.**
To acquaint teachers of English and social studies with a variety of literary selections suitable for students, grades 5-12. (PR: EDF 319)
- 445 **Teaching Content Reading. 3 hrs. I, II, S.**
Principles underlying the teaching of reading in junior and senior high schools. (PR: EDF 319)
- 446 **Reading Education: Individual Assessment and Prescription Language Instruction. 3 hrs., I, II.**
Study of reading-language difficulties, diagnostic devices and techniques, and preventive and prescriptive methods and materials. (PR: Admission to Teacher Education; CR: CI 343 and 471)
- 449 **Classroom Management Techniques for Secondary and Middle Childhood Teachers. 3 hrs. I, S.**
Classroom management with emphasis on practical techniques for dealing with management problems in secondary and middle school settings.
- 450 **Secondary Education: Supervised Student Teaching. 4-12 hrs. I, II.**
All-day teaching under supervision in cooperating schools; periodic seminars conducted by University faculty accompany student teaching. (PR: Methods in teaching specialization and permission)
- 452 **Middle Childhood Education: Supervised Student Teaching. 4-6 hrs. I, II.**
All-day student teaching in cooperating middle schools; periodic seminars conducted by University faculty accompany student teaching. (PR: Methods and permission)
- 453 **Special Education: Curriculum and Methods for the Mentally Retarded. 3 hrs. I, II.**
Principles and current trends in curriculum development are reviewed and evaluated toward the development of specific curriculums for the mentally retarded. Methods and materials are presented in relation to this development. (PR: CI 320 and 433 or permission)
- 454 **Working with Parents of Exceptional Students. 3 hrs.**
Principles and information designed to give the student an understanding of the needs and rights of parents of exceptional children and techniques to involve parents successfully in their child's education.
- 459 **Multicultural Influences in Education: Techniques and Strategies. 3 hrs. I, S.**
Multicultural education with an emphasis on methods and materials for teaching students from diverse cultural backgrounds.
- 466 **Problems in Curriculum Development For Public School Art K#12. 3 hrs. (Same as Art 466) (PR, ART 113 and 340)**
- 467 **Secondary Education: Teaching Social Studies. 3 hrs. II.**
Survey of materials and methods for teaching social studies. (PR: Admission to teacher education. CR, CI 470)
- 468 **Secondary Education: Teaching Art. 3 hrs. II.**
Survey of materials and methods for teaching art. (PR: Admission to teacher education. CR: CI 470)
- 469 **Secondary Education: Teaching Business Education. 3 hrs. II.**
Survey of materials and methods for teaching business subjects. (PR: Admission to teacher education. CR: CI 470)
- 470 **Level II Clinical Experience. (Corequisite with the courses designated; no credit hours)**
A Level U Clinical Experience teaching in a secondary public school. An opportunity to put theory into classroom practice. (PR: Admission to Teacher Education; CR: CI 428 or 467 or 468 or 469 or 473 or 474 or 476 or 477 or 478 or 479 or HEC 306)
- 471 **Level II Clinical Experience. (Corequisite for courses listed, no credit)**
A Level I Clinical Experience teaching in an elementary school. An opportunity to put theory into classroom practice. (PR: Admission to Teacher Education; CR: CI 342, 343, 446)
- 472 **Level II Clinical Experience.**
A Level U Clinical Experience teaching in an elementary or secondary public school. An opportunity to put theory into classroom practice. For music majors only. (PR: Admission to Teacher Education; CR: EDF 319)
- 473 **Secondary Education: Teaching Physical Education. 3 hrs. II.**
Survey of materials and methods for teaching physical education in grades 7-12 (men and women). (PR: Admission to teacher education and completion of P.E. activity competencies; CR: CI 470)

- 474 Secondary Education: Teaching the Sciences. 3 hrs. I, II.
Survey of materials and methods for teaching the sciences. (PR: Admission to teacher education. CR, Cl 470)
- 476 Secondary Education: Teaching Speech. 3 hrs.
Survey of materials and methods for teaching speech. Junior clinical experience of 25 hours in a school setting is required. (PR: 24 hours of speech and admission to teacher education. CR: CI 470)
- 477 Secondary Education: Teaching English. 3 hrs. II.
Survey of materials and methods for teaching English. (PR: Admission to teacher education. CR: Cl 470)
- 478 Secondary Education: Teaching Foreign Languages. 3 hrs. II.
Survey of materials and methods for teaching the languages. (PR: Admission to teacher education. CR: Cl 470)
- 479 Secondary Education: Teaching Mathematics. 3 hrs. II.
Survey of materials and methods for teaching mathematics. (PR: Admission to teacher education. CR, Cl 470)
- 480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs. I, II, S.
- 485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
Permission of chairman. Requires 2.5 GPA, limit of 6 hours to be used in professional education as a specialization.
- 495H-496H Readings for Honors in Education. 1-3; 1-3 hrs.
- 497-498 Instructional Television Course. 1-4 hrs.
A course based upon an Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the division.

CYTOTECHNOLOGY (CYL)

- (Prerequisite: Admission is subject to approval by the Admissions Committee of the School of Cytotechnology.)
- 438 Cytological Methodology. 3 hrs. I.
Routine methods in cytology (specimen processing, staining, record keeping). Special methods (filtration, concentrations). Clinical microscopy (routine and special methods: light, phase, dark field).
- 439 Elementary Cytology. 3 hrs. I.
General fundamentals of cell structure, embryology, bacteriology and mycology as related to the field of cytology. Anatomy and histology of the body as related to the field of cytology.
- 440 Genital Cytology. 6 hrs. I.
Cytology of the female genital tract in health and disease. The study of cells in normal, benign, and malignant stages of development.
- 441 Cytology of the Respiratory Tract. 3 hrs. II.
Cytology of the respiratory epithelium in health and disease. Study of the cell in normal conditions, in benign and malignant pathological conditions.
- 442 Cytology of the Body Cavities. 3 hrs. II.
Cytology of the pericardial, pleural, and abdominal cavities. Study of primary and metastatic tumors.
- 443 Cytology of the Urinary Tract. 3 hrs. II.
Study of the normal, benign, and malignant cell changes as they occur in health and disease of this system.
- 444 Cytology of the Breast. 3 hrs. II.
Cytology of breast secretion. Cell changes resulting from benign diseases and malignant tumors. Primary and secondary tumors are considered.
- 445 Cytology of the Gastro-Intestinal Tract. 3 hrs. S.
Study of the alimentary canal in health and disease.
- 446 Seminar. 1 hr. II.
Methods of case follow-up. Administration and professional relations with physicians and patients.
- 447 Advanced Methods in Cytology. 4 hrs. S.
Methods and procedures of tissue culture, chromosome analysis, and microphotography. Study of chromosome anomalies including Turner's, Down's, and Klinefelter's Syndrome. Study of pure mosaic anomalies.
- 480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
(PR: Permission)
- 485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
(PR: Permission)

DANCE (DAN)

- 101 Introduction to Dance. 3 hrs.
Introduction to dance forms, principles of dance techniques, and role of dance in society.
- 205 Dance for the Musical Theatre. 3 hrs.
Introduction to various dance forms and styles necessary for musical theatre. Training in rhythm

- and coordination with emphasis on elementary techniques and routines.
 210 Tap Dance. 2 hrs.
 Technique, styles, and rhythmic structures of tap dance for the theatre. Emphasis on steps, movement, and routines. Course may be repeated for total of four hours credit. 2 lec.-2 lab.
- 230 Ballet Technique. 2 h n.
 Classical ballet technique, exercise, routine, and drill for the dancer. Course may be repeated for a total of eight hours credit. 2 lec.-2 lab.
- 270 Dance Practicum. 1 hr.
 Opportunity to study and perform concert dance. (PR: Permission of instructor; may be repeated for a total of 4 hours credit)
- 280-283 Special Topics in Dance. 1-4; 1-4; 1-4; 1-4 hrs.
 Program of studl not normally covered in other courses. Topics vary from semester to semester.' (PR: Permission o department chairman)
- 301 Dance for Athletes. 3 hrs.
 A course in Ballet and Modern Dance designed specifically for the student-athlete involved in intercollegiate competition.
- 316 Modern Jan Dance. 2 hrs.
 Techniques, styles, and rhythmic structures of modern jazz dance. Emphasis on increasing personal expression and dance movement repertoire. Course may be peated for total of six hours credit. 2 lec.-2 lab.
- 320 Modern Dance Techni.que. 2 hrs.
 Principles, movement, and performance techniques in modern dance. Course may be repeated for total of four hours credit. 2 lec.-2 lab.
- 480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
- 485,488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
- 491-494 Dance Workshop. 1-4, 1-4, 1-4, 1-4.
 Practical participatory course for advanced students and professionals. Experience in new techniques, theories, and principles. Actual course title will vary with subject being covered. (PR: permission of instructor.)

ECONOMICS (ECN)

- 100 Current Economic Problems and Controversies. 3 hrs.
 Offers a rudimentary conception of economic theory, concemporary issues and problems in economics by approaching from an issue and problem standpoint. (Noc open to Business students who have completed Economics 250, 253)
- 250 Principles of Microeconomics, 3 hrs.
 Principles of scarcity, opportunity cost, and supply and demand are developed along with price and wage determination in the marketplace. International trade and poli_c_y problems are also examined.
- 250H Principles of Microeconomics Honors. 3 hrs.
 An accelerated course for specially selected freshmen and sophomores. Will substitute for ECN 250.
- 253 Principles of Macroeconomics. 3 hrs.
 Emphasis on macroeconomic models that explain the behavior of output, employment, and the price level in open and closed economies. Other topics include monetary and fiscal policies and economic growth. (PR: ECN 250)
- 253H Principles of Macroeconomics Honors. 3 hrs.
 An accelerated course for specially selected freshmen and sophomores. Will substitute for ECN 253. (Prerequisite ECN 250).
- 280-283 Special Topics. 14; 1-4; 14; 1-4 hrs.
- 310 Money and Banking. 3 hrs. I, II, S.
 Money, credit and credit institutions in the United States; monetary, fiscal, and banking functions of the Federal Reserve System, (PR: ECN 253 or permission)
- 326 Intermediate Macroeconomic Analysis. 3 hrs. I, II, S.
 National income accounting; macro-economic theories of output determination, employment, inflation, and growth; monetary and fiscal policies. (PR: ECN 253 and MTH 190, or permission)
- 328 Intermediate Microeconomic Analysis. 3 hrs.
 Micro-economic theories of the production and pricing of goods and services, payments to the factors of production. (PR: ECN 253 and MTH 190, or permission)
- 330 Business Economics. 3 hrs.
 Applications of economic analysis ro the solution of business problems. (PR: ECN 253 and MTH 190, or permission)
- 332 American Capitalism. 3 hrs.
 Analysis of American Capitalism in terms of how interacting economic, political and class systems allocate resources and outputs. Includes empirical evaluation of conservative, liberal and radical views. (PR: ECN 253 or permission)
- 342 Economic Development of the United States. 3 hrs.
 History of the economy; political-economic determinants of growth patterns; the evolution of

corporations, unions, and other institutions. (PR: EC N 253 or permission)

350

American Labor History. 3 hrs.

The history of the American labor movement. (Same as History 350)

351

Government and Business. 3 hrs.

Business ideologies and organizations; the business system within the economy; anti-trust and other laws. (PR: EC N 253 or permission)

405

Environmental Economics. 3 hrs.

An application of basic economic theory to a consideration of a wide range of environmental problems including pollution, natural resource exhaustion, population and economic growth. (PR: EC N 253 or permission)

408

Comparative Economic Systems. 3 hrs.

Marxism, capitalism, communism, fascism and socialism considered as theories, movements and actual political economies. (PR: EC N 253 or permission)

410

The Soviet Economic System. 3 hrs.

Origins of the Soviet economy. A discussion of central planning and the organization of industry and agriculture. Emphasis on recent and current performance and future problems. (PR: EC N 253 or permission)

415

Regional Economics. 3 hrs.

A study of location theory and regional development within a framework of economic theory. (PR: EC N 253 or permission)

420

International Economics. 3 hrs.

Movement of goods and balance of payments among nations; exchange rates; exchange controls and tariffs; problems and policies. (PR: EC N 253 or permission)

422

Introduction to Mathematical Economics. 3 hrs.

Modern mathematical methods for use in economics and other social sciences. (PR: EC N 253 and MTH 190, or permission)

423

Introduction to Econometrics. 3 hrs.

Combines economic theory with real data to obtain quantitative results for purposes of explanation and prediction. The development of useful economic models applicable to present day world problems. (PR: EC N 253, MOT 318 and MTH 190, or permission)

440

History of Economic Thought. 3 hrs.

Economic theories and ideas from the earliest economists to those of Marshall and Keynes. (PR: EC N 253 or permission)

441

Contemporary Economic Thought. 3 hrs.

A survey of 20th century economic thought that includes traditional, institutional, Keynesian and Marxian theory. (PR: EC N 253 or permission)

450

Public Finance. 3 hrs.

Analysis of governmental activities pertaining to raising of revenue and expenditure of monies; analysis of public debt and fiscal programs at all levels of government. (PR: EC N 253 or EC N 300, or permission.)

456

Labor Economics. 3 hrs.

Theoretical and empirical analysis of labor markets, wage determination, hours of work, unemployment and inflation, unions and collective bargaining and related subjects in their social and legal contexts. (PR: EC N 253)

460

Economic Development. 3 hrs.

A study of the problems, dynamics and policies of economic growth and development in underdeveloped and developed countries. (PR: EC N 253 or permission)

464

Economics of Human Resources. 3 hrs.

Analysis of the earnings and employment of selected social, economic and demographic groups. Actual and proposed manpower policies and programs are examined using a human capital model and alternative theories. (PR: EC N 253 or permission)

465

Research in Economics. 3 hrs.

A detailed study of a current economic problem requiring the application of economic theory and quantitative analysis. A written and oral report will be presented to faculty and students.

480-483

Seminar in Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.

Members of the department may teach, when necessary, any economics subject not listed among the current course offerings. (PR: Nine hours of economics, senior standing, or permission)

485-488

Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.

A research project conducted by a qualified student under guidance of a member of the department; involves gathering of data, interpretation, and presentation of findings in a written report. (PR: Twelve hours of economics, senior standing, or permission)

490

Internship. 3-12 hrs. (CR/NC)

A supervised internship in which the student works for a business firm/agency to gain practical experience in the student's major. The program of work and study will be defined in advance and the student's performance will be evaluated. (PR: Permission of Dean)

495H-496H

Readings for Honors in Economics. 4; 4 hrs. I, II.

Open only to economics majors of outstanding ability. (See Honors Courses)

EDUCATIONAL FOUNDATIONS (EDF)

- 114 Introduction to Education. 3 hrs. I, II, S.
A basic course designed to give the prospective education major an orientation to the profession. Emphasis is given to professional qualifications, career opportunities, contemporary issues, historical and philosophical foundations of education.
- 218 Human Development. 3 hrs. I, II
A basic course in the study of children's emotional, social, mental, and physical development. Field experience required. (PR: Sophomore standing. CR: 270)
- 270,272 Level I Clinical Experience. (Corequisite with Educational Foundations 218; no credit hour)
A public school Clinical Experience in an elementary public school. An opportunity to work with faculty, staff and students in a teaching/learning environment. (CR: EDF 218)
- 280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
- 319 Human Development (Teaching and Learning). 3 hrs. I, II, S.
A study of the psychological principles which are the foundation for learning and teaching. (PR: EDF 218)
- 402 Psychology of the Middle Childhood Student. 3 hrs.
Study of developmental principles relating to the physical, cognitive, social and moral development of the middle childhood student (10-14 years old).
- 406 Foundations of Education. 3 hrs. I, II, S.
A survey of the historical, philosophical and sociological foundations of American education with emphasis upon current educational problems and issues. (PR: Junior standing)
- 415 History of Modern Education. 3 hrs. I, II, S.
Our debt to the ancient Hebrews, Greeks, and Romans. Emphasis also is placed upon the movements since the beginning of the Renaissance. (PR: Junior standing)
- 417 Statistical Methods. 3 hrs. I, II, S.
A foundation course in descriptive and inferential statistics as applied in education and the social sciences. (PR: Junior standing)
- 435 Tests and Measurements. 3 hrs. I, II, S.
History, philosophy and elementary statistical methods for testing, measuring and evaluating pupil behavior are studied. (PR: Junior standing)
- 480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
- 485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
- 49SH-496H Readings for Honors in Foundations of Education. 1-3; 13 hrs.

EDUCATIONAL MEDIA (EDM) (See Instructional Technology and Library Science)

ENGINEERING

ELECTRICAL ENGINEERING (EE)

- 201 Circuits I. 4 hrs. I.
Fundamental concepts. Basic circuit laws. Principles of electrical measurements. Introduction to network theory. Computer applications. 3 lec-3 lab (PR or CR: MTH 231)
- 202 Circuits II. 4 hrs. II.
Continuation of Circuits I. Sinusoidal steady state network theorems. Fourier methods. Laplace transforms. Computer applications. 3 lec-3 lab (PR: EE 201. PR or CR: MTH 335)
- 204 Introductory Digital Logic Design. 3 hrs. I.
Digital Systems, Number Systems; Boolean Switching Algebra; Logic Design; Sequential Networks; Digital Subsystems. (PR: CIS 203; CR: MTH 131)

ENGINEERING MECHANICS (EM)

- 213 Statics. 3 hrs. I.
Particle and rigid body mechanics for static force systems. Computer applications. 3 lec. (PR: EG 107; PR or CR: MTH 230)
- 214 Dynamics. 3 hrs. II.
Laws of motion, work and energy, impulse and momentum, relative motion. Computer applications. 3 lec. (PR: EM 213; PR or CR: MTH 231)
- 215 Engineering Materials. 3 hrs. I.
Properties and testing of engineering materials. Computer applications. 2 lec-3 lab. (PR or CR: EM 213)
- 216 Mechanics of Deformable Bodies. 4 hrs. II.
Strength of materials, shear and moment diagrams, stresses in shafts, beams and columns; combined stresses, deflections; computer applications. 4 lec. (PR: EM 213; PR or CR: MTH 231)

- 218 Fluid Mechanics. 4 hrs. 11.
Principles of hydrostatics and hydrodynamics; computer applications. 3 lec-3 lab (PR or CR: EM 214 and MTH 231)

GENERAL ENGINEERING (EG)

- 101 Engineering Graphics. 3 hrs. I, 11.
Orthographic projection; conventional representations and sections. Introduction to descriptive geometry. Introduction to computer-aided graphics. 2 lec-4 lab
- 106 Computer Aided Drafting and Design for Engineers and Scientists. 3 hrs. I, II.
Principles of computer aided drafting and design for engineers and scientists using microcomputers. Use of graphic pads and plotters. 1 lec-3 lab. (PR: EG 101 or permission of instructor)
- 107 Engineering Computations. 2 hrs. I, II.
Use of electronic calculators, format for engineering calculations; significant figures and dimensional analysis; graphs; computer applications. 1 lec-2 lab. (PR or CR: MTH 122 or 131)
- 108 Engineering Design. 2 hrs. II.
Principles of elementary engineering investigations and design. Computer applications. 2 lec. (PR: EG 107)
- 221 Engineering Economy. 3 hrs. I.
Economic selection of machines, structures and processes. Computer applications. 3 lec. (PR: EG 107)
- 280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 I, II.
(PR: Permission of Instructor)
- 285-288 Independent Study. 1-4; 1-4; 1-4; 1-4. I, II.
(PR: Permission of instructor)
- 290 Internship in Engineering. 1-4 hrs.
Supervised off-campus activities which provide professional experience in different fields of engineering. (PR: Permission)

ENGLISH (ENG)

Advanced placement in English is granted on the basis of the Educational Testing Service (E1S) Advanced Placement Test scores. Students who score five or four in English are given credit for English 101. Students with enhanced ACT scores of 34 or better should notify the Director of Writing who will then arrange for credit in ENG 101-102 to be assigned to the student's record. Special sections of composition for international students are designated in schedules as English 101A and 102A.

- 099 Preparatory English. 3 hrs. I, II, S.
A course in Basic English with emphasis on writing, revising, and usage. The graduation requirement is increased by three hours for students assigned to English 099.
- 101-102 English Composition. 3 hrs. each. I, II, S.
Fundamentals of English composition with extensive practice in the process of writing and revising. (PR for 101: Enhanced ACT English score of 18, English 099, or passing Placement Examination; PR for 102, English 101)
- 201H English Composition Honors. 3 hrs. I, II.
An accelerated course in English composition. Completion of 201H with a C or better satisfies the University requirement in freshman composition. Students completing the course are awarded three additional hours of credit toward graduation. (PR: Enhanced ACT English score of 30)
- 280-283 Special Topics. 1-4 hrs. each.
Writing courses to meet needs of special groups. Cannot be substituted for English 101-102 or English 201H.
- 300 English Literature. 3 hrs. I, II, S.
Study of the works of major authors from the beginnings to the present, including Chaucer, Shakespeare, Milton, Pope, Wordsworth, Coleridge, Keats, and Eliot. (PR: ENG 102 or 201H)
- 301 American Literature. 3 hrs. I, II
Study of the works of major authors from the beginnings to the present, including Hawthorne, Poe, Emerson, Thoreau, Whitman, Twain, Faulkner, and Frost. (PR: ENG 102 or 201H)
- 304 Appalachian Fiction. 3 hrs. I, II, S.
Study of short fiction and novels of literary merit which examine the Appalachian experience. Emphasis on Wolfe, Arnow, Stuart, Elizabeth M. Roberts, and others. (PR: ENG 102 or 201H)
- 305 Appalachian Poetry. 3 hrs.
A study of the poetry reflecting the intellectual, emotional, and aesthetic experience of Appalachia. It includes popular ballads, fugitive and agrarian poetry, and modern poetry. (PR: ENG 102 or 201H)
- 306 Introduction to Drama. 3 hrs.
Study of drama as a literary type from the earliest periods to 1870, with emphasis on the development and analysis of form, structure, and language. (PR: ENG 102 or 201H)
- 307 Modern Drama. 3 hrs.
British and American plays since 1870, with their backgrounds in foreign literatures. (PR: ENG 102 or 201H)

- 308 Contemporary Drama. 3 hrs.
British and American plays since 1945. (PR: ENG 102 or 201H)
- 309 Literature of Fantasy. 3 hrs.
Study of different forms, conventions, and styles in fantastic literature, such as in legend, fairy tale, horror story, heroic fantasy, nonsense, and romance. (PR: ENG 102 or 201H)
- 310 Biography. 3 hrs.
British, American, and world literature as seen through selected major biographies. The study of biography as a literary type. (PR: ENG 102 or 201H)
- 311 Science Fiction. 3 hrs. I, II.
Study of science fiction in its background, themes, types, analyses, and appreciation. (PR: ENG 102 or 201H)
- 313 Introduction to Poetry. 3 hrs.
Theory, prosody, analysis, and principal types, forms, and themes; selected examples through literary periods and cultures. (PR: ENG 102 or 201H)
- 315 Introduction to Novel. 3 hrs.
An introduction to the basic elements of the novel, such as forms and techniques, through careful reading of selected novels and criticism concerning them. (PR: ENG 102 or 201H)
- 320 The Political Novel. 3 hrs.
Studies in English and American novels relating significantly to political themes. (PR: ENG 102 or 201H)
- 325 Shakespeare. 3 hrs. I, II, S.
The major comedies, tragedies, and histories. (PR: ENG 102 or 201H)
- 329 Twentieth Century Novel. 3 hrs.
Criticism and analysis of principal British and American novels since 1900. (PR: ENG 102 or 201H)
- 331 Introduction to Short Story. 3 hrs. I, II, S.
Criticism and analysis of representative short stories, primarily British and American, (PR: ENG 102 or 201H)
- 340 Introduction to Afro-American Literature. 3 hrs.
A survey of major writers and types of literature. (PR: ENG 102 or 201H)
- 344 Film and Fiction. 3 hrs.
The relationship between literature and cinema: analysis of literary masterpieces and the films from which they are derived. (PR: ENG 102 or 201H)
- 354 Scientific and Technical Writing. 3 hrs.
Acquaints students with types and styles of written reports required in science, government, industry, and medicine. Practical applications adapted to the needs of the individual student. (PR: ENG 102 or 201H)
- 360 Introduction to Creative Writing. 3 hrs.
An introduction to writing of fiction and poetry. (PR: ENG 102 or 201H)
- 370 Practicum in Writing. 3 hrs.
Junior-level course in the writing processes involved in completing a research project in any discipline within the university: exercises in style, revision, form; documentation, abstracting, summary, paraphrasing, and quotation. (PR: ENG 102 or 201H)
- 377 Creative Writing{:} Poetry. 3 hrs.
Practice in writing poetry. (PR: ENG 360 or permission of instructor)
- 378 Creative Writing{:} Fiction. 3 hrs.
Practice in writing fiction. (PR: ENG 360 or permission of instructor)
- 402 Composition and Rhetoric for Teachers. 3 hrs.
Survey of rhetorical invention and modes of the composing process, with intensive practice in writing. (PR: ENG 102 or 201H)
- 405 History of the English Language. 3 hrs.
The phonology, spelling, grammar, syntax, and vocabulary of previous language periods as background to Modern English. (PR: ENG 102 or 201H)
- 408 Advanced Expository Writing. 3 hrs.
Reports, theses, briefs, abstracts and other expository types. Adapted to the needs of the individual student. (PR: ENG 102 or 201H)
- 409 Milton. 3 hrs.
Biographical and critical study, including Milton's English poetry and prose, and his literary and intellectual milieu. (PR: ENG 102 or 201H)
- 411 Chaucer. 3 hrs.
The poetry of Chaucer, chiefly the Canterbury Tales, in the light of medieval tradition and critical analysis. (PR: ENG 102 or 201H)
- 413 English Novel to 1800. 3 hrs.
Defoe, Richardson, Fielding, Smollett, and Sterne, with supporting study of their most important predecessors and contemporaries. (PR: ENG 102 or 201H)
- 414 Nineteenth Century English Novel. 3 hrs.
Austen, Scott, the Brontës, Dickens, Thackeray, Hardy and others. (PR: ENG 102 or 201H)
- 415 Victorian Poetry, 3 hrs.
Tennyson, Browning, Arnold and others. (PR: ENG 102 or 201H)

- 417 **English Drama to 1642. 3 hrs.**
Non-Shakespearean English drama from its beginning to the closing of the theatres. (PR: ENG 102 or 201H)
- 420 **Senior Seminar in Literature. 3 hrs. II.**
Advanced study of forms and movements. Individual research required. Limited to English majors with senior class standing.
- 421 **American Literature to 1830. 3 hrs. Alternate Years.**
Study of American literature of the Puritan, Colonial, and Federal periods, including such authors as Jonathan Edwards, Edward Taylor, Benjamin Franklin, Phillis Wheatley, Washington Irving, and William Cullen Bryant. (PR: ENG 102 or 201H)
- 422 **American Literature, 1830-1865. 3 hrs. Alternate Years.**
American literature of the Romantic Period, including such authors as Emerson, Poe, Melville, Hawthorne, Whitman, and lesser figures of the period. (PR: ENG 102 or 201H)
- 423 **American Literature, 1865-1914. 3 hrs. Alternate Years.**
American literature of the Realistic and Naturalistic periods, including such authors as Howells, Twain, James, Dreiser, Dickinson, and Frost. (PR: ENG 102 or 201H)
- 425 **Southern Writers**
The study of selected writers of the American South from the beginnings to the present with special attention on writers after 1920. (PR: ENG 102 or 201H)
- 433 **Contemporary English Poetry. 3 hours.**
Principal poetry since the Victorian period. (PR: ENG 102 or 201H)
- 434 **Contemporary American Poetry. 3 hrs.**
Principal poetry since 1900. (PR: ENG 102 or 201H)
- 436 **Medieval English Literature. 3 hrs.**
Old English elegiac and heroic poetry; Middle English lyrics and romances; the Ricardian poets and Malory. (PR: ENG 102 or 201H)
- 437 **Tudor Literature: Poetry and Prose of the 16th Century. 3 hrs.**
Survey includes works by More, Skelton, Wyatt, Sidney, Spenser, Nashe, Marlowe, Raleigh, Lyly, and Shakespeare, excluding drama. (PR: ENG 102 or 201H)
- 438 **17th Century Literature: Poetry and Prose. 3 hrs.**
Survey includes Donne and the Metaphysical poets, the Cavalier lyricists, Bacon, Browne, Herbert, Jonson, Burton, Walton, Hobbes, and Bunyan. (PR: ENG 102 or 201H)
- 446 **Drama of the Restoration and 18th Century. 3 hrs.**
Trends, movements, and dramatic types in the English theatre of this period. (PR: ENG 102 or 201H)
- 447 **English Romantic Poets. 3 hrs.**
Emphasis on Blake, Wordsworth, Coleridge, Byron, Shelley, and Keats. (PR: ENG 102 or 201H)
- 450 **Western World Literature to the Renaissance. 3 hrs. I.**
Major works (excluding English), with emphasis on Homer, the Greek Drama, Vergil, Dante, and Cervantes. (PR: ENG 102 or 201H)
- 451 **Western World Literature Since the Renaissance. 3 hrs. II.**
Major works (excluding English and American), with emphasis on Racine, Moliere, Goethe and principal continental fiction. (PR: ENG 102 or 201H)
- 455 **Literary Criticism. 3 hrs.**
Historical study, with application of principles. (PR: ENG 102 or 201H)
- 460 **English Literature from 1660 to 1745. 3 hrs.**
Dryden, Swift, Pope, and their contemporaries. (PR: ENG 102 or 201H)
- 461 **English Literature from 1745 to 1800. 3 hrs.**
Major literature of the Age of Johnson. (PR: ENG 102 or 201H)
- 475 **Introduction to Linguistics. 3 hrs. I, II.**
The structural and descriptive approach to study of the English language. (PR: ENG 102 or 201H)
- 476 **Modern Grammar. 3 hrs.**
A descriptive analysis of the structure of present day American English, utilizing the basic theory of generative transformational grammar. (PR: ENG 102 or 201H)
- 477 **Linguistics for Elementary School Teachers. 3 hrs.**
Application of principles of linguistic science to the teaching of language arts in the elementary grades. (PR: ENG 102 or 201H)
- 480-483 **Special Topics. 1-4 hrs. each.**
(PR: Permission of chair)
- 485-488 **Independent Study. 1-4 hrs. each**
(PR: Permission of chair)
- 491 **Creative Writing: Poetry Workshop. 3 hrs.**
A practical and intensive class in exploring the varieties of creative expression; exercises on the creating of verse in different forms and styles. (PR: ENG 377 or permission of instructor)
- 492 **Creative Writing: Fiction Workshop. 3 hrs.**
Offers students a forum for presentation, discussion, and refinement of their work, either short stories or novels. (PR: ENG 378 or permission of instructor)
- 495H-496H **Readings for Honors in English. 2-4; 2-4 hrs. I, II.**
Open only to English majors of outstanding ability. Possible study areas include world literature, works of individual authors, etc. See Honors Courses. (PR: Permission of chair)

ENGLISH AS FOREIGN LANGUAGE (EFL)

- 101 **Elementary English as a Foreign Language (Oral Approach). 3 hrs.**
Study of the basic principles of English, stressing the oral-aural. Emphasis on pronunciation, intonation, and particularly on elementary meaning units (EMUs). (PR: None, but class may be mandatory when score is below 81 on Michigan Test of English Language Proficiency)
- 102 **Elementary English as a Foreign Language (Oral Approach). 3 hrs.**
A continuation of EFL 101. (PR: EFL 101 or a score of 82-86 on the Michigan Test of English Language Proficiency)
- 203 **Intermediate English as a Foreign Language (Oral Approach). 3 hrs.**
Review and reinforcement of grammatical and phonological patterns. Oral practice, structural drills, and conversational vocabulary. Great stress on EMUs. (PR: EFL 102 or a score of 87-90 on the Michigan Test of English Language Proficiency)
- 204 **Intermediate English as a Foreign Language (Oral Approach). 3 hrs.**
A continuation of EFL 203. (PR: EFL 203 or a score of 91-94 on the Michigan Test of English Language Proficiency)

FINANCE AND BUSINESS LAW (FIN)

BUSINESS LAW

- 307 **Legal Environment of Business. 3 hrs. I, II, S.**
The nature of law and judicial system. The relationship of law, government, ethics and the consumer to business enterprise. Includes the study of contracts, law of sales, torts, government regulation of business, environmental and consumer protection. (PR: Junior standing)
- 308 **Commercial Law. 3 hrs. I, II, S.**
A continuation of Finance 307. Emphasizes in-depth case study of the law of commercial paper, business organizations, security, and real and personal property. (PR: FIN 307)
- 309 **Consumer Protection. 3 hrs.**
An in-depth study of current consumer protection problems facing the consumer and businessman. Emphasis will be placed on current Federal and State statutes including the U.C.C., F.T.C.A., C.C.P.A., and W.V.C.C.P.A. (PR: FIN 307 or permission)
- 409 **Corporate Process. 3 hrs.**
A casebook review of taxation of business enterprises, private methods of corporate controls, regulation of securities, business acquisitions, regulation of pricing, compensation plans, relations with employees (Labor Law), local government regulation; administrative agency procedures and the business in financial difficulty. (PR: FIN 307, FIN 323 or permission)

INSURANCE

- 225 **Principles of Insurance. 3 hrs. I, II.**
A survey course on the nature of risks in all lines of insurance and methods for meeting those risks.
- 327 **Life and Health Insurance. 3 hrs. I, II, S.**
Legal facets of life and health insurance; the insurance contract; risk selection; programming; mathematics of life and health insurance, group insurance; business uses of life insurance.
- 329 **Property and Liability Insurance. 3 hrs. II, S.**
Principles and legal facets of risk management in fire and marine; business and personal liability; allied lines; and automobile insurance, with emphasis on the fire, liability, and automobile insurance contracts.
- 405 **Social Insurance. 3 hrs. I, S.**
Coverage and limitations of social insurance; social security; worker's compensation; unemployment insurance; medicare, medicaid, integration with private insurance.
- 410 **Risk Management and Insurance. 3 hrs.**
The identification and measurement of risk and the methods and tools used by the risk manager. (PR: FIN 323 and MGT 320)

FINANCE

- 201 **Personal Finance. 3 hrs. I, II, S.**
To assist the consumer in management of personal financial affairs. Topics are consumerism, insurance, savings instruments, banking, personal expenditures and budgeting, personal taxes, house buying, introduction to investments, and estate planning. (Not open to Business majors with junior and senior standing.)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 323 **Principles of Business Finance. 3 hrs. I, II, S.**
Business finance from viewpoint of business manager; use of financial statements, tools, and concepts for measuring and planning for profitability and liquidity. (PR: MGT 318, ECN 250, ACC 216, and MTH 190 and Junior standing)

- 323-H **Principles of Business Finance Honors. 3 hrs. I, II.**
An accelerated course for specially selected juniors. (PR: ACC 216, MGT 318)
- 325 **Commercial Banking. 3 hrs. II.**
Bank structure; asset and liability management; management of reserves; liquidity management; credit analysis and loan administration; costs and pricing of bank services; analysis of bank performance and capital adequacy; evolution of the "financial supermarket." (PR: ECN 310, FIN 323)
- 343 **Corporate Financial Management. 3 hrs.**
Application of financial principles to corporate business problems. Computer analysis will be utilized where appropriate. (PR: FIN 323, CIS 101)
- 351 **Legal Aspects of Health Care Organizations. 3 hrs.**
A survey of basic legal problems facing a hospital administrator. The study also includes constitutional and administrative law issues dealing with medicaid and medicare and regional planning. (PR: FIN 307 and MGT 350)
- 356 **Financial Management of Health Care Organizations. 3 hrs.**
Management of working capital, evaluation of financial data, capital budgeting, the capitalism process, and the study of third party reimbursement systems. (PR: FIN 323 and MGT 350)
- 370 **Principles of Investment. 3 hrs. I, II.**
A study of risks and returns of investment media in relation to the primary investment objectives of the investors. (PR: FIN 323 or permission)
- 420 **Capital Budgeting. 3 hrs.**
Detailed study of capital budgeting techniques. Computer analysis will be utilized where appropriate. (PR: FIN 343)
- 425 **Security Analysis and Portfolio Management. 3 hrs.**
Analytical procedures for valuing various financial securities and techniques for the creation and maintenance of portfolios. (PR: FIN 370)
- 430 **Principles of Real Estate. 3 hrs. I.**
A broad study of the principles of real estate media in relation to the instruments, investments, leasing, brokerage, management, development and appraisal. (PR: FIN 307, FIN 323, or permission)
- 435 **Money Markets and Capital Formation. 3 hrs. II.**
Study of federal monetary theory and practices, as well as federal fiscal policies. More emphasis will be placed on the activities of financial institutions than on single businesses or on individual investors. Included in the capital market area is the study in some depth of the operations of registered securities exchanges and the over-the-counter market. (PR: FIN 323 or permission)
- 440 **International Finance. 3 hrs.**
International financing techniques and the role of finance in multinational organizations. (PR: FIN 343)
- 470 **Advanced Financial Analysis and Planning. 3 hrs. I, II.**
Financial planning, working capital management, capital budgeting, dividend policy and comprehensive problems. (PR: FIN 323)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Study of an advanced topic not normally covered in other courses. Finance majors only, with permission of department chairman.
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 490 **Internship. 3-12 hrs. (CR/NC)**
A supervised internship in which the student works for a business firm/agency to gain practical experience in the student's major. The program of work and study will be defined in advance and the student's performance will be evaluated. (PR: Permission of Dean) (CR/Non-CR)
- 495H-496H **Readings for Honors in Finance. 2-4; 2-4 hrs.**
Open only to students of outstanding ability. See Honors Courses.

FINE ARTS (FA)

- 101 **Introduction to the Arts. 3 hrs.**
An introduction to art, music and theatre which explores the relationships and distinctions among the arts.

FRENCH (FRN)

- 101-102 **Elementary French. 3; 3 hrs. I, II, S.**
Pronunciation, conversation, reading, and composition with emphasis on aural/oral development. (PR for 102, French 101 or one unit credit of high school French or departmental examination)
- 150-151 **Applied French. 1; 1 hr.**
One hour credit is earned for each full semester of residence in the Modern Language House and/or individual applied work. Students agree to speak only the language in which they are enrolled while on the floor of the House and during MLH activities. (PR: Permission of Department)

- ¹161R-162R **Elementary French Reading Approach. 3; 3 hrs. I, II.**
Emphasis on rapid development of reading and comprehension skills through the recognition of patterns based on the act of reading French itself and intensive word study. Taught in English. Not open to majors. (PR for 162R: FRN 161R)
- 203 **Intermediate French. 3 hrs. I, II, S.**
Continuation on the intermediate level of the basic language skills: pronunciation, conversation, reading, and composition with emphasis on aural/oral development. (PR for 203: FRN 102 or two units of high school French or departmental examination)
- 204 **Intermediate French. 3 hrs. I, II, S.**
Development of practical conversational skills, reading for comprehension, and directed composition. (PR for 204: FRN 203 or three or four units of high school French or departmental examination)
- 240 **French Society and Life. 3 hrs. I or II.**
Selected topics relating to culture and life in the French-speaking countries. Lectures, readings, and discussions in English.
- 250-251 **Applied French. I; 1 hr.**
One hour credit is earned for each full semester of residence in the Modern Language House and/or individual applied work. Students agree to speak only the language in which they are enrolled while on the floor of the House and during MLH activities. (PR: Permission of Department)
- ¹263R **Intermediate French Reading Approach. 3 hrs. I.**
Emphasis on rapid development of reading skills in magazines, newspapers, and journals accompanied by review of verb systems and advanced grammatical principles. Not open to majors. (PR for 263R: FRN 162R)
- ¹264R **Intermediate French Reading Approach. 3 hrs. II.**
Emphasis on reading for comprehension in short stories, periodicals, and technical journals according to student interest. Not open to majors. (PR for 264R: FRN 263R)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: FRN 204)
- 310-311 **Advanced Conversation. 3; 3 hrs.**
Pronunciation, phonetics, oral practice with use of language laboratory and records. Emphasis is on oral skills with vocabulary building and refinement of pronunciation. (PR for 310: FRN 204 or four units of high school French. PR for 311: French 204).
- 314 **Studies in Language Laboratory Techniques. 3 hrs. II.**
Training in the use of laboratory equipment. Clinical practice in the use of laboratory facilities. 2 hour lab to be arranged. Open to education majors only. (PR: FRN 204)
- 315-316 **Advanced Grammar and Composition. 3; 3 hrs.**
Study of idioms, grammatical structure, and syntax with emphasis on free composition, use of language laboratory, and formal study of the art of translation from English to French. (PR for 315-316: FRN 204)
- 317-318 **Survey of French Literature. 3; 3 hrs.**
A study of important literary movements, representative authors and their works from the Middle Ages to present. (PR: FRN 204)
- 350-351 **Applied French. 1-4; 1-4 hrs.**
Credit is earned for each full semester of residence in the Modern Language House and/or individual applied work. Students agree to speak only the language in which they are enrolled while on the floor of the House and during MLH activities. Mini papers and/or presentations are required for maximum hours credit. (PR: Permission of Department)
- 401 **Seventeenth Century French Theater. 3 hrs.**
Study of representative plays by the classical dramatists Corneille, Moliere, and Racine. This course is conducted entirely in French. (PR: FRN 204)
- 402 **Eighteenth Century French Literature. 3 hrs.**
Study of representative works by the philosophes, Montesquieu, Rousseau, Voltaire, and Diderot. The course will be conducted in French. (PR: FRN 204)
- 403 **Nineteenth Century French Novel. 3 hrs.**
A study of major novels chosen to illustrate the romantic, realistic, and naturalistic literary movements. The course is conducted in French. (PR: FRN 204)
- 404 **Twentieth Century French Novel. 3 hrs.**
A study of representative 20th century French novels by Proust, Malraux, Sartre, Camus, Robbe-Grillet. The course will be taught in French. (PR: FRN 204)
- 405-406 **French Civilization and Culture. 3; 3 hrs.**
French culture from prehistoric to modern times with emphasis on contemporary life and French institutions. This course is conducted in French, and full language credit is given. (PR for FRN 405 or 406: FRN 204)
- 450-451 **Applied French. 1-4; 1-4 hrs.**
Credit is earned for each full semester of residence in the Modern Language and/or individual applied work. Students agree to speak only the language in which they are enrolled while on the

¹Anyone who opts for Reading Approach course 161R must continue through the sequence or start again with the regular 101.

floor of the House and during MLH activities. Mini papers and/or presentations are required for maximum hours credit. (PR: Permission of Department)

480-483 **Special Topics.** 1-4; 1-4; 1-4; 1-4 hrs. I, II.

A course for advanced students sufficiently prepared to do constructive work in phases of the language or literature of interest to them. (PR: FRN 204 or permission)

485-488 **Independent Study.** 1-4; 1-4; 1-4; 1-4 hrs.

(PR: FRN 204)

495H-496H **Readings for Honors in French.** 2-4; 2-4 hrs. I, II.

Open only to French majors of outstanding ability. See Honors Courses.

GEOGRAPHY (GEO)

100 **Cultural Geography.** 3 hrs. I, II.

A survey of major countries of the world in a regional context with emphasis on cultural elements that are significant to man.

101 **Physical Geography.** 4 hrs. I, II.

Systematic survey of earth-sun relationships, land-surface form, climate, soils, water, natural vegetation, and other natural content as a background for human geography. 3 lec-2 lab.

203 **Economic Geography.** 3 hrs. I, II, S.

World geography with units built around specific products of agriculture, manufacturing, and mining, as related to human numbers, soil, climate, geology, and other factors of natural environment.

206 **Geography of West Virginia.** 3 hrs.

Transportation, population, mining, industry, and agriculture as related to climate, soils, land forms, and other natural environmental items.

280-283 **Special Topics.** 1-4; 1-4; 1-4; 1-4 hrs.

302 **Geography of Europe.** 3 hrs.

Relationship between man's activities and natural environment studied by countries, with attention given to inter-relation of countries.

305 **Geography of North America.** 3 hrs.

Natural regional divisions emphasizing major economic activities and environmental factors with chief emphasis given to the United States.

309 **Geography of South America.** 3 hrs.

A study of settlement, transportation, manufacturing, agriculture, geopolitics, and natural resources of South American countries.

314 **Geography of Middle East.** 3 hrs.

A geographical study of agriculture, transportation, manufacturing, settlement, geopolitics, and natural resources of the Middle Eastern countries.

315 **Geography of Africa.** 3 hrs.

Low latitude and lower middle latitude regions given relationship approach with national and sectional problems stressed.

317 **World Geography Problems.** 3 hrs. I, II, S.

Agriculture, industry, mining and transportation studied on global basis. Physical geography introduced and regional climatic approach clarified.

320 **Conservation of Natural Resources.** 3 hrs. I, II.

A study of the critical resources approached from the historic, geographical, ecological, and recreational viewpoints.

401 **Historical Geography of the United States.** 3 hrs.

Study of coastal settlements, the population spread through Appalachia and the Mississippi Basin and the development of intermountain and Pacific Coast centers.

402 **Geography of Appalachia.** 3 hrs.

A study of settlement, transportation, manufacturing, agriculture and resource potential.

403 **Geography of Asia.** 3 hrs.

Special attention given activities and environment in representative continental countries and nearby islands.

405 **Political Geography.** 3 hrs.

A systematic and regional survey of world political problems and international relations stressing studies of the United States, Europe, and the Soviet Union.

408 **Geography of Mexico and Central America.** 3 hrs.

A geographical study of agriculture, transportation, settlement, geopolitics, and natural resources.

410 **Urban Geography.** 3 hrs.

Study of city function, patterns, past and current problems confronting the city including planning, zoning, housing, and urban renewal.

412 **Geography of Soviet Union.** 3 hrs.

Russian agriculture, mining, grazing, industry, and transportation examined in environmental terms.

414 **Methods and Techniques of Regional Planning.** 3 hrs.

Introductory planning with emphasis on methods, techniques, tools and principles necessary to accomplish objective regional planning.

415 **Regional Planning and Development.** 3 hrs.

- The philosophy, theories, and principles involved in planning of urban and rural areas. (PR: GEO 414 or permission of instructor)
- 416 **Urban and Rural Land Use. 3 hrs.**
A study of the principles and techniques of urban-rural land use, and the problems and issues encountered in the practice of land use.
- 417 **Coal Industries Studies: Past & Present. 3 hrs.**
An interdisciplinary study for all facets of the coal industry within a historic perspective. Emphasis is placed upon coal industry of West Virginia and the tri-state region.
- 418 **Geography for Teachers. 3 hrs.**
A study of elements of geography most essential for effective teaching of geographic content in professional education and the social studies.
- 420 **Field Geography of West Virginia. 3 hrs.**
Representative areas in lumbering, mining, agriculture, and industry studied through field methods.
- 425 **Climatology. 3 hrs.**
A study of elements of weather and climate, methods of climatic classification, and distribution and characteristics of world climate regions.
- 429 **Cartography. 3 hrs.**
Understanding principles and developing skills in the use of cartographic drafting equipment and in map making.
- 430 **Cartography and Geographic Information Systems. 3 hrs.**
Introduction to computer use in mapping and geographic information systems.
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 495H-496H **Reading for Honors in Geography. 4; 4 hrs. I, II.**
See Honors Courses.

GEOLOGY (GLY)

- 110 **General Geology. 3 hrs. I, II, S.**
A beginning level geology course which surveys elements of earth materials, processes, structures and history. Designed primarily for the non-science major. Prospective majors must maintain at least a B average to use Geology 110 as a prerequisite for other geology courses. 3 lec. (CR: GLY 210L) Recommended follow-up courses are Geology 201 and 211L.
- 150 **Introductory Oceanography. 3 hrs. I, S.**
Origin of the seas and ocean basins. Processes of marine sedimentation and seawater chemistry. Dynamics of air/sea interaction, circulation, waves and tides. Description of coastal and other marine environments. 3 lec. (CR: GLY 150L)
- 150L **Introductory Oceanography Laboratory. 1 hr.**
A complementary laboratory to Introductory Oceanography, GLY 150. A series of exercises relating to bathymetry, acoustic profiling, marine charts, properties of seawater, sea floor sediments, currents, waves and tides. (PR or CR: GLY 150)
- 200 **Physical Geology. 3 hrs. I, II.**
An elementary but comprehensive physical geology course that deals with the earth's origin, composition, structures, tectonics and processes. Intended primarily for, but not limited to, the science major. 3 lec. (CR: GLY 210L) Recommended follow-up courses are Geology 201 and 211L.
- 201 **Historical Geology. 3 hrs. II.**
Chronological history and development of the earth, sequence of the geologic ages and rock formations, development and evolution of life as revealed by fossils. (PR: GLY 110 or 200. CR: GLY 211L)
- 210L **Earth Materials Laboratory. 1 hr. I, II, S.**
An introduction to laboratory methods and materials as applied to the identification, classification, recovery and uses of earth resources. 2 lab. (CR: GLY 110 or 200)
- 211L **Earth Development Laboratory. 1 hr. II.**
The geologically significant representatives of both animals and plants will be studied. Attention is given to elementary morphology, taxonomy, biometrics and paleocology. 2 lab. (PR: GLY 210L; CR: GLY 201)
- 212 **Geological Field Mapping. 2 hrs. I.**
An introduction to geologic mapping and map interpretation, preparations of topographic and geologic cross sections. 2 lab. (Field work). (PR: GLY 110, 200 or 201. Required of majors)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 297-298 **Instructional Television Course. 1-4 hrs.**
A course based upon an Instructional Television series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.
- 313 **Structural Geology. 4 hrs. I, Alternate years (even numbers)**
Analysis, classification and origin of depositional and deformational structures common to all classes of rocks; their structural history, relationships, and stresses which caused them. 3 lec-2 lab. (PR: GLY 201)
- 314 **Mineralogy. 4 hrs. I, Alternate years (odd numbers)**
Identification, classification, origin, occurrences, and economic uses of minerals and their crystallographic forms. 3 lec-2 lab. (PR: GLY 110 or 200, CHM 211, 212 and appropriate labs)

- 325 Stratigraphy and Sedimentation. 4 hrs. I, Alternate years (even numbers)**
Formation, organization, sequence, and correlation of sedimentary rocks; study of the origin, transportation and deposition of rock-forming sediments. 3 lec-2 lab. (PR: GLY 201)
- 410 Big Bend Field Excursion. 2 hrs.**
Field trip to Big Bend National Park, Texas to study the structure, stratigraphy, igneous geology, metamorphic geology, paleontology and natural history of this national park. (PR: 12 hours of geology)
- 415 Analytical Mineralogy. 4 hrs. II, Alternate years (even numbers)**
Analytical study of the internal structure of minerals and their optical properties, using modern techniques, as an aid to their identification. 3 lec-2 lab. (PR: GLY 314 or consent)
- 418 Invertebrate Paleontology. 4 hrs. II, (On demand)**
Taxonomy and morphology of the major invertebrate phyla with an introduction to biometrics as applied to paleontology. 3 lec-2 lab. (PR: GLY 201 and 325 or ZOO 212 and consent)
- 421 Petrology. 4 hrs. I, Alternate years (even numbers)**
Identification and classification of igneous, and metamorphic rocks, their origin and occurrence; their geologic and economic importance. 3 lec-2 lab. (PR: GLY 200, GLY 314 or consent)
- 422 Economic Geology. 4 hrs. II, Alternate years (even numbers)**
Origin, distribution and economics of the metallic and non-metallic ore deposits. 3 lec-2 lab. (PR: GLY 201, 314, or consent)
- 423 Sedimentary Petrography. 4 hrs. I, Alternate years (odd numbers)**
Megascopic and microscopic identification and a depositional and post depositional interpretation of the sedimentary rocks. 3 lec-2 lab. (PR: GLY 201 and 314)
- 425 Geochemistry. 4 hrs. II, Alternate years (odd numbers)**
Introduction to the principles of geochemistry. The application of elementary chemistry to geologic problems. 3 lec-2 lab. (PR: GLY 200, CHM 211, 212, 213, 214 or permission)
- 426 Geophysics. 4 hrs. II, Alternate years (odd numbers)**
Development of seismic, gravity, magnetism, electrical and thermal methods to study the structure and dynamics of the earth. 3 lec-2 lab. (PR: GLY 200, PHY 201, MTH 130)
- 427 Fossil Fuels. 4 hrs. II, Alternate years (odd numbers)**
Origin and distribution of coal, oil and gas, and methods of exploration and reserve evaluation. 3 lec-2 lab. (PR: GLY 313, 325 or permission)
- 430 Computer Methods in Geology. 4 hrs. II, Alternate years (even numbers)**
Computers are used for compilation, data analysis and modeling from a wide range of geological problems. Existing and student generated programs are used. 3 lec-2 lab. (PR: 16 hrs. GLY, MTH 131 and 225, CIS 203)
- 451 Principles of Geomorphology. 3 hrs. I, Alternate years (odd numbers) and S.**
Principles of identification and analysis of the world's surficial features in terms of stratigraphy, structure, processes, tectonics and time. 3 lec. (PR: GLY 110, 200, 210L or consent; CR: GLY 451L for majors, elective for non-majors)
- 451L Principles of Geomorphology Laboratory. 1 hr. I, Alternate years (odd numbers) and S.**
For Geology majors, corequisite with Geology 451. For non-majors, elective. (PR or CR: GLY 451)
- 453-454 Seminar. 1 hr. I, II.**
A graduation requirement for all seniors seeking the B.S. in Geology and recommended for seniors seeking the B.A. in Geology. (PR: Permission of chairman)
- 455 Water Resources. 3 hrs. I, Alternate years (odd numbers)**
The properties of water, the hydrologic cycle with emphasis on surface and groundwater processes, the uses, needs and problems associated with water resources. 3 lec. (PR: GLY 110 or 200; CR: GLY 455L for majors, elective for non-majors)
- 455L Water Resources Laboratory. 1 hr. I, Alternate years (odd numbers)**
A two-hour laboratory of practical hydrogeologic problem solving. For non-majors, elective. (CR: Geology 455 for majors)
- 456 Environmental Geology. 3 hrs. II, Alternate years (even numbers)**
Through lecture and demonstration, the interactions of man and the earth, dealing with natural resources, natural hazards, cultural and urban geology and future planning. (PR: GLY 200)
- 480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 497-498. Instructional Television Course. 1-4 hrs.**
A course based upon an Instructional Television series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.

GERMAN (GER)

¹101R-102R Elementary German Reading Approach. 3; 3 hrs. I, II.

Emphasis on rapid development of reading and comprehension skills through the recognition of patterns based on the act of reading German itself and intensive word study. Taught in English. Not open to majors. (PR for 102R: GER 101R)

¹Anyone who opt for Reading Approach courses (101R-204R) must continue through the sequence or start again with the regular 230.

- 150-151 **Applied German. 1; 1 hr.**
One hour credit is earned for each full semester of residence in the Modern Language House and/or individual applied work. Students agree to speak only the language in which they are enrolled while on the floor of the House and during MLH activities. (PR: Permission of Department)
- Intermediate German Reading Approach III. 3 hrs. I.**
Emphasis on rapid development of reading skills in magazines, newspapers and journals, accompanied by review of verb systems and advanced grammatical principles. Not open to majors. (PR for 203R: GER 102R)
- Intermediate German Reading Approach IV. 3 hrs. II.**
Emphasis on reading for comprehension in short stories, periodicals, and technical journals according to student interest. Not open to majors. (PR for 204R: GER 203R)
- 230 **Intensive German I. 4 hrs. I, II.**
Intensive pronunciation, conversation, reading, and composition exercises with emphasis on aural/oral development. 4 lec.-1 lab.
- 232 **Intensive German II. 4 hrs. II.**
Intensive pronunciation, conversation, reading, and composition exercises with emphasis on aural/oral development. 4 lec.-1 lab. (PR: GER 230 or 2 units of high school German or departmental examination)
- 234 **Intensive German III. 4 hrs.**
Intensive pronunciation, conversation, reading, and composition exercises with emphasis on aural/oral development. 4 lec.-1 lab. (PR: GER 232 or 3 units of high school German or departmental examination)
- 240 **German Society and Life. 3 hrs. I or II.**
Study of selected topics relating to culture and life in the German speaking countries. Lectures, readings, and discussions in English. No prerequisite.
- 250-251 **Applied German. 1; 1 hr.**
One hour credit is earned for each full semester of residence in the Modern Language House and/or individual applied work. Students agree to speak only the language in which they are enrolled while on the floor of the House and during MLH activities. (PR: Permission of Department)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: GER 234)
- 301 **Drama of the 19th and 20th Centuries. 3 hrs.**
A survey of literary trends and main authors. Reading and comprehension of selected dramas of the period. (PR: GER 234)
- 302 **Prose of the 19th and 20th Centuries. 3 hrs.**
A survey of literary trends and main authors. Reading and comprehension of selected stories and discussion of novels. (PR: GER 234)
- 314 **Studies in Language Laboratory Techniques. 3 hrs. II.**
Training in the use of laboratory equipment. Clinical practice in the use of laboratory facilities. Two hour lab to be arranged. Open to education majors only. (PR: GER 234)
- 315-316 **Advanced Grammar and Composition. 3; 3 hrs.**
Study of idioms, grammatical structure, and syntax with emphasis on free composition, use of language laboratory, and formal study of the art of translation from English to German. (PR for 315: GER 234. PR for 316: GER 315 or consent of instructor)
- 350-351 **Applied German. 1-4; 1-4 hrs.**
Credit is earned for each full semester of residence in the Modern Language House and/or individual applied work. Students agree to speak only the language in which they are enrolled while on the floor of the House and during MLH activities. Mini papers and/or presentations are required for maximum hours credit. (PR: Permission of Department)
- 405-406 **German Civilization and Culture. 3; 3 hrs. I, II.**
German culture from prehistoric times to present-day divided Germany. Lectures, reports, discussions, representative readings in English and German. (PR: GER 234).
- 417-418 **Survey of German Literature. 3; 3 hrs.**
A study of important literary movements, representative authors and their works from the Middle Ages to the present (PR for 417 or 418: GER 234)
- 419-420 **German Literature of the Classical Age. 3; 3 hrs.**
German literature of the classical age, stressing Goethe, Schiller, and romanticism. (PR: for 419: GER 234 and at least one literature course and consent of instructor)
- 450-451 **Applied German. 1-4; 1-4 hrs.**
Credit is earned for each full semester of residence in the Modern Language House and/or individual applied work. Students agree to speak only the language in which they are enrolled while on the floor of the House and during MLH activities. Mini papers and/or presentations are required for maximum hours credit. (PR: Permission of Department)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs. I, II.**
(PR for GER 480-483: GER 234 and permission of instructor.)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: GER 234 and permission of instructor)

¹Anyone who opts for Reading Approach courses (101R-204R) must continue through the sequence or start again with the regular 230.

495H-496H Readings for Honors in German. 2-4; 2-4 hrs. I, II.
Open only to German majors with outstanding ability. See Honors Courses.

GREEK (GRK)

- 201-202 Ancient Greek First Year. 3; 3 hrs. I, II.
(PR for GRK 202: GRK 201)
- 280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
- 301-302 Ancient Intermediate Greek. 3; 3 hrs. I, II.
Varied readings including selections from Homer's Iliad, Dialogues of Plato and the New Testament. (PR: GRK 202 for 301; GRK 301 for 302)
- 480-483 Special Topics in Greek. 1-4; 1-4; 1-4; 1-4 hrs. I, II.
(PR: GRK 302 or equivalent)
- 485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.

HEALTH EDUCATION (HE)

- 220 Personal Health I. 3 hrs. I.
A survey course that touches upon current health problems and their causative agents; with emphasis in development of positive attitudes and abilities that affect personal and community health.
- 221 Personal Health II. 3 hrs. II.
An examination of the health content areas of mental health, emotional health, substance abuse, and human sexuality.
- 222 First Aid. 3 hrs. I, II, S.
First aid, safety and survival education in the home, in the school, and on the playground.
- 223 Methods of Teaching First Aid. 1 hr.
(PR: HE 222 and permission of department chairman)
- 280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
- 321 The School Health Program. 3 hrs. I, II, S.
A consideration of the total school health program, including healthful school living, health services, and health instruction.
- 325 School and Community Health. 3 hrs. II.
An examination of some of the specific relationships between school and community health programs, including the roles and interaction of public, professional, private and voluntary health agencies with the school. (PR: HE 220)
- 426 Curriculum in Health Education. 3 hrs. I.
A study of principles, objectives, and procedures in curriculum construction for elementary and secondary programs. Historical and philosophical perspectives. Study of existing curricular patterns. (PR: HE 321 and 325)
- 430 Health Issues in Physical Education and Athletics.. 3 hrs.
Survey of current health issues such as sanitation, contagious diseases, substance abuse, ergogenic aids, and diet/nutrition in PE and athletics. (PR: HE 221, 201, 215, 435)
- 480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
Health education majors only, with permission of department chairman.
- 485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.

HISTORY (HST)

- 101 The Great Civilizations to 1300. 3 hrs. I, II.
Comparative study of the origin and course of major civilizations focusing on the Middle East, India, China, and the West. (Same as Social Studies 104)
- 102 The World and the Rise of the West, 1300 to the Mid-19th Century. 3 hrs. I, II.
An interdisciplinary analysis of the foundations of Western development. (Same as Social Studies 105)
- 103 The Twentieth Century World. 3 hrs. I, II.
Major world developments and trends from the 19th century to the present and their implications for the future. (Same as Social Studies 106)
- 103H Twentieth Century World - Honors. 3 hrs.
Survey for superior students of world developments and trends from the 19th century to the present and their implications for the future. (PR: 3.0 GPA)
- 125 American Business History. 3 hrs.
A survey of the development of the major financial, commercial, manufacturing, and transportation enterprises which transformed the United States from an agricultural to a leading industrial nation.
- 201 History of Modern Science. 3 hrs.
A survey of the major scientific ideas and achievements of the last five centuries and of their relationship to historical events.

- 202 **History of Medicine. 3 hrs.**
A survey of the major developments in the theory and practice of medicine from the Renaissance to the 20th century.
- 203 **The American Military Experience. 3 hrs. I.**
Examines the American military tradition from the colonial period to the present with particular emphasis on the Twentieth Century.
- 205 **English History to 1642. 3 hrs. I.**
A political and social survey of England. Emphasis is placed on the development of the English Parliament.
- 206 **English History Since 1642. 3 hrs. II.**
A continuation of English History 105. Special attention is given to the development of ministerial government and to the growth and decline of the British Empire.
- 219 **Ancient History. 3 hrs. Alternate years.**
A survey of the ancient Near East, Greece, and Rome with emphasis on Greek and Roman civilization from Mycenaean times through the Roman Empire of the 5th century. Open to all undergraduates.
- 220 **European History, Medieval. 3 hrs. Alternate years.**
A survey of the history of Europe from the later Roman Empire to the end of the Middle Ages with emphasis on religious, cultural, social, political and economic developments. Open to all undergraduates.
- 221 **War in Modern Times. 3 hrs.**
Emphasis upon trends in military thought and practices in western civilization. Special attention to the two world wars of the Twentieth Century.
- 223 **The Rise and Fall of Nazi Germany. 3 hrs.**
A study of the origins, course, and collapse of the Third Reich. Some attention will be given to pre-Nazi period.
- 250 **Women in United States History. 3 hrs.**
A study of the public and private contributions of women in the shaping of the United States from the Colonial period to the present.
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Selected topics not covered in regular course offerings.
- 301 **Latin America: Discovery to Independence. 3 hrs.**
Emphasis is on conditions in Spain which influenced the development of Latin America and eventually led to the independence movement.
- 302 **Latin America: Independence to the Present. 3 hrs.**
Emphasis is on the political, economic and social institutions of Argentina, Brazil, Chile and Mexico.
- 310 **American Social, Cultural and Intellectual History 1607 to the Present. 3 hrs.**
A study of the changes and continuities in the history of social movements, culture and thought from 1607 to the present.
- 316 **History of Black America to 1885. 3 hrs.**
A general survey of the history of Black Americans, beginning with their origins in Africa and the West Indies and extending throughout his development on the North American continent to 1885.
- 317 **History of Black America Since 1885. 3 hrs.**
A general survey of the history of Black Americans since the end of reconstruction in the South, 1885.
- 321 **European History, 1492-1815. 3 hrs.**
A survey of European history emphasizing the Renaissance, the Reformation and the rise of the national states.
- 322 **Modern Europe Since 1815. 3 hrs.**
A survey of European history from the Congress of Vienna to the present.
- 323 **Religion in America. 3 hrs.**
The rise and development of religion and of religious thinking in America. (Same as Religious Studies 323)
- 330 **American History to 1877. 3 hrs. I, II, S.**
A general treatment from the discovery in 1492 through the period of Reconstruction.
- 330H **American History to 1877-Honors. 3 hrs.**
A general treatment from the discovery in 1492 through the period of Reconstruction for the superior student. (PR: 3.0 GPA)
- 331 **American History Since 1877. 3 hrs. I, II, S.**
A general survey since Reconstruction.
- 331H **American History Since 1877-Honors. 3 hrs.**
A general survey since Reconstruction for the superior student. (PR: 3.0 GPA)
- 333 **American Colonial History. 3 hrs.**
A study of the historical development of the English colonies in America.
- 342 **American Legal History. 3 hrs. I, II.**
Historical development of American law in areas ranging from slavery and racial discrimination to civil liberties and crime and punishment.
- 345 **History of Mentalities. 3 hrs.**

This course provides an introduction to the literature and methods of the history of mentalities which is the study of the world views and activities of ordinary, largely inarticulate peoples.

- 350 **American Labor History.** 3 hrs.
The history of the American labor movement. (Same as Economics 350)
- 376 **China and the West, 1500-1900.** 3 hrs.
Focuses on China's intellectual, political, diplomatic and social responses to the aggressive expansion of the modern West.
- 377 **China in the 20th Century.** 3 hrs.
Traces China's history from the turbulent close of the dynastic era at the end of the 19th century through the present Communist period.
- 400 **Methodology.** 3 hrs. 1.
Survey of literature and practical experience in methods and sources of history through bibliographical study and research papers. Required of history majors.
- 402 **American Social, Cultural and Intellectual History 1865 to Present.** 3 hrs.
A critical examination of intellectual, creative, and literary movements in the modern era.
- 403 **American Urban History.** 3 hrs.
Study of the political, economic, social, and intellectual impact of the city upon American history, and the impact of history upon the growth of American urbanization.
- 404 **American Diplomacy, 1789-1900.** 3 hrs.
American foreign policy from colonial times to 1900 emphasizing the gradual development of the United States and its achievement of membership in the family of nations.
- 405 **American Diplomacy, 1900 To Present.** 3 hrs.
American foreign relations in the 20th century. The gradual retreat from isolation in the period between World War I and World War II and modern American involvement in international commitments are stressed.
- 406 **Tudor and Stuart England, 1450-1688.** 3 hrs.
A history of England under the Tudors and Stuarts, focusing primarily demographic, social, cultural, and political developments.
- 409 **American Revolution.** 3 hrs.
A varied view of the American Revolution and its impact on the American people.
- 410 **Conquering the Continent: America's Frontier Experience.** 3 hrs.
A survey of the American frontier experience with particular emphasis on the fate of the American Indian, the environment and the character of the American-created culture.
- 413 **History of the Old South, 1492-1860.** 3 hrs. **Alternate Years.**
The History of the Old South is a study of the political, economic, social, and cultural conditions in the South that led to the development of the South as a distinct section in the United States.
- 414 **Civil War and Reconstruction.** 3 hrs.
A discussion of the economic, political, social, and cultural differences leading to the Civil War, the war itself, and an analysis of the political and economic importance of Reconstruction.
- 415 **History of the New South, 1877 to the Present.** 3 hrs.
A study of the political, economic, social, and cultural changes in the South after Reconstruction, which explains conditions in the contemporary South.
- 416 **American Social Movements.** 3 hrs.
A study of the social movements which have influenced the course of American History. Includes abolition, women's rights, Progressivism, civil rights.
- 418 **European Diplomacy.** 3 hrs.
Particular attention is given to the period since the French Revolution. Diplomatic history of major continental nations and diplomatic relations with non-European nations are emphasized.
- 420 **American Historical Biography.** 3 hrs.
A study of the men and women whose lives illuminate the American experience.
- 421 **The Era of the Renaissance and Reformation.** 3 hrs.
The impact of the Renaissance upon esthetic, economic and political developments especially in the 15th and 16th centuries. The decline of Catholicism and the growth of the Protestant movement, and the influence of the two movements upon each other are stressed.
- 422 **The French Revolution and the Napoleonic Era.** 3 hrs.
Society and government in Europe before the French Revolution and the influence of the enlightenment; ideas and changes introduced by the revolution and Napoleon and their effect on the institutions and economy of Europe.
- 425 **European History, 1814-1914.** 3 hrs.
A century of European political, economic, and social history and its relationship to and influence upon the history of other world areas is noted. The impact of imperialistic rivalry is emphasized.
- 426 **European History, 1914 to Present.** 3 hrs.
The impact of World War I upon Europe, the era between two world wars, the search for world peace, and World War II and its aftermath are major topics of consideration.
- 428 **Intellectual and Cultural History of Modern Europe.** 3 hrs.
A survey of the main events in European thought and culture in the 19th and 20th centuries.
- 429 **Russia to 1917.** 3 hrs. II.
A survey of Russian history to 1917 which examines Russia before the Russians, Kievan Russia,

- 430 Appanage Russia, Muscovite Russia and Imperial Russia.
Soviet Russia. 3 hrs. I, S.
A continuation of History 429 which examines the development of Soviet Russia from its beginnings to the present. Emphasis is placed upon political and economic changes in the Soviet system and on Communist expansion in Europe and Asia.
- 431 America in the Gilded Age. 3 hrs.
A study of America's transformation from a rural, agrarian nation into an urban, industrial world power; the final destruction of the American Indian; the settlement of the West; and the farmers' revolt.
- 432 America Matures 1900-1945. 3 hrs.
An examination of the social, political, and economic trends in the United States in the first half of the 20th century, emphasizing social upheavals, conflicts, and reform movements at home and abroad.
- 433 In Our Time —America Since 1945. 3 hrs.
A study of America since World War II, focusing mainly on domestic politics, foreign affairs, the civil rights movement, the rise of minorities, and the fragmentation of American society.
- 480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
(PR: Consent of department chair).
- 485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
(PR: Consent of department chair).
- 495H-496H Readings for Honors in History. 4; 4 hrs. I, II.
Open to history majors of outstanding ability. Study may deal with any field of history. Wide reading and comprehensive understanding of the era are required. (PR: Consent of department chair)
See Honors Courses.

HOME ECONOMICS (HEC)

- 110 Food Selection and Preparation. 2 or 3 hrs. I.
Principles of food selection, preparation and preservation.
- 112 Clothing Construction. 2 hrs.
Basic principles of clothing construction.
- 160 Overview of the Fashion Industry. 3 hrs.
Fashion theories and cycles are studied in relation to the textile and apparel industries. Fashion designers, international and national fashion markets, raw materials, fashion production, distribution and selling are analyzed.
- 203 Meal Management. 3 hrs. II.
Problems involved in planning, preparing and serving nutritionally adequate meals. Emphasis on management of time, money and energy. (PR: HEC 110 or consent of instructor)
- 210 Nutrition. 3 hrs. I, II.
Principles of human nutrition and their application in planning and evaluating diets for individuals and families.
- 212 Textiles. 2 or 3 hrs.
Natural and man-made textile fibers, methods of fabrication, and finishes as related to the selection, use and care of clothing and household textiles.
- 213 Advanced Clothing Construction. 2 or 3 hrs.
Experiments in construction techniques, fabrics and design compatibility. (PR: HEC 112 or an acceptable score on clothing construction pretest)
- 259 Visual Merchandising. 3 hrs.
Use of elements and principles of design to manipulate materials—props, background, lighting, mannequins, fabrics and signing—for three dimensional display. Includes business/commercial, retail and institutional display.
- 270 Fashion Merchandising Practicum. 3 hrs.
Involves application of coursework — processes, theories, systems, — at the post-sophomore level in the area of apparel or accessories retailing. (PR: Must have completed 15 hours of HEC coursework for placement)
- 280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
- 303 Child Development. 3 hrs.
Care and guidance of young children two through five years in relation to their physical, emotional, mental and social development. Observation and participation in nursery school required.
- 305 Home Economics Education: Clinical Experience I. 1 hr. II.
Develops competence in using presentation skills in teaching by means of micro-teaching and conferences. Use of audio-visual equipment and graphics. (PR: EDF 218. CR: EDF 319)
- 306 Home Economics Instructional Methods. 1 or 3 hrs.
Professional role; objectives; methods, materials, evaluations; planning educative programs for varied learners in various settings. (PR: For Education majors only, EDF 319 and HEC 305. CR: For Education majors only, HEC 307 and CI 470)
- 307 Home Economics Education: Advanced Clinical Experience II. 1 hr. I.
Develops competence in recording classroom verbal interaction, using questioning skills in teaching and developing teaching materials. (PR: EDF 319 and HEC 305. CR: HEC 306)

- 310 **Principles of Nutrition. 3 hrs. I.**
Study of nutrient characteristics, requirements, and utilization. Sources of accurate nutrition information. Nutrition through the life span. (PR: 1 yr. of Chemistry)
- 314 **Clothing Selection. 1 or 3 hrs.**
Psychological, sociological, economic and esthetic aspects of clothing selection.
- 351 **Housing. 2 or 3 hrs.**
Influence of family needs, social and economic trends, and physical environment on housing; analysis of building materials and space utilization in housing.
- 354 **Home Furnishings. 2 or 3 hrs.**
Application of art elements and principles of design in selection, arrangement and use of furnishings and interiors of homes. (PR: ART 112 or consent of instructor)
- 355 **Problems in Home Furnishings. 3 hrs.**
Design and construction of curtains, draperies, and slipcovers with emphasis on selection for specific needs; furniture restoration and refinishing. (PR: HEC 354 or consent of instructor)
- 358 **Principles of Management. 3 hrs.**
Identification of management concepts with emphasis on principles and interrelationships within framework of the family.
- 359 **Merchandising: Processes and Procedures. 3 hrs.**
This course encompasses costing, markup, pricing, inventory, merchandise planning and control, direct and indirect cost. (PR: MTH 120, CI 102)
- 369 **Fashion Merchandising. 3 hrs.**
Examination of the elements of fashion management, promotion, selling and other topics important to successful fashion merchandising. (Not for Home Economics Fashion Merchandising majors.)
- 401 **Maternal and Child Nutrition. 3 hrs.**
Nutritional requirements during prenatal and early growth periods; surveys of nutritional status. (PR: HEC 210 and CHM 204)
- 402 **Foods of the World. 3 hrs.**
Characteristics and cultural aspects of the foods of Europe, Mid-East and Far East. (PR: HEC 203 or permission of instructor)
- 403 **Advanced Nutrition. 3 hrs.**
Metabolism of food nutrients as related to nutritional requirements of man. Reports of current research and other topics to add depth and perspective in nutrition. (PR: CHM 327; ZOO 228; HEC 210)
- 404 **Diet Therapy. 3 hrs.**
Present day concepts of the relation of nutrition and diet to the prevention and treatment of disease. (PR: HEC 210 or 310 and CHM 204 or 212 and 365 for Dietitians)
- 405 **Quantity Food Production. 3 hrs.**
Basic principles of quantity food selection, preparation and service. Laboratory application in local food institutions. (PR: HEC 110 and HEC 203 or consent of instructor)
- 406 **The Vocational Home Economics Program. 2 or 3 hrs.**
Vocational home economics at the secondary, post secondary and adult levels with emphasis on types and organization of programs, legislation, and groups served. (PR: EDF 319 and HEC 306)
- 407 **Food Service Systems Management. 3 hrs.**
Administration of food service in institutions. (PR: MGT 320 and HEC 203)
- 408 **Nutrition in Cardiac Disease. 3 hrs. II.**
Role of nutrition in cardiac rehabilitation. Teaching methods in working with families to improve patient compliance.
- 409 **Nutrition in the Community. 3 hrs.**
Identification of nutritional needs of a community and of programs that service these needs. Field experiences include surveys, nutrition education, observation and participation in health care delivery. (PR: HEC 210, 306)
- 410 **Nutrition in Aging. 3 hrs.**
Nutritional needs of the elderly and diseases responding to nutritional therapy. Government food programs for the elderly.
- 413 **Experimental Foods. 3 hrs.**
Experimental study of chemical and physical factors affecting food preparation. (PR: HEC 110 and Organic Chemistry)
- 414 **Problems in Fashion Merchandising. 3 hrs.**
This course uses case studies and experiences of students to orient them to problem-solving in the areas related to retailing. (PR: HEC 160, 259, 270, 314 and 359)
- 415 **Family Relationships. 3 hrs.**
Relationships in the family during its life cycle, with some consideration of family life in other cultures.
- 416 **Prenatal and Infant Care. 3 hrs.**
Prenatal and postnatal care of the mother, development of the fetus and care of the infant through two years of age.

- 417 **Evolution of Fashion. 3 hrs.**
Fashion from Ancient Egypt to the present day. Includes influences of social, political and economic conditions on fashion as it has evolved. (PR: SOS 104, 105 or 106 and ART 112 and 214)
- 418 **Clothing: Fitting and Alterations. 3 hrs.**
Prepares teachers for training fabric service workers in custom sewing and alterations. Includes techniques of fitting, altering, repairing and modifying custom and ready-to-wear garments. (PR: HEC 213)
- 419 **Tailoring. 3 hrs.**
Contemporary methods of custom tailoring with emphasis on suitable fabrics and construction processes for particular styles. (PR: HEC 213 or consent of instructor)
- 420 **Household Equipment. 2 hrs.**
Principles underlying the selection, use and care of household equipment.
- 427 **Home Management Laboratory. 3 hrs.**
Home management laboratory to develop competencies in decision making, activity analyses, use of limited resources, and work simplification through individual and group analysis. (PR: Home Economics 358)
- 428 **Cooperative Education in Home Economics Programs. 3 hrs.**
Principles of planning cooperative occupational education programs in HEC—emphasis on roles and responsibilities and coordination of in-/out-of-school experiences. (PR: HEC 305, 306, 307, and PR: or CR: 406)
- 431 **Development and Guidance of the Young Child. 3 hrs.**
Techniques of guidance of young children with emphasis on adult-child interaction. Laboratory observation required.
- 432 **Parenting. 3 hrs.**
Examination of current challenges, problems, and issues in the field; analysis of effective strategies for parenting.
- 435 **Administration of Day Care Centers. 3 hrs.**
Instruction and practice in the development of day centers for three and four year old children and administration of programs in these centers. Laboratory participation required. (PR: HEC 303 or consent of instructor)
- 444 **Consumer Education. 2 or 3 hrs.**
Analysis of economic factors related to provision of consumer goods and services, investigations of sources of consumer information, and means of providing economic security for families.
- 450 **Home Economics Education: Student Teaching in Home Economics. 4-12 hrs.**
Directed teaching in an approved vocational home economics program in a cooperating middle/secondary and/or vocational-technical school (PR: HEC 306. PR or CR: HEC 406)
- 459 **Fashion Buying. 3 hrs.**
Organization of retail firms, procurement of merchandise for different types of stores, planning and managing the merchandise assortment, the buyer's responsibilities in marketing, selling, promotion. Human resources are analyzed. (PR: HEC 160, 270 and 359)
- 466 **Career Assessment Seminar in Home Economics. 3 hrs.**
Synthesizes previous work and education experiences applicable to home economics related occupations. Includes individual assessment of competencies for teaching occupational cluster. Emphasizes planning for further development. (PR: Previous work experience required)
- 470 **The Practice of Dietetics. 3 hrs.**
Introduction to nutritional care delivery in a hospital environment through application of nutrition principles in patient assessment. Interviewing, instruction, and documentation of normal and disease-related cases. (PR: HEC 210, CHM 365, senior standing or permission)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Independent study in a selected area of home economics. May not be used to replace any listed course.
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 490 **Fashion Merchandising Internship. 3 hrs.**
Faculty supervised, off-campus contractual work-study arrangements with clothing/textiles related retail businesses. Must have completed 21 hours of Home Economics coursework and 15 hours of business coursework before placement. (PR: HEC 270)
- 491-494 **Workshop. 2-3; 2-3; 2-3; 2-3 hrs.**
Workshop in selected areas of home economics. Usually, credit for not more than two workshops may be applied toward the degree. (PR: Senior standing)
- 495H-496H **Readings for Honors in Home Economics. 1-3; 1-3 hrs.**

HOME ECONOMICS EDUCATION

Listed under Home Economics

INSTRUCTIONAL TECHNOLOGY AND LIBRARY SCIENCE (ITL) (Formerly Educational Media)

- 115 **Introduction to Library Skills. 1 hr. I, II.**
Prepares students to use the University Library, to become familiar with basic reference sources, and to utilize bibliographic tools and data bases in search strategies. Not open to library science majors.

- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
 315 **Reference and Bibliography. 3 hrs.**
 Study of the basic reference sources for elementary and secondary school libraries with practice in evaluation and use of these materials; practical experience in the construction of bibliographies, and use of computers for reference purposes.
- 320 **Cataloging and Classification. 3 hrs.**
 Fundamentals of cataloging and classification by the Dewey Decimal System, including use of related aids, printed cards and special adaptations of the school library catalog, combined with practical experience in processing the various types of books and materials. Includes some attention to non-print materials. (PR: Skill in typing)
- 365 **Orientation to Instructional Technology. 1 hr. I, II, S.**
 Utilization of basic audiovisual equipment and production of simple graphic aids.
- 370 **Practicum (Field Work). 1-4 hrs.**
 Practical experience in libraries, audiovisual centers, media centers, or related areas adapted to the student's background, experiences, and future occupational and professional goals.
- 401 **History of Libraries and Informational Retrieval Systems. 3 hrs.**
 Study of the development of libraries and information-storage technology, from early times to the present, with emphasis on the impact of computer-based systems.
- 404 **Material Selection for Children. 3 hrs.**
 Survey of print and nonprint materials for children, with emphasis on evaluating the aids and standards for selection, including books, periodicals, audiovisual materials, and computer software.
- 405 **Material Selection for Adolescents and Adults. 3 hrs.**
 Survey of books and other materials adapted to the needs of adolescents and young adults correlated with the school program in all subject areas; critical evaluation of standard, classic and current books with aids and criteria for selection; techniques of reading guidance, including determination of reading levels and study of reading skills; book talks, book reviews and book notes.
- 410 **Foundations of Mass Communications. 3 hrs.**
 Survey of social and psychological causes and effects of reading and mass communications (newspapers, magazines, radio, motion pictures, television) with reference to their importance to the school librarian, educational media directors and other communication professionals.
- 425 **Library Organization and Administration. 3 hrs.**
 Principles of administration for elementary and secondary school library-media centers and public libraries, including personnel, facilities, budgets, program planning and evaluation, publicity and public relations, audiovisual equipment and materials, computer hardware and software, and methods and materials for teaching library skills. (PR: ITL 315, 320, 404, and 405)
- 445 **Techniques for Storytelling. 3 hrs.**
 Techniques for storytelling intended primarily for public librarians and public school librarians.
- 450 **Library Practice (Field Work). 4-6 hrs.**
 Practical experience in the application of techniques of library service, adapted as far as possible to the student's needs. (PR: ITL 315, 320, 404, 405, and 425. CR: CI 450, except for students in a Comprehensive Subject Specialization or the Elementary Education program)
 NOTE: Students must file an application for permission to enroll in Library Practice. Applicants follow the same procedure as prescribed for Student Teaching.
- 465 **Utilization of Instructional Technology. 3 hrs.**
 Utilization of instructional media materials, equipment and techniques.
- 466 **Production of Instructional Materials. 3 hrs.**
 Basic techniques in making slides, photographs, dry and wet mountings, transparencies, posters and similar graphic instructional materials.
- 467 **Basic Media Skills Development for Instructional Design. 3 hrs.**
 Basic techniques in producing and using a variety of audiovisual aids, i.e., photography, scripting, developing logos, audio-recording, and layout design of manuals. This course also prepares one to produce a slide-tape presentation.
- 468 **Computer Graphics in Instructional Technology. 3 hrs.**
 A basic course designed to assist the student in becoming familiar with a variety of software graphics packages.
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
 (PR: Permission)
- 491-494 **Workshop in Instructional Technology. 1-4; 1-4; 1-4; 1-4 hrs.**
 495H-496H **Readings for Honors in Instructional Technology. 1-3; 1-3 hrs.**

INTERDISCIPLINARY STUDIES (IS)
 (See Humanities and Women's Studies)

WOMEN'S STUDIES (IS)

- 326 **Women's Studies. 3 hrs.**
 Historical and social problems of women. Draws upon literature, history, psychology, sociology,

- and economics to illuminate problems women face today.
Women's Studies II. 3 hrs.
 Continuation of Women's Studies 326 (see also Multi-Departmental Offerings)

JOURNALISM (JRN)

- 101 Survey of Journalism. 3 hrs. I.**
 An examination of important facets of mass communications, including newspaper, magazine, broadcast journalism, advertising and public relations. The course is designed to provide a critical overview of the mass media. Guest speakers are part of the course.
- 150 Fundamentals of Journalistic Writing and Editing. 3 hrs. I, II, S.**
 A preparatory course designed to develop writing and editing skills specifically as they relate to professional journalistic techniques and practices.
- 200 Use and Understanding of the News Media. 3 hrs.**
 A study of the interaction between a free press and a free society. Designed for nonjournalists to give them an understanding of the roles and problems of the media. Structured to develop better news consumers. **For non-majors only.**
- 201 News Reporting I. 3 hrs. I, II, S.**
 Techniques of news writing designed to develop the basic skills necessary for a beginning reporter through in-class laboratory experience. (PR: JRN 150 and OT 113, or demonstrated typing proficiency)
- 202 News Reporting II. 3 hrs. I, II.**
 Practice in gathering and writing news for the newspaper. Emphasis is placed on beat assignment reporting, interviewing techniques, and some specialized reporting. A laboratory class in which students write for The Parthenon, university student newspaper. (PR: JRN 201)
- 230 General Photography. 3 hrs.**
 Introduction to general photography, with emphasis on composition, camera techniques, film developing and print making.
- 240 Introduction to Broadcast Journalism. 2 hrs. I, II.**
 Introduction to techniques of radio and television news broadcasting, news room organization and operation, history and ethics of broadcast journalism. (PR: JRN 201)
- 241 Graphics of Communication. 3 hrs. I, II, S.**
 Creative and practical aspects of typography, layout and design of printed communication.
- 245 Fundamentals of Advertising. 3 hrs.**
 Organization of mass media advertising departments and their relationships to advertising agencies and media representatives. An examination of the practices and problems of the three areas. (PR: Sophomore standing)
- 250 Yearbook Editing and Management. 3 hrs.**
 Study and practice of the editing and management functions of a yearbook, including planning, budgeting and promotion. A laboratory class for the Chief Justice, Marshall University's yearbook.
- 280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs. I, II, S.**
- 301 Fundamentals of Copy Editing. 2 hrs.**
 Theory and practice in copy editing, headline writing, picture editing and page makeup. (PR: JRN 201)
- 302 Advanced Copyediting. 3 hrs. I, II.**
 Advanced course in newspaper copy editing, headline writing and makeup. Instruction and practice in contemporary newspaper typography. Laboratory instruction and experience on the university newspaper, The Parthenon. (PR: JRN 202 and 241)
- 304 Interpretation of Contemporary Affairs. 3 hrs. I.**
 Study and practice of research methods and writing techniques for in-depth reporting on topical issues, also emphasizing matters of structure, style and policies of editorial writing. (PR: JRN 202 or permission)
- 308 Feature Writing. 2 hrs. II.**
 Experience in recognizing, developing and writing news features for student and local newspapers, and other publications, with and without specific assignments. Exercises in fundamental and advanced techniques. (PR: JRN 202 or permission of instructor)
- 310 Critical Writing. 2 hrs.**
 Principles of cultural and artistic evaluation and criticism, with practice in writing critical reviews of books and other literary and artistic works. (PR: Junior standing)
- 330 Fundamentals of Public Relations. 3 hrs. I, II, S.**
 Public relations practices and techniques used by business, educational, industrial, governmental, and social organizations.
- 335 Public Relations Publications. 3 hrs. I.**
 A study of public relations publications used by industry, government, and non-profit organizations. Special emphasis on producing internal and external publications from the writing stage through printing. (PR: JRN 201 and 241)
- 350 Broadcast News I. 3 hrs. I.**
 Practice in compiling, writing and editing news for broadcasting. A laboratory class that makes use of university broadcast facilities. Students receive on-air experience as available. (PR: JRN 202, 240 or permission)

- 351 **Broadcast News II. 3 hrs. II.**
Examination of and practice in using skills required by the broadcast journalist; writing, taping, editing and announcing. Class makes use of university broadcast facilities and WPBY-TV as available. (PR: JRN 350)
- 360 **News Photography I. 3 hrs. I, II.**
Methods of taking photographs for newspapers and magazines and picture editing. Laboratory work in developing and printing required. Enrollment limited to 20 students, with journalism and advertising majors given enrollment priority.
- 382 **Advertising Copywriting. 3 hrs. I.**
Practice in obtaining material and writing copy for advertisements in all media. (PR: JRN 201 or MKT 341)
- 383 **Advertising Layout and Design. 3 hrs. II.**
Principles and practices in layout and design of advertising for all media. (PR: JRN 241, 245, or MKT 341)
- 385 **Advertising Media Planning. 3 hrs. I.**
Planning and practice in allocating advertising budgets in the mass media to effectively reach the target audiences at the most reasonable cost. (PR: MKT 341)
- 400 **News Photography II. 3 hrs.**
A course in advanced techniques for newspaper and magazine photography, concentrating on creation, design and use of photo essays and picture stories. (PR: JRN 360)
- 402 **Law of Mass Communications. 3 hrs. I, S.**
Legal aspects of mass communications as they apply to the professional journalist. (PR: Junior standing)
- 404 **History of American Journalism. 3 hrs. II.**
The development of the press in the United States, the contributions of American journalists, the rise of radio and television, and the relation of communications developments to political, economic and social trends in America.
- 408 **Seminar in Advertising Research. 2 hrs.**
Lectures, readings, discussions and projects relating to research used in campaign preparation and syndicated media resources. Students may select areas of special interest.
- 410 **Magazine Editorial Practices. 3 hrs. I.**
Study of the organization and functions of the magazine editorial department, with practice in planning magazine content, laying out pages and establishing production procedures. (PR: JRN 241)
- 414 **Reporting Public Affairs. 3 hrs. II.**
Instruction in reporting local, state, and federal government; politics, finance, and labor; social environmental issues and other areas, with emphasis on background and interpretation. Course includes field trips and guest speakers. (PR: JRN 202)
- 425 **Advertising Campaigns. 3 hrs. II.**
Students function as an advertising agency to plan, to prepare, and to present local and national advertising campaigns. Problems of the advertiser and the agency are considered. (PR: JRN 382, 383, 385)
- 428 **Supervision of School Publications. 3 hrs.**
A comprehensive study of advising and producing school publications, with emphasis on methods for teachers of journalism. (PR: Permission)
- 430 **Magazine Article Writing. 3 hrs. I.**
Fundamentals of researching and writing the popular, factual magazine article; techniques of selling articles to magazines. (PR: Junior standing)
- 433 **Public Relations Practices and Methods. 3 hrs. II.**
Procedures for planning and preparing internal and external public relations activities and communications. (PR: JRN 201 and 330 or permission)
- 435 **Public Relations Case Studies. 3 hrs. II.**
Examination of the handling of public relations problems and opportunities by business, educational, governmental, and social organizations, with particular emphasis on public relations analysis and problem solving. (PR: JRN 330)
- 440 **Mass Communication and Society. 3 hrs. I, II, S.**
Study of the interaction between the mass media and other social institutions, and between the media and the government; problems and responsibilities of the media in social change. (PR: Junior standing)
- 445 **Advertising in Modern Society. 3 hrs.**
An examination of current issues and problems affecting the advertising industry and a study of advertising's impact on and responsibility to society. (PR: Junior standing)
- 450 **Contemporary Issues in Broadcast Journalism. 3 hrs. II.**
Study of current issues in broadcast journalism affecting development and operation of electronic journalism in society.
- 460 **Seminar in Media Management. 3 hrs.**
Problems and practices in management affecting all departments of the mass media including labor and personnel, editorial, business, and production. (PR: Junior standing)
- 470 **Professional Practicum. 1-4 hrs. I, II, S.**
Instruction to assist students in meeting career expectations. Short-term courses designed to bridge instructional programs and practices of professional journalism. Students may participate in

- supervised publications work in reporting, editing and advertising. (PR: JRN 202, 302, or permission of instructor)
- 471 **Magazine Editing and Production Practicum. 3 hrs. II.**
Supervised work in editing and designing magazines. A laboratory class that produces special edition magazines. (PR: JRN 410 or permission)
- 475 **Cross-Currents of American Journalism. 3 hrs. I.**
An examination of the state of American journalism, the problems that confront the news business and the challenges awaiting an industry beset by technological change. (PR: Junior standing)
- 480-483 **Special Topics. 1-4, 1-4; 1-4; 1-4 hrs. I, II, S**
Independent or group studies or projects in areas of interest to the student and conducted under the direction of a faculty member. Course may be taught by arrangement. Includes regular meetings with the instructor for advice and direction. Projects and studies may include mass communication research studies or special group field projects. Professors are assigned based on their proficiency in the area of study or field report. (PR: Permission)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs. I, II, S.**
- 490 **Journalism Internship. 3 hrs. I, II, S.**
Supervised journalistic work with professional media including newspapers, magazines, radio, television, advertising, and public relations departments and agencies. Conferences with instructor for guidance and evaluation. Arrangements must be made with the School of Journalism internship director before enrollment.
- 495H-496H **Reading for Honors in Journalism. 4; 4 hrs. I, II.**

LATIN (LAT)

- 101-102 **First Year Latin. 3; 3 hrs. I, II.**
(PR for Latin 102: LAT 101)
- 203-204 **Intermediate Latin. 3; 3 hrs. I, II.**
Varied readings including selections from Cicero's Orations and Vergil's Aeneid I-VI. (PR for Latin 203: LAT 102 or equivalent; PR for Latin 204: LAT 203 or equivalent)
- 240 **Elements of Prose Composition. 3 hrs.**
(PR: LAT 204 or 3 units of high school Latin)
- 280-283 **Special Topics. 1-4; 1-4; 1-4 hrs.**

The following courses provide a survey of Latin literature from its early beginnings in Roman comedy (Plautus and Terence) to the history of the imperial court of the first century A.D. (Tacitus). The lyric poetry of Horace and the elegiac poets (Catullus, Tibullus, Propertius, Ovid) provide personal insights about the problems and ideals of the tumultuous last years of the Republic and the birth of the Empire. In the more formal epic poetry of Vergil's Aeneid and in Livy's History of Rome, Augustan attitudes and values emerge. Roman private life for the late Republic is chronicled in Cicero's letters and for the early empire is seen in selections from Pliny, Martial, and Juvenal.

The courses below are offered in a cycle of four years. Prerequisites for all 300-400 courses: Latin 204 or three units high school Latin.

- 304 **Vergil's Aeneid VII-XII. 3 hrs.**
- 306 **Selections from Horace. 3 hrs.**
- 307 **Cicero's Letters. 3 hrs.**
- 309 **Livy's History of Rome. 3 hrs.**
- 329 **Elegiac Poets: Catullus, Tibullus, Propertius, Ovid. 3 hrs.**
- 401 **Roman Life: Pliny, Martial, Juvenal. 3 hrs.**
- 403 **The Roman Stage: Comedies of Plautus and Terence. 3 hrs.**
- 410 **Tacitus (selections from): Annals, Agricola. 3 hrs.**
- 480-483 **Special Topics in Latin. 1-4; 1-4; 1-4; 1-4 hrs. I, II.**
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
Non-Latin majors may enroll in Latin Independent Study courses for one hour credit to meet general requirements in literature. For such students instruction and readings will be entirely in English. Consult chairman for current offerings.
- 495H-496H **Honors in Latin. 4; 4 hrs. I, II.**
Open only to Latin majors of outstanding ability. See Honors Courses.

LIBRARY SCIENCE

(See Instructional Technology and Library Science)

MANAGEMENT (MGT)

- 100 **Introduction to Business. 3 hrs.**
The activities and organization of a business enterprise, the function of its personnel, and its role in the economic and social systems. Intended for students whose major is undecided or outside business. (Not open to Business students with junior and senior standing)

- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 318 **Business Statistics. 3 hrs. I, II, S.**
Application of statistical techniques to business and economic data. Topics include measures of central tendency and dispersion, theory of probability and probability distributions, sampling distributions, estimation, hypotheses testing, correlation and regression analysis, index numbers and time series. (PR: MTH 190 or equivalent and junior standing)
- 320 **Principles of Management. 3 hrs. I, II, S.**
A comprehensive survey of the fundamental principles of management applicable to all forms of organizations. The course provides the student with a basis for thinking about complex business situations in the framework of analysis of the management process. Some case analysis of management problems used. (PR: ACC 215-216, ECN 250-253, and junior standing, or permission)
- 320H **Principles of Management Honors. 4 hrs.**
An accelerated course for specially selected juniors. (PR: ACC 215 and 216; ECN 250 and 253)
- 350 **Health Care Organizations and Management. 3 hrs.**
A study of the structure and function of several components of Health Care Organizations and their interrelationships. (PR: permission)
- 354 **Health Care Services and Facilities Management. 3 hrs.**
A study of planning and organizing of medical services and support departments and buildings, facilities, and equipment management. (PR: MGT 350 or permission)
- 360 **Management of Small Business. 3 hrs.**
A study of the functions, techniques and problems of management of the small business enterprise as opposed to the large-scale corporate situation. The day section, in cooperation with the U.S. Small Business Administration, provides students with field experience as management consultants to an area small business. (PR: MGT 320 or permission)
- 418 **Statistical Analysis and Survey Design. 3 hrs.**
Methods of constructing designs for survey investigation; methods of estimation, and questionnaire design; nonparametric methods; experimental design; factorial experiment; regression and correlation; Multivariate analysis. (PR: MGT 318 and 320)
- 419 **Business and Society. 3 hrs.**
An examination of the manager's social and environmental responsibilities to his employees, customers, and the general public, and other external factors which management must be cognizant of in modern society. (PR: MGT 320)
- 420 **Operations Management. 3 hrs.**
Management of operation systems including system design, implementation and control. Analysis of the system in the areas of product, process, material quality, and facilities management. Topics include breakeven analysis, inventory models, transportation models, network analysis. (PR: MGT 318, 320)
- 422 **Human Behavior in Organizations. 3 hrs.**
Problems, methods, and analysis of various theories of behavior within organizations for purposes of integration and generalization. Emphasis will be upon the identification and investigation of the schools of thought concerning the behavioral sciences. (PR: MGT 320)
- 423 **Organizational Change. 3 hrs.**
An examination of the dynamics of change within organizations. The course will examine the cause of resistance to change and purposeful methodologies for implementing change including behavioral, technological, and structural in an attempt to describe a holistic approach. (PR: MGT 320; REC: MGT 422 or permission)
- 424 **Personnel Management. 3 hrs.**
A study of basic methodology, organizational structure, and techniques of manpower management involved in recruitment, selection, training, wage and salary administration, and personnel assessment. (PR: MGT 320 or permission)
- 425 **Industrial Relations. 3 hrs.**
A managerial perspective of the relationships between organized labor and management. Topics include: union organization and recognition, collective bargaining processes, grievance procedures, and current trends in labor-management relations. (PR: MGT 320 or permission)
- 426 **Management Science. 3 hrs.**
Quantitative approaches to management decision making. Topics include decision theory, linear programming, transportation and assignment models, inventory systems PERT and CPM network analysis models, queuing theory, simulation and game theory. (PR: MGT 318, 320, or permission)
- 427 **Work Methods and Standards Analysis. 3 hrs.**
The development and use of work methods, standards, and measuring procedures in production/operations management. Topics covered also include job design, human factors, and quality control. (PR: MGT 420)
- 450 **Business Research. 2 hrs.**
Under the direction of an advisor, the student makes a study of a topic related to his field of specialization and submits a written report. (PR: Senior standing)
- 454 **Trends in Health Care Delivery. 3 hrs.**

- Discussion of trends in Health Care Delivery in the United States and related public policies and their implications to society. (PR: MGT 350, 354, FIN 351)
- 455 **Health Care Policy Seminar. 3 hrs.**
An integrative discussion course on current problems and future policies and strategies as they are related to facilities planning and utilization, staffing and organization and providing quality health care to community. (PR: Senior standing)
- 456 **Planning of Health Care Delivery Systems. 3 hrs.**
Application of systems approach to evaluation of current health care services and for future planning decisions. (PR: MGT 354, FIN 356, ACC 358)
- 460 **Business Policy. 3 hrs.**
An integration of knowledge gained in business core subjects and advanced management courses designed to develop ability to analyze complex business problems. (PR: Completion of all common BBA courses and senior standing)
- 460H **Business Policy Honors Seminars. 4 hrs. II.**
An accelerated course for preselected, exceptional seniors majoring in business administration requiring extensive supervised works. Through case analysis and problem-solving, it will integrate the knowledge acquired in previous courses. (PR: All other BBA Common Requirements)
- 471 **Health Care Practicum I. 4 hrs. C/NC**
Field experience in management of Health Care Operations. (PR: Permission of department chairman)
- 472 **Health Care Practicum II. 4 hrs. C/NC**
Field experience in management of Health Care Organizations. (PR: Permission of department chairman)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Study of an advanced topic not normally covered in other courses. Management majors only, with permission of department chairman.
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 490 **Internship. 3-12 hrs. C/NC**
A supervised internship in which the student works for a business firm/agency to gain practical experience in the student's major. The program of work and study will be defined in advance and the students performance will be evaluated. (PR: Permission of Dean)
- 495H-496H **Readings for Honors in Management. 2-4; 2-4 hrs.**
Open only to students of outstanding ability. See Honors Courses.

MARKETING (MKT)

- 231 **Principles of Selling. 3 hrs. I, II.**
Elements of successful techniques and salesmanship designed for individuals who must influence or persuade, actuate, or lead other individuals now or in the future.
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 340 **Principles of Marketing. 3 hrs. I, II, S.**
Institutions, channels of distribution, functions, federal regulation, and economics of marketing. (PR: ECN 250, 253; ECN 300 for Journalism majors only and junior standing)
- 340H **Principles of Marketing, Honors. 3 hrs. I, II.**
An accelerated course for specially selected juniors. (PR: ECN 250, 253)
- 341 **Advertising Management. 3 hrs. I, II, S.**
A managerial analysis of the principles and practices of advertising from the viewpoints of the consumer, the firm, the industry, and the economy. Special emphasis is given advertising in relation to its role in the marketing mix. (PR: ENG 102, MKT 340)
- 344 **Retail Management. 3 hrs. I, II, S.**
Management of retail establishments including successful retail merchandising, stock control, buying, pricing, marketing, advertising, promotion, displaying, credit, and selling of goods and/or services. (PR: MKT 340; ECN 250 and 253 or ECN 300 for Journalism majors. Required for Marketing and Retailing majors)
- 349 **Principles of Domestic Transportation. 3 hrs. I.**
Introduction to the history, economics, and regulation of U.S. domestic motor, rail, water, air and pipeline transportation. Particular emphasis is placed upon the significance of transportation to the development of the United States and today's economy. (PR: ECN 250, 253 and MKT 340)
- 350 **Physical Distribution. 3 hrs. I, II, S.**
Introduction to the activities concerned with the efficient movement of products from the source of raw materials supply, through production to the ultimate consumer. These activities include procurement, inventory control, materials handling, transportation, order processing, site determination, warehousing and customer service. (PR: MKT 340)
- 351 **Traffic Management. 3 hrs. II.**
Concerned primarily with the function of buying transportation service. Includes the mechanics of transportation pricing and detailed coverage of services legally includable in the price. (PR: MKT 340, 350 or permission of the department chairman)
- 369 **Fashion Merchandising. 3 hrs. II.**

Examination of the elements of fashion management, promotion, selling and other topics important to successful fashion merchandising. (PR: MKT 340, 344, or permission of the department chairman)

371 **International Marketing. 3 hrs. I, II.**

Designed to be a student's first exposure to foreign commerce and marketing in particular. Stress-cultural/environmental aspects and the integration of the regular foreign markets in strategic market planning. (PR: MKT 340, or permission of department chairman)

410 **Retail Promotion. 3 hrs.**

Practical analysis of the implementation of promotional strategies. Topics include displays, discounting, point-of-purchase material, free samples, premiums, trade shows, conventions, and others relating to effective promotion of the retail store. (PR: MKT 340, 344)

414 **Purchasing and Inventory Control. 3 hrs.**

In-depth analysis of procurement function, problems and techniques. Maintenance of proper inventory level, ordering methods, and product management at both the retail and industrial levels. (PR: MKT 340, or permission of department chairman)

415 **Retail Problems. 3 hrs.**

Extensive use of case study and field work methods to comprehend problems of location, layout, merchandising, inventory control, personnel management, promotion, etc., with highly practical application. (PR: MKT 340, 344)

430 **Marketing Management. 3 hrs. I, II. S.**

A research base for marketing decisions and organizing the market functions in relation to company objectives, program planning, and products, price, and promotion strategy. (PR: MKT 231, 340, and 12 hrs. of additional Marketing course work)

437 **Consumer Behavior. 3 hrs. I, II, S.**

Acquaints the student with individual and group behavior as it pertains to consumer activity. Theories and findings in the behavioral sciences, as well as those set forth by marketing scholars, are examined so as to understand the behavioral patterns of consumers. Cultural, social, and psychological influences are considered, in addition to the traditional economic interpretations. The stress of the course is on incorporating these data into the managing of the marketing effort. (PR: MKT 340)

440 **Sales Management. 3 hrs. I, II. S.**

Policies and procedures pertaining to product planning and pricing, choice of market, planning sales effort, and the control of sales operations. (PR: MKT 231, 340)

442 **Market Research. 3 hrs. I, II. S.**

Scope and importance of market and distribution research; product, package, brand analysis and social impact; consumer, industrial and institutional surveys, quantitative and qualitative analysis of market data; situation analysis, sampling, tabulation and presentation methods. (PR: MKT 340, MGT 318)

449 **Transportation Law and Public Policy. 3 hrs.**

Comprehensive review of the regulation of carriers and transportation in general. Comparison of the principal transportation regulatory acts, functions of the procedure before the several regulatory commissions. (PR: MKT 340, 350, or permission of the department chairman)

450 **Carrier Management. 3 hrs.**

Management of transportation carriers including the unique constraints faced by such firms due to the regulatory system, transportation competition, route structures, ownership patterns, pricing and rate making. (PR: MKT 340, 350, or permission of the department chairman)

480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**

Study of an advanced topic not normally covered in other courses. Marketing majors only, with permission of department chairman.

485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs. I, II, S.**

490 **Internship. 3-12 hrs. C/NC**

A supervised internship in which the student works for a business firm/agency to gain practical experience in the student's major. The program of work and study will be defined in advance and the student's performance will be evaluated. This course may not be used as a marketing elective. (PR: Permission of Dean)

495H-496H **Readings for Honors in Marketing. 2-4; 2-4 hrs.**

Open only to students of outstanding ability. See Honors Courses.

MARKETING EDUCATION (MKE)

205 **Introduction to Marketing Education. 3 hrs. I.**

The course is planned to give prospective Marketing Education Teacher-Coordinator an overview of the Marketing Education Program: its history and development, its mission, premises, and objectives, and activities of a Marketing Education program and requirements for persons employed in this field.

280-283 **Special Topics. 1-4 hrs.**

301 **Curriculum Marketing Education. 3 hrs. I.**

A study of the structure of occupations for the purpose of developing competencies in career

- development and curriculum development. Students will analyze marketing jobs in terms of specific and related job duties and competencies and will investigate career continuums.
- 405 **Methods of Teaching Marketing Subjects. 3 hrs. II.**
Unit and lesson planning; cooperative and project methods of teaching; classroom management and control; demonstration teaching; coordination techniques; evaluation of achievement. (CR: CI 470) Note: Reserve a two-hour block of time each morning for CI 470.
- 460-463 **Professional Development. 1-4 hrs. I, II, S.**
Courses and activities designed to meet specific inservice needs of public school personnel. Credit may be used for certificate renewal and salary upgrading if approved, but not in degree programs. Identifying course titles will vary. CR/NC grading.
- 480-483 **Special Topics. 1-4 hrs.**
- 485-488 **Independent Study. 1-4 hrs.**

MATHEMATICS (MTH)

- 099 **Developmental Mathematics. 3 hrs. I, II, S.**
Remedial mathematics with emphasis on calculation. The graduation requirement is increased three hours for students who complete this course. The course will not satisfy the mathematics requirement in any program of study. (PR: Required for students with mathematics ACT score less than 16 who are enrolled in either the College of Education, College of Liberal Arts, the College of Science or the College of Business. Permission of the chairman of the Department of Mathematics is required for admission of students who either have mathematics ACT score of 16 or higher or who have credit for another college mathematics course.)
- 105 **Mathematics for Elementary Schools. 3 hrs.**
Language and symbolism of modern mathematics for elementary school programs. Emphasis on the structure and development of the real number system.
- 110 **Introduction to College Mathematics. 3 hrs. I, II, S.**
Introduction to logic, postulational thinking, and mathematical models; numbers, numerals and symbols; basic probability and statistics. This course is not intended as a pre-requisite for any other mathematics course. (REC: MTH 099 or at least 16 on ACT)
- 120 **Algebra. 3 hrs. I, II, S.**
Review of modern algebraic concepts including sets, relations, functions. Review of the number systems through the axiomatic approach. Review of algebraic processes using exponents, radicals, logarithms. Solutions of linear equations and linear systems. Solutions of quadratic equations. Graphing linear and quadratic functions. Sequences, progressions, and the Binomial Theorem. (PR: One year of high school algebra or MTH 099. Rec: Students enrolling with one year of high school algebra should have a mathematics ACT score of 16 or more)
- 122 **Plane Trigonometry. 3 hrs. I, II, S.**
Definitions of circular functions; graphs of trigonometric functions, trigonometric identities, and applications. (PR: One-half year of high school geometry. PR or CR: MTH 120 or at least 21 on ACT)
- 125 **Finite Mathematics. 3 hrs. I, II.**
Topics in elementary finite mathematics; sets, counting, probability and statistics, matrices and linear equations, and applications. (PR: One year of high school algebra or Mathematics 099. REC: Students enrolling with one year of high school algebra should have a mathematics ACT score of 16 or more)
- 130 **College Algebra. 3 hrs. I, II, S.**
Systems of equations, matrices and determinants, complex numbers and vectors, theory of equations and mathematical induction. (PR: MTH 120, or at least 21 on ACT)
- 131 **Calculus with Analytic Geometry I. 5 hrs. I, II, S.**
An introduction to analytic geometry and calculus including a study of limits, continuity, differentiation and antiderivatives. (PR: A score of at least 27 on ACT with strong background of at least 1½ years of high school algebra or Mathematics 130)
- 140 **Applied Calculus. 3 hrs. I, II, S.**
A brief survey of calculus including both differentiation and integration with applications. Not to be substituted for Mathematics 131 or Mathematics 190. (PR: Two years of high school algebra and at least 21 on ACT, or MTH 120 or equivalent)
- 190 **Introductory Calculus. 5 hrs. I, II, S.**
Review of pre-calculus mathematics. Calculus of one variable with applications for students whose program requires a basic knowledge of differentiation and integration and their application to a variety of problems. May not be used as one of the three calculus course sequence required for mathematics, chemistry, physics, computer science, or engineering majors. (PR: MTH 120 or 125 or at least 27 on ACT)
- 225 **Introductory Statistics. 3 hrs. I, II, S.**
Introduction to statistical analysis. (PR: MTH 120 or MTH 125 or MTH 130 or two years of high school algebra)
- 230 **Calculus with Analytic Geometry II. 4 hrs. I, II, S.**
A study of the conics and transcendental functions, techniques of integration, improper integrals, indeterminate forms and infinite series. (PR: MTH 131 and either MTH 122 or one-half year of high school trigonometry)

- 231 **Calculus with Analytic Geometry III. 4 hrs. I, II.**
Analytic geometry of two and three dimensions, partial differentiation, and multiple integrals. (PR: MTH 230 or equivalent)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission of the chairman)
- 325 **Sampling Methods and Theory. 3 hrs.**
Coverage of a variety of sampling techniques with theoretical justification for methods used: emphasis will be on the application of these methods to practical problems. (PR: MTH 225 or equivalent)
- 330 **Linear Algebra. 3 hrs.**
Vector spaces over the real and complex fields, the algebra of matrices, linear transformations, eigenvalues, and eigenvectors, and linear programming. (PR: MTH 125 or MTH 130 or equivalent)
- 335 **Ordinary Differential Equations. 3 hrs.**
An exposition of methods used in solving ordinary differential equations, with applications. (PR: MTH 231 or permission of instructor)
- 337 **Elementary Topology. 3 hrs.**
Introduction to the basic concepts of topological spaces including such properties as continuity, connectedness, separability, compactness, and metrization. (PR: MTH 230 and consent of the instructor or MTH 231)
- 340 **Discrete Structures. 3 hrs.**
Sets, relations, directed and undirected graphs, monoids, groups, lattices, Boolean algebra, and propositional logic. (PR: MTH 230 or permission)
- 400 **Structure of Algebra. 3 hrs.**
Emphasis on the language of Modern Elementary Algebra. Recommended for pre-service elementary teachers and for elementary and secondary in-service teachers. May not be used for either a degree offered by the Department of Mathematics or for a 5-12 mathematics specialization. (PR: CI 201 or consent of the department chairman)
- 401 **Structure of Modern Geometry. 3 hrs.**
Informal development of geometry. Recommended for pre-service elementary teachers and for elementary and secondary in-service teachers. May not be used for either a degree offered by the Department of Mathematics or for a 5-12 mathematics specialization. (PR: CI 201 or consent of the department chairman)
- 410 **Applied Mathematics: Calculus of Variations. 3 hrs.**
Calculus of variations and its application to boundary value problems. (PR: MTH 330 and 335 or permission)
- 411 **Mathematical Modeling. 3 hrs.**
Students work in teams to construct mathematical models of various real-world situations. Problems to be modeled are drawn from diverse areas of application and use a wide range of undergraduate mathematics. (PR: MTH 231 or MTH 230 and permission of instructor)
- 412 **Statistical Models for Regression and Correlation Analysis. 3 hrs.**
Determining regression models; deriving parameter estimates using calculus; detailed coverage of tests of assumptions and remedial procedures (transformations and weighted least-squares); multiple and polynomial regression; tests and corrections for autocorrelation. (PR: One previous course in statistics and a knowledge of elementary calculus, or permission of instructor)
- 413 **Statistical Models for Analysis of Variance and Covariance. 3 hrs.**
Analysis of variance and covariance models with derivations using calculus; detailed testing of model assumptions and remedial measures (as transformations) to yield adequate models; use of various statistical designs. (PR: One previous statistics course and a knowledge of elementary calculus, or permission of instructor)
- 415 **Applied Mathematics: Boundary Value Problems. 3 hrs.**
Theory of systems of ordinary differential equations of first order. Theory of homogeneous and nonhomogeneous boundary value problems. (PR: MTH 330 and 335)
- 420 **Nonparametric Statistical Methods and Theory. 3 hrs.**
Coverage of a variety of nonparametric or distribution-free methods for practical statistical inference problems in hypothesis testing and estimation, including rank procedures and randomization procedures. (PR: One previous course in statistics and a knowledge of elementary calculus, or permission of instructor)
- 422 **Applied Time Series Analysis. 3 hrs. Alternate years.**
Finding statistical models to represent various time dependent phenomena and processes; coverage of a variety of forecasting techniques, with an emphasis on adaptive, regression, and Box-Jenkins procedures. (PR: Previous course in statistics and knowledge of elementary calculus, or permission of instructor)
- 427-428 **Advanced Calculus. 4; 4 hrs. I, II.**
The number system, limits, sequences, partial differentiation with applications, maxima and minima of functions of several variables. Theory of definite integrals, multiple integrals, line and surface integrals, improper integrals, infinite series. (PR: MTH 231 for 427; 427 for 428. REC: MTH 330 and 337)
- 442 **Numerical Linear Algebra. 3 hrs.**
Direct and iterative methods for numerical solution of linear systems of equations. Eigenvalues

- and eigenvectors. Error Analysis and norms. Related topics. (PR: MTH 230, 330 and CIS 203, 205, or 209)
- 443 **Numerical Analysis. 3 hrs.**
The theory and technique of numerical computation involving the difference calculus, the summation calculus, interpolation methods, solution of systems of equations, and methods of solution of ordinary differential equations. (PR: MTH 230)
- 445-446 **Theory of Statistics. 3; 3 hrs. I, II.**
Probability spaces, conditional probability, and applications. Random variables, distributions, expectation, and moments. Parametric statistics: sampling methods, estimation of parameters, tests of hypotheses. (PR: MTH 230 for 445; 445 for 446)
- 448 **Fundamental Concepts of Modern Geometry. 3 hrs.**
Finite geometries, basic background material for the modern development of Euclidean Geometry, other geometries. (PR: MTH 230)
- 449 **Projective Geometry. 3 hrs.**
Projective geometry using both synthetic and algebraic methods. (PR: MTH 230)
- 450-452 **Modern Algebra. 3; 3 hrs. I, II.**
Structure of the abstract mathematical systems; groups, rings, fields, with illustrations and applications from number theory. (PR: MTH 230 for 450; 450 for 452)
- 460-461 **Complex Variables. 3; 3 hrs. I, II.**
Complex numbers, analytic functions, properties of elementary functions, integrals, series, residues and poles, conformal mapping. (PR: MTH 231 for 460; 460 for 461)
- 480-483 **Special Topics in Mathematics. 1-4; 1-4; 1-4; 1-4 hrs.**
Courses on special topics not listed among the current offerings. (PR: Permission of the Chairman of the Department of Mathematics and permission of instructor)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Consent of instructor and chairman)
- 495H-496H **Readings for Honors in Mathematics. 2-4; 2-4 hrs.**
Open only to mathematics majors of outstanding ability. (PR: Consent of department chairman. See Honors Courses)

MEDICAL LABORATORY TECHNICIAN

(See Clinical Laboratory Sciences)

MEDICAL TECHNOLOGY (MDT)

(See Clinical Laboratory Sciences)

MILITARY SCIENCE (MS)

- 101 **Basic Course Military Science I. 2 hrs. I, II, S.**
Provides an understanding of the military and of useful military subjects to include leadership, customs/traditions of the service, principles of war, National Defense Establishment, organization of the Army, and land navigation.
- 202 **Basic Course Military Science II. 2 hrs. I, II, S.**
Participation in a management/leadership simulation program, introduction to Army Physical Training Program, participation in first aid/CPR program, and continuation of map and aerial photograph reading begun in Military Science I. (PR: Four hours of Military Science credit or departmental permission)
- 209 **Nursing in the Army. 2 hrs. I, II.**
An overview of aspects, opportunities, and career progression for BSN Army nurses. Field trips to local civilian, VA, and military medical facilities are included.
- 211-212 **Ranger Operations and Techniques. 2; 2 hrs. I, II.**
Provides an overview of U.S. Army Ranger history, organization, and mission. Small unit tactics, leadership, patrolling techniques, marksmanship, rappelling, and land navigation.
- 216 **Military Equipment, Weapons and Marksmanship. 2 hrs. I, II, S.**
Provides an opportunity for practical experiences in the use and handling of military weapons and equipment with an emphasis on marksmanship training.
- 217 **The Soviet Armed Forces. 2 hrs. I, II, S.**
An introduction to the Soviet Armed Forces, the organization, doctrine, equipment, and the soldier. An insight into the positive and negative influences that affect the Russian soldier of today.
- 218 **Military Tactics and Wargaming. 2 hrs. I, II, S.**
An introduction to weapons capabilities, the principles of war, and military organizations. Tactics and tactical simulation through use of terrain models and miniatures.
- 219 **The Military as a Profession. 2 hrs. I, II, S.**
An examination and evaluation of a career as an Army officer. The types of duty, pay and benefits, professionalism, responsibilities, promotions, travel, and education.
- 220 **Military Leadership. 2 hrs. I, II, S.**
An examination of successful leadership traits, styles, and techniques as they relate to the development of effective military organizations.

- 221 **Army Physical Readiness Program. 1 hr. I, II, S.**
A physical training program consisting of Army conditioning drills, guerrilla exercises, and grass drills.
- 251 **ROTC Basic Camp. 3 hrs. (non-resident) S.**
This course is six-week camp consisting primarily of applicatory training conducted during the summer at Fort Knox, Kentucky. It is designed to replace the first two years of on-campus ROTC training. Students who successfully complete the course are eligible to enter advanced military science training with departmental permission.
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 301-302 **Advanced Course Military Science III. 3; 3 hrs. I, II.**
Analysis of the leader's role in directing and coordinating the efforts of individuals and small units in the exercise of tactical missions. Application work emphasizing the duties and responsibilities of junior leaders. (PR: MS 101, 201 and 202 and one additional MS 200 level course or permission of department chairman; CR: MS 301L-302L)
- 301L-302L **Advanced Physical Training Lab III. 1; 1 hr. I, II.**
The course is designed to introduce the Army Physical Readiness Program and to prepare the cadet for ROTC Advanced Camp. Emphasis is on physical conditioning and leadership. (CR: MS 301-302)
- 351 **ROTC Advanced Camp. 3 hrs. (non-resident) S.**
Six-week period of realistic applicatory training conducted at an active army post or camp to supplement and reinforce the instruction presented on campus. Mandatory for advanced course. (PR: MS 302)
- 401 **Advanced Course Military Science IV. 3 hrs. I.**
An examination of Battalion Staff Officers and their duties. Students perform actual duties of active duty counterparts. Also, they study Army counseling, training management, Army logistics, and Army personnel. (PR: MS 351)
- 402 **Advanced Course Military Science IV. 3 hrs. II.**
Advanced training in command and staff functions, training management and evaluation, in-depth study of current military law, military ethics and professionalism. Preparation for commissioning and the Officers' Basic Course. (PR: MS 301-302; CR: MS 402L)
- 401L-402L **Advanced Physical Training Lab IV. 1; 1 hr. I, II.**
Course emphasizes the planning, implementation, and supervision of the Army Physical Readiness Program. Designed to prepare the cadet for successful completion of the Officers' Basic Course. (CR: MS 401-402)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission of department chairman)

MINE SAFETY (MSF)

- 397 **Mining and Industrial Hygiene Sciences. 3 hrs. I or II.**
Algebra, chemistry, human anatomy and physiology as applicable to Industrial Hygiene calculations; hazards encountered and physiological systems affected. (PR: CHM 212 or equivalent)
- 410 **Survey of Mining. 3 hrs.**
An overview of mining to provide the participant with a general understanding of mining history, development systems terminology, procedures, methods, and safety and health activities.
- 411 **Mine Safety Program Analysis. 3 hrs.**
This course prepares the participant for the effective analysis of safety programs and provides some specific applications in the mining environment.
- 412 **Mine Safety and Health Legislation. 3 hrs.**
A survey of the legislation that has affected safety and health in mining with special emphasis of the Federal Mine Safety and Health Act of 1977.
- 413 **Mine Safety and Health Management. 3 hrs.**
This course covers the principles, functions and philosophies of mine management.
- 414 **Hazards Control in Mining. 3 hrs.**
A study of how to recognize accident potential throughout the mining industry.
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
A study of special topics not offered in regularly scheduled courses.
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 491-494 **Workshop (Selected Topics). 1-4; 1-4; 1-4; 1-4 hrs.**

MUSIC (MUS) Requirements for Music Majors

Degrees

The Department of Music offers two degree programs: the B.A. in Music Education and the B.F.A. in Music with concentrations in performance, theory/composition, or music history and literature.

Admission to Music Program

All students applying for admission to any program in music must arrange by appointment for an audition and be approved by the Chairman of the Department of Music. Students unable to audition on campus may arrange to submit a tape. The audition will cover performance in a major applied music area.

Applied Music

MAJOR:

1. All students pursuing the music education curriculum are required to select a major instrument or voice and complete twelve (12) semester hours in this field—six (6) hours of lower division and six (6) hours of upper division.
2. Students pursuing the B.F.A. degree in performance must complete sixteen (16) semester hours—eight (8) hours of lower division and eight (8) hours of upper division. Students in either the composition or music history option are required to complete twelve (12) hours of applied study.
3. Each student must be approved through jury examination at the end of each semester before registering for the next level of study; this is particularly so after the fourth semester before upper division (5th Semester) applied music courses may be started. Students who are not approved for advancement will be required to repeat lower level work until successful. Major applied music courses include one hour of lesson time per week with two hours daily preparation.

Applied Music students are not permitted to drop these subjects during the course of a term without specific permission from the department chairman. This permission is granted only for extraordinary reasons in exceptional cases.

All applied music study must be approved by the Department of Music office and no registration for any level or category is permitted without this approval.

Performance on the major instrument or voice is required at least once each semester on weekly daytime recitals held for this purpose. First semester freshmen are exempt, but may perform upon request with approval. Seniors must give a recital as part of the requirement for graduation. Approval to plan this recital must be obtained during the jury examination preceding the recital semester.

SECONDARY PIANO:

Music majors whose area of concentration is not piano take at least four semesters of piano instruction, usually in class work. Incoming students are given a hearing for the purpose of determining the level at which that study begins. All music majors are required to pass a piano proficiency examination as part of the requirements for the degree. This examination is usually given at the end of the fourth semester of study and graded separately, pass or fail, apart from the semester's grade. Students may be required to repeat piano until the proficiency requirements are met.

ELECTIVE:

Students may elect applied music courses, upon approval of the Department of Music, for one hour credit each semester. These courses afford one half-hour lesson per week requiring at least one hour of daily preparation, and are permitted on a first come, first served basis according to spaces available on teaching loads. In Piano, Voice, and Guitar special beginning classes for non-majors are listed in the Schedule of Classes.

SENIOR RECITAL:

All music majors must appear in a senior recital to be approved by the music faculty before becoming eligible for graduation. This recital may be one of three options: 1) a full length public recital; 2) a partial public recital; 3) a non-public studio recital. The selection of the option for each student is made at the discretion of the Music Faculty.

ENSEMBLES:¹

General Requirements: All music majors are required to enroll in a major ensemble for at least seven (7) semesters. All B.F.A. students are required eight (8) semesters. Those who have completed this requirement and who are in residence during the spring and fall semesters are expected to continue to participate in the ensemble program. Such students are permitted to select the ensemble of their choice provided they meet the audition requirement.

Ensembles are open to all university students.

Major Ensembles

The major ensembles are: Chamber Choir, University Chorus, Orchestra, Wind Symphony, Symphonic Band, and Marching Band. For woodwind, brass, and percussion majors, Marching Band is required in the fall semester and a Concert Band in the spring.

¹Seniors doing student teaching are exempt from ensemble participation.

Secondary Ensembles:

The secondary ensembles are: Choral Union, Opera Workshop, University Singers, Jazz Ensemble, Pep Band, and Chamber Ensembles (Brass, Woodwind, Percussion, String, and Collegium Musicum).

MUSIC (MUS)

- 100 **Applied Music Laboratory. 0 hrs. I, II.**
A forum devoted to the development of applied music area, supplying the opportunity for music majors both to demonstrate performance skills and to observe the skills of colleagues.
- 101 **Basic Musicianship. 3 hrs.**
- 115-116 **Elementary Music Theory. 4 hrs. each. I, II.**
A thorough study of the melodic, harmonic and rhythmic elements of music through writing, playing, singing and listening. Includes triads, modulation, seventh chords, sight-singing, melodic and harmonic dictation. (MUS 115 is PR for 116)
- 121 **Aural Perception of Music Literature. 2 hrs. I.**
Development of aural skills in perceiving timbre, texture, rhythm, meter, linear organization, harmonic organization, and form through listening to selected works and study of their scores.
- 142 **Appreciation of Music. 2 hrs. I, II, S.**
Development of an appreciation and understanding of music as a fine art and establishment of intelligent listening habits. For non-music majors.
- 173a,b,c,d-373a,b,c,d **Applied Music. Harp 1-2; 1-2 hrs. I, II.**
- 176 **Survey of Music Literature. 3 hrs.**
A non-technical historical survey of western art music with an emphasis on the relation of music to the culture it reflects. Not open to music majors.
- 177 a,b **Class Guitar. 1; 1 hr. I, II.**
- 178 a,b **Class Voice. 1; 1 hr. I, II.**
Classes for voice minors and electives designed for beginners. (PR: Permission)
- 179 a,b,c,d **Class Piano. 1; 1; 1 hr.**
Classes for piano minors and electives progressing from beginner to proficiency level. (PR: Permission)
- 181a,b,c,d-381a,b,c,d **Applied Music. Saxophone 1-2; 1-2 hrs. I,II.**
- 182a,b,c,d-382a,b,c,d, **Applied Music. Flute 1-2; 1-2 hrs. I,II.**
- 183a,b,c,d-383a,b,c,d, **Applied Music. Oboe 1-2; 1-2 hrs. I,II.**
- 184a,b,c,d-384a,b,c,d **Applied Music. Clarinet 1-2; 1-2 hrs. I,II.**
- 185a,b,c,d-385a,b,c,d **Applied Music. Bassoon 1-2; 1-2 hrs. I,II.**
- 186a,b,c,d-386a,b,c,d, **Applied Music. French Horn 1-2; 1-2 hrs. I,II.**
- 187a,b,c,d-387a,b,c,d **Applied Music. Trumpet 1-2; 1-2 hrs. I,II.**
- 188a,b,c,d-388a,b,c,d **Applied Music. Trombone 1-2; 1-2 hrs. I,II.**
- 189a,b,c,d-389a,b,c,d, **Applied Music. Baritone 1-2; 1-2 hrs. I,II.**
- 190a,b,c,d-390a,b,c,d **Applied Music. Tuba 1-2; 1-2 hrs. I,II.**
- 191a,b,c,d-391a,b,c,d **Applied Music. Violin 1-2; 1-2 hrs. I,II.**
- 192a,b,c,d-392a,b,c,d, **Applied Music. Viola 1-2; 1-2 hrs. I,II.**
- 193a,b,c,d-393a,b,c,d **Applied Music. Cello 1-2; 1-2 hrs. I,II.**
- 194a,b,c,d-394a,b,c,d **Applied Music. String Bass 1-2; 1-2 hrs. I,II.**
- 195a,b,c,d-395a,b,c,d **Applied Music. Piano 1-2; 1-2 hrs. I,II.**
- 196a,b,c,d-396a,b,c,d **Applied Music. Voice 1-2; 1-2 hrs. I,II.**
- 197a,b,c,d-397a,b,c,d **Applied Music. Organ 1-2; 1-2 hrs. I,II.**
- 198a,b,c,d-398a,b,c,d **Applied Music. Percussion 1-2; 1-2 hrs. I,II.**
- 199a,b,c,d-399a,b,c,d **Applied Music. Guitar 1-2; 1-2 hrs. I,II.**

Course descriptions and standards of performance are available in the Office of the Chairman.

- 203-403 **Choral Union. 1; 1 hr. I, II.**
Large choral ensemble available to university and regional singers without audition. Gives public performances of oratorios and works for chorus and orchestra twice a year. One rehearsal per week.
- 204-404 **Marshall University Chorus. 1; 1 hr. I, II.**
A mixed chorus of 60-90 singers open to all university students without audition. Public performances of a variety of music are given each semester. Three rehearsals per week.
- 205-405 **Marshall University Vocal Jazz Ensemble. 1; 1 hr. I, II.**
A mixed vocal jazz ensemble with limited enrollment. The Jazz Singers perform in a variety of popular and jazz styles in concert and on tour. Membership by audition.
- 206-406 **Opera Workshop. 1; 1 hr. I, II.**
Preparation and performance of opera scenes and full operas. Membership open to students as singers, pianists, and technical personnel. Roles assigned by audition. Two rehearsals per week plus private coaching. (PR: Audition with Director)
- 207-407 **Marshall University Chamber Choir. 1; 1 hr. I, II.**
Advanced, auditioned choral ensemble open to all university students. Repertoire performed

- locally and on tour includes great chamber literature of the past five centuries. Three rehearsals per week.
- 208-408 **Orchestra. 1; 1 hr. I, II.**
The Marshall Community Orchestra is open to all university students, faculty, and interested musicians in the community with permission of the instructor. Concerts are presented each semester. Rehearsals are held each Tuesday evening. (PR: Audition with Director)
- 210 **Introduction to Electronic Music. 2 hrs.**
A non-technical introduction to the theory, practice and literature of electronic music. Open to non-music majors.
- 215-216 **Advanced Music Theory. 4 hrs. each. I, II.**
Advanced modulation, chromatic harmony and advanced melodic and harmonic dictation, sight-singing. Homophonic forms and 20th century concepts are introduced. (MUS 116 is PR for 215; MUS 215 is PR for 216)
- 222 **Italian and English Diction for Singers. 2 hrs.**
A systematic study of the pronunciation and problems encountered by singers when performing repertoire with English and Italian texts.
- 224 **French and German Diction for Singers. 2 hrs.**
A systematic study of the pronunciation and problems encountered by singers when performing repertoire with French and German texts.
- 230 **American Folk Music. 3 hrs.**
A survey of American folk music forms and their ethnic precursors. Special emphasis on Appalachian music, textual continuity and derivation. Open to non-music majors.
- 242 **Music Skills for Classroom Teachers. 2 hrs. I, II, S.**
Development of fundamental music skills used in reading and teaching music at the elementary school level. (PR: MUS 142 and junior standing)
- 250 **Survey of Jazz. 3 hrs.**
A survey of the development of jazz and related forms from the 19th century antecedents to recent experimental trends.
- 254-454 **Flute Ensemble. 1; 1 hr. I, II.**
Performs a wide variety of musical styles from full flute choir to quartets, trios, etc. Membership required of all flute majors; others by audition. One rehearsal per week.
- 255-455 **String Ensemble. 1; 1 hr. I, II.**
(PR: Audition with Director)
- 256-456 **Woodwind Ensemble. 1; 1 hr. I, II.**
(PR: Audition with Director)
- 257-457 **Percussion Ensemble. 1; 1 hr. I, II.**
(PR: Audition with Director)
- 258-458 **Brass Ensemble. 1; 1 hr. I, II.**
(PR: Audition with Director)
- 259-459 **Jazz Ensemble. 1; 1 hr. I, II.**
(PR: Audition with Director)
- 261 **String Techniques. 1 hr. I, II.**
- 262 **Woodwind Techniques. 1 hr. I, II.**
- 263 **Brass Techniques. 1 hr. I, II.**
- 264 **Percussion Techniques. 1 hr. I, II.**
- 265-465 **Symphonic Band. 1 hr. I, II.**
(PR: Audition with Director)
- 266-466 **Marching Band. 1; 1 hr. I.**
(PR: Audition with Director)
- 267-467 **Wind Symphony. 1; 1 hr. II.**
(PR: Audition with Director)
- 268-468 **Pep Band. 1; 1 hr. II.**
(PR: Audition with Director)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 301 **Analysis. 2 hrs. I, II.**
The study of small and large forms; song form, minuet, variation, fugue, rondo, sonata, etc. Recognition of various forms by ear and by sight. (PR: MUS 216)
- 302 **Advanced Analysis. 2 hrs.**
A study of larger musical forms and contemporary applications of older forms. Recognition of these forms by sight and sound. (PR: MUS 301)
- 304 **Styles. 2 hrs.**
An investigation of the distinguishing characteristics of the music of major composers by the study, dissection and comparison of major works. (PR: MUS 302)
- 312-313 **Vocal Techniques. 1; 1 hr. I, II.**
Foundation principles of voice usage, interpretation, and problems of vocal pedagogy. For instrumental music major students. Courses must be taken in sequence. (PR: MUS 312 for 313)
- 315 **Instrumental Conducting. 2 hrs. I.**
Techniques and mechanics of the baton with emphasis on securing attacks, releases, dynamics,

- and tempo changes. Analysis of band and orchestral scores with practical application. (PR: MUS 216)
Counterpoint. 2 hrs.
- Eighteenth Century counterpoint includes creative writing in this style and analysis of contrapuntal composition of this period based upon principles learned in introductory theory courses. (PR: MUS 216)
- Instrumental Arranging. 2 hrs. I.**
 The study of the instruments of the modern orchestra, their history, technical possibilities and limitations, and practical application of technique in public school work. (PR: MUS 216)
- Choral Arranging. 2 hrs. I, II.**
 Score writing and arranging for vocal ensembles of two to eight parts. (PR: MUS 216)
- Orchestration. 3 hrs.**
 A detailed study of band and orchestral instrument capabilities and their use in various large and small ensembles to develop comprehensive scoring technique. (PR: MUS 216, MUS 320)
- Music Education: Materials and Methods in School Music (Grades K-6). 3 hrs. II.**
 Intensive study of vocal and instrumental materials and methods of presentation of music K-6. (PR: EDF 218, 319 and activity)
- Music Education: Materials and Methods in School Music (Grades 7-12). 3 hrs. II.**
 Intensive study of vocal and instrumental materials and methods of presentation of music in grades 7-12. (PR: EDF 218, 319 and activity)
- Music Materials and Procedures. 3 hrs. I, II, S.**
 Materials and procedures for teaching music in nursery school, kindergarten and grades K-6. (PR: MUS 142 or 175 and 242 or 303)
- Collegium Musicum. 1 hr. I, II.**
 An ensemble for the performance of Medieval, Renaissance, and Baroque music, with special attention to performance practices and instrumental and vocal techniques. (PR: Permission of instructor)
- Research in Music. 3 hrs.**
 Basic research procedures and bibliography study culminating in a project in the student's area of specialization. (PR: Permission of instructor and MUS 216)
- Choral Conducting. 2 hrs. I.**
 Continuation of Music 315 with emphasis on interpretations, voice classification, intonation, choral repertoire, and program building. Opportunity for practical experience is provided by the various college choral organizations. (PR: MUS 216)
- History and Literature of Music. 3; 3 hrs. I, II.**
 From early music to romantic period, including form and texture in music, study of major works of music of all periods, listening to music, project reports. Designed for music majors (PR: For MUS 422, 121; for MUS 423, 422)
- Church Music. 2 hrs.**
 A study of liturgical music and its uses in the church service.
- Music of the Twentieth Century. 2 hrs.**
 Study of the major schools and developments in twentieth-century music through reading, analysis, listening, and project reports. (PR: MUS 216)
- Song Literature. 2 hrs.**
 A discussion of the development of the art song in western civilization. Study of song literature including texts, accompaniments, interpretation, and program building. For singers and accompanists. (PR: Sophomore hearing or permission of instructor)
- Composition. 2 hrs.**
 Experience in writing music compositions in various forms. (PR: MUS 216 and 301)
- Advanced Composition I. 3 hrs.**
 Experience in writing musical compositions in various forms to develop skill in twentieth-century compositional techniques. (PR: MUS 430)
- Electronic Music Composition. 2 hrs.**
 The theory and practice of the use of electronic mediums of composition. Synthesizer and tape recording techniques will be emphasized. Primarily for music majors. (PR: MUS 216)
- Advanced Composition II. 3 hrs.**
 Experience in writing musical compositions in larger forms using twentieth-century compositional techniques. (PR: MUS 431)
- Piano Teaching Techniques and Materials. 2 hrs. S.**
 Materials and techniques of presentation; development of reading skills; basic fundamentals of technique; cultivation of musicianship. Emphasis is on elementary and intermediate levels.
- Piano Literature I. 2 hrs.**
 Investigation of the historical significance, stylistic and technical aspects, and performance problems in solo keyboard repertoire from J.S. Bach to Schubert. (PR: MUS 216 and 4 semesters advanced applied piano or equivalent)
- Piano Literature II. 2 hrs.**
 Investigation of the historical significance, stylistic and technical aspects, and performance problems in solo keyboard repertoire from Chopin to the present. (PR: MUS 216 and 4 semesters advanced applied piano)
- Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**

- 485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
 491-494 Workshops. 1-4; 1-4; 1-4; 1-4 hrs.

NURSING (NUR)

Bachelor of Science in Nursing Program: Basic Program.

- 121 **Nursing and Health Promotion. 1 hr.**
 Introduction to the role of the nurse in the prevention of disease and promotion of health in various components of the health care delivery system. 1-lec.
 122 **Orientation to the Nursing Profession. 1 hr.**
 Orientation to the profession of nursing including historic and modern influences, career roles, and contributions to society. 1-lec.

The following courses are open only to students admitted to the School of Nursing.

- 219 **Nursing Assessment of Individuals I. 3 hrs.**
 Study of nursing assessment of the individual through the life span in relation to wellness promotion and the impact of illness. 3-lec. (PR: PSY 311, SOC 200)
 221 **Foundations of Professional Nursing I. 5 hrs.**
 Introduction to philosophical and theoretical foundations of nursing, exploration and integration of concepts and processes basic to professional nursing practice. Laboratory included. 4-lec 2-lab. (PR: Required freshman support courses; CR: NUR 121, 219)
 222 **Foundations of Professional Nursing II. 5 hrs.**
 Introduction to professional nursing practice in relation to potential and simple alterations in health. Practicum included. 3-lec 4-lab. (PR: NUR 221, ZOO 227, HEC 210, MTH 110; CR: ZOO 228, NUR 122; BSC 250)
 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
 318 **Nursing and the Well Family. 3 hrs.**
 Focus is upon nursing care related to human responses within the well family. 3-lec. (PR: NUR 219, 221; HEC 210)
 319 **Nursing Assessment of Individuals II. 4 hrs.**
 Development of skills in taking health history and performing physical examination of clients throughout the life span. Practicum included. 3-lec 2-lab. (PR: NUR 219, 222 or permission)
 321 **Nursing and Human Responses I. 5 hrs.**
 Focus of nursing is on the diagnosis and treatment of human responses to changes that occur in the expanding family. Practicum included. 3-lec 4-lab. (PR: NUR 222, 318; CR: NUR 319.)
 322 **Nursing and Human Responses II. 5 hrs.**
 Focus is upon nursing care of clients of all ages in relation to human responses to psychosocial and chronic illness. Practicum included. 3-lec 4-lab. (PR: NUR 222, 318; CR: NUR 319 or permission)
 323 **Nursing and Human Responses III. 5 hrs.**
 Focus is on nursing care of clients of all ages responding to common health problems. Practicum included. 3-lec 4-lab. (PR: NUR 222, ZOO 228, BSC 250; CR: NUR 319)
 324 **Nursing and Human Responses IV. 5 hrs.**
 Focus is on nursing care of clients of all ages responding to cardiovascular, respiratory, hematological, genito-urinary and reproductive problems. Practicum included. 3-lec 4-lab. (PR: NUR 319, 323)
 325 **Nursing and Human Responses V. 5 hrs.**
 Focus is upon nursing care of clients of all ages responding to neurological, endocrine, gastrointestinal, musculoskeletal and integumentary problems. Practicum included. 3-lec 4-lab. (PR: NUR 319, 323)
 403 **Nursing Management. 3 hrs.**
 Investigation of management functions as a basis for first level nursing management in health care agencies. 3 lec. (PR: NUR 323)
 409 **Nursing Research. 3 hrs.**
 Course focuses on the research process as it relates to nursing clinical research. An outcome of the course is critical reviews of clinical nursing research in journal publication. 3 lec. (PR: Statistics or permission; NUR 222)
 421 **Nursing and Human Responses VI. 5 hrs.**
 Focus is upon the synthesis of public health principles with nursing practice in promoting the health of the community by providing health promotion for individuals, families, groups, and communities at risk. Practicum included. 3-lec 4-lab. (PR: HEC 404, NUR 321, 322, 324)
 422 **Nursing and Human Responses VII. 5 hrs.**
 Focus is on leadership activities related to the roles of the professional nurse: provider of care, coordinator of care, and member of the profession. Practicum included. 1-lec 8-lab. (PR: NUR 321, 322, 324, 325; CR: NUR 403, 421)
 423 **Current Issues in Professional Nursing. 3 hrs.**
 Focus is on the political, legal, and ethical issues and their impact on nursing practice. 3-lec. (PR: NUR 324 or permission)

Bachelor of Science in Nursing Program: RN Option

- 305 **Concepts in Professional Nursing. 4 hrs.**
Discussion of nursing conceptual models. Dynamic concepts of health, nursing process, change, teaching/learning, research and leadership introduced. Exercises in communication/assertiveness skill development. 4 lec. (PR: R.N.)
- 320 **Health Assessment. 3 hrs.**
Development of beginning skills in taking health histories and performing physical examination. 2 lec-2 lab. (PR: Permission and at least 4 credits in Anatomy and Physiology)
- 330 **Family Nursing. 7 hrs.**
Theory and practice of family nursing with a focus on factors influencing wellness in families and the impact of chronic illness on family functioning. 4 lec-6 clinical lab. (PR: Admission to BSN Program, NUR 305, 320, ZOO 228; CR: NUR 409)
- 403 **Nursing Management. 3 hrs.**
Investigation of management functions as a basis for first level nursing management in health care agencies. 3 lec. (PR: NUR 305)
- 407 **Community Health Nursing. 7 hrs.**
Theory and practice of community health nursing to promote health through health maintenance, health education, and continuity of care using a holistic approach to the family, group, and community. 4 lec 6 clinical lab. (PR: NUR 330, 409, HEC 404)
- 409 **Nursing Research. 3 hrs.**
Course focuses on the research process as it relates to nursing clinical research. An outcome of the course is critical reviews of clinical nursing research in journal publications. 3 lec. (PR: NUR 305, statistics)
- 416 **Trends and Issues in Professional Nursing. 2 hrs.**
Discussion of current trends and contemporary issues in nursing and health care. 2 lec. (PR: NUR 305)
- 418 **Senior Practicum. 4 hrs.**
Implement roles of the professional nurse; provide wholistic care for clients and their families in acute care setting; participate in management activities of the unit and implement a change project. 1 sem.-6 clinical lab (PR: NUR 407)
- 450 **Nursing and the Elderly Client. 3 hrs.**
Provides a knowledge base in physiological, intellectual, emotional and sociological changes and related problems of the elderly as it relates to nursing practice. (PR: Senior status or registered nurse graduate student)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Study of topics not available in other courses.
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 495H-496H **Readings for Honors in Nursing. 2-4; 2-4 hrs.**
Open only to nursing majors of outstanding ability. By permission of the dean. See Honors Courses

PARK RESOURCES AND LEISURE SERVICES (PLS)

- 100 **Leisure in Your Life. 3 hrs.**
An elective course, for non-park and recreation majors, designed to explore contemporary leisure values and the impact of leisure on American culture. (May not substitute for PLS 101)
- 101 **Introduction to Parks and Leisure Services. 3 hrs.**
An orientation to the profession emphasizing history, trends, concepts, and relationship to other fields. This course is prerequisite to all other PLS courses.
- 120 **Introduction to Therapeutic Recreation. 3 hrs.**
Introduction to the therapeutic recreation profession and its services which are designed to serve the ill, disabled, aged, blind and mentally handicapped.
- 201 **Recreational Activities. 3 hrs.**
- 210 **Recreation Programming and Leadership. 3 hrs.**
A study of the fundamental principles of planning and the techniques of implementing these programs.
- 220 **Programming for the Handicapped. 3 hrs.**
Designed to develop program planning and supervision of leisure activities for the physically and mentally handicapped. (PR: PLS 120 or permission)
- 230 **Park Management and Operation. 3 hrs.**
Origin and conceptual development of parks, the basic study of both management and operation practices, and the management of physical park resources.
- 231 **Nature Study. 3 hrs.**
- 270 **Practicum. 2 hrs.**
Scheduled in conjunction with PLS 210 to provide the student with program planning and leadership with leisure service organizations in the community. (CR: PLS 210)
- 271 **Therapeutic Recreation Practicum. 2 hrs.**
Scheduled in conjunction with PLS 220 to provide the student with programming experience for the handicapped. (CR: PLS 220)

- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
 301 **Outdoor Recreation. 3 hrs.**
 Organization, administration and delivery of outdoor recreation activities and resources. Emphasis upon federal, state, and local government programs and areas.
- 310 **Recreation Areas and Facilities. 3 hrs.**
 Basic considerations in the planning, construction, design and maintenance of recreation areas, facilities, and buildings. (PR: PLS 230 or permission)
- 320 **Recreational Sports and Campus Recreation Management. 3 hrs.**
 This course will deal with the fields of recreational sports and campus recreation management. It will present the foundations of both fields, the development, implementation and trends in today's programs.
- 330 **Wildland Recreation Management. 3 hrs.**
 A systematic approach to the management of back country, primitive, and wilderness areas.
- 401 **Administration of Parks and Recreation. 3 hrs.**
 Considers administrative practice and various organizational structures. Includes administrative processes, supervision of personnel, budgeting and public relations.
- 402 **Assessment and Evaluation in Recreation and Leisure Services. 3 hrs.**
 Theoretical and practical approach to evaluation as applied to recreation and Leisure Services. Emphasis will be upon developing sound assessment and evaluation methodology applicable to recreation and leisure studies. (PLS 101)
- 410 **Recreation Area and Facility Maintenance. 4 hrs.**
 A study of the knowledge and skills necessary to supervise and administer the general development and maintenance of park and recreation areas and facilities.
- 421 **Recreation for Special Populations. 3 hrs.**
 A study of the use of recreation activities with disabled persons. Techniques in programming and adaptation to meet the leisure needs of special groups in today's society. (PR: PLS 120 or permission)
- 422 **Therapeutic Recreation in Institutional Settings. 3 hrs.**
 Designed to acquaint students with the role and practice of therapeutic recreation in treatment centers. (PR: PLS 120 or permission)
- 430 **Environmental Interpretation. 4 hrs.**
 Principles and techniques of environmental interpretation as practiced in federal, state and private agencies. 3 lec.-2 lab.
- 431 **Forest Recreation Planning. 4 hrs.**
 A forest recreation planning course utilizing the functional planning approach based upon demand and site capability analysis. 3 lec.-2 lab.
- 480-483 **Special Topics in Recreation. 1-4; 1-4; 1-4; 1-4 hrs.**
 (PR: By permission of the division head)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
 490 **Park and Recreation Internship. 12 hrs.**
 A supervised, 40-hour per week, 14-week internship in which the student works with park and recreation agencies. (PR: Senior standing, completion at least 41 hours of professional preparation requirements, minimum 2.0 overall grade point average)

PHILOSOPHY (PHL)

- 150 **Orientation in Humanities. 3 hrs. I, II.**
 An interdisciplinary course to introduce students to the elements of a humanistic education. (Same as Classical Studies 150 and Religious Studies 150; PR or CR: English 101)
- 200 **Introduction to Philosophy: Ancient Period. 3 hrs. I, II, S.**
 The origins of philosophical activity among the Greeks by means of a selective sounding of several major thinkers.
- 200H **Introduction to Philosophy: Ancient Period. 3 hrs. Honors**
 A detailed consideration of Plato's *Apology of Socrates and Republic* and Aristotle's *Politics* against the background of the problem of individual and community. (PR: 3.0 GPA)
- 201 **Introduction to Philosophy: Modern Period. 3 hrs. I, II, S.**
 Questions and answers concerning the nature of existence and human values and how we come to know them.
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
 Group or individual study of areas demanding further study of a more specialized depth. (PR: PHL 150, 200, or 201)
- 302 **Applied Ethics. 3 hrs.**
 The application of basic ethical theories to contemporary moral issues drawn from such fields as medicine, business and the environment.
- 303 **Ethics. 3 hrs.**
 A critical study of diverse moral norms, ideals and systems in theory and practice.
- 304 **Logic and Scientific Methods. 3 hrs. I, II.**
 The analysis of the correct principles of thinking and observation.
- 306 **Philosophy of Art. 3 hrs.**

- Examination of the qualities involved in the appreciation of beauty which serve as standards of taste.
- 312 **Modern Western Philosophy. 3 hrs.**
Rationalism, empiricism, idealism: A survey of philosophical problems from Descartes to the end of the 19th century including Hume, Kant, Hegel, Marx, and Nietzsche.
- 315 **The Development of American Philosophy. 3 hrs.**
Great American thinkers from Jonathan Edwards to the present.
- 320 **Comparative Philosophy. 3 hrs.**
The relations of the world's philosophies to the basic cultural and religious traditions of the world and to the development of the world community. (PR: PHL 200 or 201)
- 321 **Current Philosophical Trends. 3 hrs.**
Selected reading in contemporary thought embracing such movements as pragmatism, positivism, realism and idealism. (PR: PHL 200 or 201)
- 330 **Philosophy of Sex. 3 hrs.**
Introduction to some of the basic authors, texts, and themes in this branch of philosophy beginning with Plato's Symposium.
- 350 **Basic Humanities. 3 hrs.**
A structured interdisciplinary study offered by the departments of Classical Studies, Philosophy and Religious Studies in the foundations of Western thought: its myth, literature, religion, philosophy, art. (Same as Classical Studies 350 and Religious Studies 350)
- 407 **World History of Philosophy, Ancient and Medieval. 3 hrs.**
Survey of patterns of synchronological developments of philosophies in India, China and the Mediterranean region. (PR: PHL 201)
- 408 **World History of Philosophy, Modern. 3 hrs.**
Survey of patterns of synchronological developments of philosophy in Europe, Japan, the Islamic world, Latin America and North America. (PR: PHL 201 or 407)
- 451 **Philosophy of History and Culture. 3 hrs.**
Ancient and modern theories of the meaning and consequence of history and culture. (PR: Three hours of philosophy)
- 453 **Philosophy of Science. 3 hrs.**
Reflections on crucial concepts of modern science relevant to philosophical issues in interpreting man and the universe; special attention given to epistemological and other problems of mathematics and physical and social sciences. (PR: Three hours of philosophy)
- 455 **Philosophy of Religion. 3 hrs.**
Theories of the nature and functions of religion, including the meaning of religious language and the problems of belief. (PR: Six hours between philosophy and religion)
- 463 **Philosophy of Feminism. 3 hrs.**
An introduction to contemporary feminist theory including discussion of current gender-related issues. (PR: Three hours of Philosophy)
- 465 **Existential Philosophy. 3 hrs.**
A comparative study of the influence and emphases of outstanding existentialist philosophers from Kierkegaard to Sartre and Heidegger. (PR: Three hours of philosophy)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Shared study and research on a special topic as announced. (PR: Permission of the chairman)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 495H-496H **Readings for Honors in Philosophy. 4; 4 hrs.**
Open only to philosophy majors of outstanding ability. See Honors Courses.
- 498 **Directed Readings in Philosophy. 3 hrs. I or II.**
Advanced research adaptable to the needs of the individual student. (PR: Permission of department chairman)
- 499 **Humanities Seminar. 3 hrs.**
Designed for majors as the culminating interdisciplinary study in the Basic Humanities program. (Same as Classical Studies 499 and Religious Studies 499)

PHYSICAL EDUCATION (PE)

- 100 **Beginning Swimming. 1 hr. I, II.**
(PR: Non-swimming classification or instructor's permission)
- 108 **Beginning Field Hockey. 1 hr. I, II.**
Instruction and practice in the fundamental cognitive and psychomotor skills of field hockey.
- 113 **Basketball. 1 hr. I, II.**
Theory, rules and techniques of basketball.
- 114 **Beginning Archery. 1 hr. I, II.**
Theory, rules and fundamentals of skills of archery.
- 115 **Body Conditioning with Weights. 1 hr. I, II.**
An introduction to weight training principles and techniques which can be utilized by both men and women to devise their own individual body conditioning programs.
- 116 **Beginning Wrestling. 1 hr. I**
Teaching of basic techniques of wrestling.

- 117 **Riflery. 1 hr. II.**
Theory, rules, and fundamental skills of riflery.
- 118 **Development of Physical Education and Sport in the United States. 3 hrs. I, II.**
A survey of the development of sport forms and physical education curricula from colonial America through the present day.
- 120 **Self Defense. 1 hr. I, II.**
- 123 **Survey of Physical Abilities and Motor Skills. 1 hr. II.**
Teaching of calisthenics and conditioning activities with emphasis on physical fitness concepts including muscular development of the body. The measurement of individual motor abilities and skills.
- 124 **Fundamentals of Movement. 1 hr. II.**
To develop an understanding of the theory and analysis of human movement.
- 125 **Beginning Gymnastics 1 hr. I, II.**
- 127 **Aerobics. 1 hr. I, II.**
A course designed to provide the information necessary for the development of an individualized, aerobic fitness program.
- 132 **Beginning Volleyball. 1 hr. I, II.**
- 133 **Beginning Softball. 1 hr. II, S.**
Techniques and skills of softball taught with emphasis on participation in the activity.
- 140 **Beginning Tennis. 1 hr. I, II, S.**
- 141 **Beginning Golf. 1 hr. I, II, S.**
- 142 **Beginning Badminton. 1 hr. I, II.**
- 145 **Beginning Bowling. 1 hr. I, II, S.**
- 147 **Beginning Soccer. 1 hr. I.**
Instruction in techniques and skills of beginning soccer with strategy provided through class participation.
- 155 **Beginning Folk Dance. 1 hr. I, II.**
- 156 **Beginning Square Dance. 1 hr. I, II.**
- 159 **Beginning Social Dance. 1 hr.**
The analytical and practical study of the skills necessary to perform contemporary and traditional ballroom dance.
- 160 **Beginning Modern Dance. 1 hr. I, II.**
Analytical and practical study of beginning modern dance technique with some experiences in the basic elements of composition.
- 170 **Beginning Racquetball. 1 hr.**
- 171 **Beginning Handball. 1 hr. I, II.**
Theory, rules and techniques of handball.
- 201 **Scientific Foundations for Physical Education I. 3 hrs. I, II.**
Instruction and laboratory experiences in basic anatomy, physiology and bio-mechanics as applied in human movement.
- 202 **Scientific Foundation of Physical Education II. 3 hrs. II.**
Advanced instruction and laboratory experiences in Anatomy, Physiology and Biomechanics as applied in human movement.
- 205 **Intermediate Swimming. 1 hr. I, II, S.**
Theory and practice of fundamental strokes.
- 210 **Intermediate Archery and Bow Hunting. 1 hr. II.**
Theory, rules and techniques of intermediate archery and bow hunting.
- 211 **Physical Fitness Leadership. 2 hrs.**
The student will learn skills needed to lead exercise classes involving aerobic, resistive, and flexibility exercises. (PR: PE 201)
- 215 **Sports Injury Control and Management. 3 hrs. I.**
Survey and study of the basic techniques and practices of athletic training. (PR: PE 201, HE 222)
- 218 **Socioculture Bases of Physical Education/Sport. 3 hrs. I, II.**
A study of the possible interrelationship between physical activity and various sociocultural factors. (PR: PE 118)
- 230 **Track and Field. 1 hr. II.**
Instruction and practice of fundamental skills in various track and field events.
- 232 **Intermediate Volleyball. 1 hr. I, II.**
Practice of intermediate volleyball techniques with additional insight into offensive and defensive techniques used in competitive volleyball.
- 233 **Intermediate Gymnastics. 1 hr. II.**
To prepare students to teach gymnastics and tumbling and to organize gymnastics programs by providing them with adequate skills and knowledge. (PR: PE 125)
- 234 **Intermediate Wrestling. 1 hr.**
Theory and analysis of wrestling, giving consideration to intermediate skills and strategy. (PR: PE 116 or permission of instructor)
- 235 **Intermediate Softball. 1 hr. I, II.**
Practice of intermediate softball skills with emphasis on offensive and defensive techniques and strategies.

- 240 **Intermediate Tennis. 1 hr. I, II.**
(PR: PE 140 or permission)
- 241 **Intermediate Golf. 1 hr. I, II.**
(PR: PE 141 or permission)
- 242 **Intermediate Badminton. 1 hr. I, II.**
(PR: PE 142 or permission)
- 243 **Intermediate Basketball. 1 hr. I, II.**
Practice of intermediate basketball skills with emphasis on offensive and defensive techniques and strategies.
- 245 **Intermediate Bowling. 1 hr. II.**
- 251 **Intermediate Soccer. 1 hr. II.**
Instruction in advanced techniques, skills and strategies in soccer.
- 252 **Touch Football. 1 hr. I.**
- 255 **Athletic Training Clinical Experience: Level I, CR/NC**
To develop beginning evaluation and treatment skills of the student under the direction of NATA certified Athletic Trainer. Requires 200 clinical hours. (CR: Admission to Athletic Training Program; at least a second semester sophomore; concurrently registered for PE 348 or PE 422)
- 257 **Intermediate Folk Dance. 1 hr. II.**
Continuation of skills in Folk Dance with emphasis on intermediate dances and techniques.
- 258 **Intermediate Square Dance. 1 hr. II.**
Continuation of skills in Square Dance with emphasis on intermediate dances and techniques.
- 259 **Intermediate Social Dance. 1 hr.**
Emphasis on stylization and more advanced skills involved in the performance of ballroom dance.
- 260 **Movement Behavior in Children. 3 hrs. II, S.**
Introduction to the understanding of physical and motor development of children from preschool age to adolescence, case studies, observation, and experience with children at various age levels. (PR: Sophomore standing)
- 261 **Intermediate Modern Dance. 1 hr. II.**
A continuation of Beginning Modern Dance with an emphasis on analysis, discipline, and performance. (PR: PE 160)
- 270 **Intermediate Racquetball. 1 hr.**
- 271 **Intermediate Handball. 1 hr.**
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission of Department Chairman.)
- 295 **Adult Fitness Programs in Business and Industry. 2 hrs. I.**
Basic course dealing with adult fitness programs in Business and Industry. Consideration will be given to types of programs and professional opportunities.
- 300 **Recreational Aquatics. 1 hr. II.**
The development of skills in water-related activities such as scuba, skin diving, springboard diving, and other aquatic activities of recreational nature.
- 310 **Teaching Individual Sports. 2 hrs.**
Study and application of the principles and techniques of teaching individual sports skills in grade 5-12. (PR: Completion of Physical Education Activity Competencies)
- 311 **Teaching Team Sports. 2 hrs.**
Study and application of the principles and techniques of teaching team sports skills in grades 5-12. (PR: Completion of Physical Education Activity Competencies)
- 314 **Physical Education in Elementary Schools. 3 hrs. I, II, S.**
A practical approach designed to aid the elementary teacher in teaching methods and techniques needed for the teaching of elementary physical education. (PR: Majors, PE 260 and 350)
- 321 **Kinesiology. 3 hrs. I, II.**
Applied anatomy of the human musculature and biomechanics in relation to physical activity. (PR: PE 201)
- 345 **Physiology of Exercise. 3 hrs. I, II.**
Analysis of physiological changes which occur in the body during exercise. (PR: PE 201)
- 348 **Training Room Modalities. 4 hrs. II.**
Investigation and analysis of administrative concerns, therapeutic modalities, rehabilitation exercises and muscle testing. (PR: PE 215 and permission)
- 350 **Dance in the Elementary School. 2 hrs. II.**
A course of study designed to aid the elementary school physical education specialist in developing a functional knowledge, understanding, and proficient application of dance activities appropriate for grades K-6. (PR: PE 260)
- 360 **Athletic Training Clinical Experience: Level II. CR/NC**
To develop evaluation and treatment skills of the student under the direction of NATA certified Athletic Trainer. Requires 200 clinical hours. (CR: Admission to Athletic Training Program; at least a first semester junior; concurrently registered for PE 345, PE 321, HE 220 or HE 221; completion of Clinical Level I)
- 361 **Athletic Training Clinical Experience: Level III. CR/NC**
To develop evaluation and treatment skills of the student under the direction of NATA certified

- Athletic Trainer. Requires 200 clinical hours. (CR: Admission to Athletic Training Program; at least a second semester junior; concurrently registered for PE 348 or PE 422)
- 365 **Tests and Measurements. 3 hrs. I, S.**
A study of the nature and purpose of measurements and evaluation in the field of physical education. Evaluation of available tests and practice in administration of tests.
- 369 **Nature and Bases of Motor Skills. 3 hrs. II, S.**
A study of the factors contributing to the acquisition, improvement and retention of gross motor skills. Stages of motor development and learning will be examined from a behavioral approach. (PR: PE 118 and 218)
- 375 **Evaluating Fitness. 3 hrs. II.**
Application of neuromuscular, physiological and psychological knowledges to the appraisal of individual fitness. Consideration will be given to procedures and practices applicable to individuals varying in age, physique, and initial fitness levels. (PR: PE 365, 345)
- 385 **Development and Management of Adult Fitness Programs. 3 hrs. I.**
Considers organizational structures, record keeping, budgeting, and liability factors.
- 403 **Advanced Swimming and Life Saving. 1 hr. I, II.**
Instruction in several swimming strokes and techniques to develop advanced levels of ability. Instruction and tests for American Red Cross Senior Life Saving Certification.
- 404 **Water Safety Instruction. 1 hr. I, II.**
Materials and methods of teaching American Red Cross Safety Course. Upon satisfactory completion, Water Safety Instructor's Certificate issued. (PR: PE 403 and Senior Life Saving Certificate)
- 410 **Principles, Organization and Administration of Physical Education and Athletics. 3 hrs. I, S.**
Principles of health and physical education, procedures in the organization and administration of the physical education program, including purchase, care and use of equipment. (PR: Completion of Physical Education activity competencies and PE 201)
- 416 **Planning and Developing HPERD and Athletics Facilities. 3 hrs. I.**
A course designed to familiarize students with the basic concepts of facility planning and construction. Current trends and innovative designs are reviewed. 2 lec-1 lab.
- 420 **Advanced Practice and Officiating. 1 hr. II.**
- 421 **Advanced Practice and Officiating. 1 hr. II.**
- 422 **Prevention, Care and Treatment of Athletics Injuries. 3 hrs. II.**
This course is designed to prepare the athlete for competition, for prevention and protection from accidents, and for examination, care, and rehabilitation following injury. (PR: PE 215 and 348)
- 426 **Methods of Coaching Basketball. 2 hrs. II.**
Different styles and systems of playing, methods of selecting and teaching players, scouting techniques and a scientific analysis of the player and the methods of playing basketball.
- 427 **Methods of Coaching Football. 2 hrs. II.**
Different styles and systems of playing, methods of selecting and teaching players, scouting techniques and a scientific analysis of the player and the methods of playing football.
- 428 **Methods of Coaching Baseball. 2 hrs. I.**
Methods and coaching techniques in baseball theory and fundamentals including scouting, rules interpretation, officiating, selection of players, and construction and maintenance of baseball facilities.
- 429 **Methods of Coaching Golf. 2 hrs.**
Methods and coaching techniques in the fundamentals of golf.
- 432 **Methods of Coaching Wrestling. 2 hrs.**
Methods and coaching techniques in the fundamentals of wrestling.
- 433 **Methods of Coaching Track and Field. 2 hrs.**
Methods and coaching techniques in the fundamentals of track and field.
- 435 **Adapted Physical Education and Mainstreaming. 3 hrs.**
Theory of remedial exercise and individualizing of physical activities to meet the needs of the physically handicapped. (PR: PE 201)
- 436 **Methods of Coaching Tennis. 2 hrs.**
Methods and coaching techniques in the fundamentals of tennis.
- 437 **Methods of Coaching Volleyball. 2 hrs.**
Methods and coaching techniques in the fundamentals of volleyball.
- 460 **Athletic Training Clinical Experience: Level IV. CR/NC**
To develop advanced evaluation and treatment skills of the student under the direction of NATA certified Athletic Trainer. Required 200 clinical hours. (CR: Admission to Athletic Training Program; at least a first semester senior; concurrently registered for PE 345, PE 321, HE 220, or HE 221)
- 469 **Curriculum Development in Physical Education. 3 hrs. I, S.**
A study of principles, objectives and procedures in curriculum construction in the elementary and secondary school programs. Typical programs studied and evaluated. (PR: Completion of Physical Education activity competencies)
- 476 **Theoretical and Practical Aspects of Coaching. 3 hrs.**
An indepth study of the principles and problems of coaching.
- 478 **Energy Sources, Body Composition and Performance. 3 hrs.**
Consideration of the energy sources and requirements for various types of physical activity as well as the impact that physical activity can have on body composition and performance.

- 479 **Trends in Athletic Training.** 3 hrs. II.
To provide an indepth analysis of current trends with regard to administration, liability, and insurance. Cover current standards in surgery, rehabilitation, and evaluation of sport related injuries.
- 480-483 **Special Topics.** 1-4; 1-4; 1-4; 1-4 hrs.
(PR: Physical Education majors only, with permission of department chairman)
- 485-488 **Independent Study.** 1-4; 1-4; 1-4; 1-4 hrs.
- 490 **Internship: Professional Student Experience.** 3-8 hrs.
Supervised clinical experience in an approved setting.
- 495H-496H **Readings for Honors in Physical Education and Sport.** 1-3; 1-3 hrs.

PHYSICAL SCIENCE (PS)

- 109 **General Physical Science.** 3 hrs. I, II, S.
The course covers the basic principles and concepts of the universe including energy, and its various forms. Force, motion, electricity, magnetism, the wave theory of light and sound and astronomy are also studied. (PR: CI 101 or high school mathematics equivalent - algebra. CR: PS 109L lab.) 3 lec.
- 109L **General Physical Science Laboratory.** 1 hr. I, II, S.
Selected experiments relating to measurement, force, work, energy, astronomy, light, and electricity. (CR: Physical Science 109 lecture) 2 lab.
- 110 **General Physical Science.** 3 hrs. I, II, S.
The course covers the basic principles and concepts of chemistry, geology, and meteorology. The crust of the earth, minerals, rocks, chemical reactions are studied. (PR: CI 101 or high school mathematics equivalent-algebra. CR: PS 110L lab) 3 lec.
- 110L **General Physical Science Laboratory.** 1 hr. I, II, S.
Selected experiments relating to chemistry, geology, and meteorology. (CR: Physical Science 110 lecture) 2 lab.
- 280-283 **Special Topics.** 1-4; 1-4; 1-4; 1-4 hrs.
- 400 **Astronomy.** 3 hrs. I, S.
A study of the stars, planets and galaxies, planetary motion, cosmology, cosmography. Designed to assist teachers and others to develop an interest in astronomy. (PR: PHY 200 or 203, or PS 109)
- 400L **Astronomy Laboratory.** 1 hr. I, S.
A computational and observational laboratory. Fundamental observations in astronomy and their interpretation through physical laws. Quantitative discussion of orbital motion, time, telescopes, solar system, stars, and galaxies. (PR or CR: PS 400)
- 420 **Industrial Hygiene Measurement Evaluation Control I.** 3 hrs.
Principles of recognition, measurement, evaluation and control of environmental factors in the work place.
- 421 **Industrial Hygiene Measurement Evaluation Control II.** 3 hrs.
Continuation of Physical Science 420.
- 425 **Development of Scientific Thought.** 3 hrs. Offered on demand.
A study of the people and ideas which have influenced science: the philosophy of their periods; the economic conditions leading to scientific advancement and the works of the foremost scientists in this field. (PR: A total of twelve hours in Physical Science, Physics, and Chemistry courses)
- 480-483 **Special Topics.** 1-4; 1-4; 1-4; 1-4 hrs.
- 485-488 **Independent Study.** 1-4; 1-4; 1-4; 1-4 hrs.

PHYSICS (PHY)

- 200 **Introductory Physics.** 3 hrs. I, S.
A course which covers the basic principles of classical and modern physics. This course is designed to introduce non-science majors to the applications of Physics in everyday life. Recommended for science students who never had Physics in High School. 3 lec. (PR: MTH 110 or 120 or the equivalent in high school math. CR: PHY 200L)
- 200L **Introductory Physics Laboratory.** 1 hr. I, S.
A laboratory course with selected experiments related to the materials in Physics 200. (CR: PHY 200) 2 lab.
- 201-203 **General Physics.** 3; 3 hrs. I, II, S.
A course in general physics for all science majors with the exception of physics and engineering majors. 3 lec. (PR: MTH 120 and MTH 122 or equivalent. CR: PHY 202 and 204 for 201 and 203, respectively; 201 must precede 203)
- 202-204 **General Physics Laboratory.** 1; 1 hr. I, II, S.
Required of all students taking Physics 201-203, unless exempt by special permission. 2 lab.
- 211-213 **Principles of Physics.** 4; 4 hrs. I, II.
A course in the basic principles of physics for physics, mathematics, and engineering majors. 4 lec. (PR: MTH 131. CR: MTH 230)
- 212-214 **Laboratory Methods in Physics.** 1; 1 hr.
A laboratory course to accompany Physics 211-213. 3 lab.

- 280-283 **Special Topics.** 1-4; 1-4; 1-4; 1-4 hrs.
 300 **Electricity and Magnetism.** 3 hrs. I. (Alternate years)
 A course including the study of electrostatics, magnetostatics, electromagnetic induction, introduction to Maxwell's equations and electromagnetic waves. 3 lec. (PR: PHY 203 and MTH 231)
- 302 **Electricity and Magnetism.** 3 hrs. II. (Alternate years)
 A study of Maxwell's equations and electromagnetic waves, radiation theory, optical phenomena, and electrodynamics. 3 lec. (PR: PHY 300)
- 304 **Optics.** 3 hrs. II. (Alternate years)
 An intermediate course in geometrical and physical optics. 3 lec. (PR: PHY 203) See 405.
- 308 **Thermal Physics.** 3 hrs. I. (Alternate years)
 A study of thermodynamics, kinetic theory of gases, and an introduction to statistical mechanics. 3 lec. (PR: PHY 203 and MTH 231)
- 314 **Electronic Physics.** 3 hrs. II. (Alternate years)
 A study of transistors, integrated circuits and their associated circuits. 3 lec. (PR: PHY 203 and 204) See 415
- 320 **Introductory Modern Physics.** 3 hrs. I.
 An introductory study of atomic and molecular theories, relativity, quantum theory, and nuclear physics. 3 lec. (PR: PHY 203 and MTH 140 or MTH 230) See 421
- 330 **Mechanics.** 3 hrs. I. (Alternate years)
 An intermediate study of the fundamental principles of statics of particles and rigid bodies, momentum and energy, dynamics of particles, harmonic oscillations, and wave motion. 3 lec. (PR: PHY 203 and MTH 231)
- 331 **Mechanics.** 3 hrs. II. (Alternate years)
 A study of rigid-body dynamics, central force motion, accelerated systems, and an introduction to the equations of Lagrange and Hamilton. 3 lec. (PR: PHY 330 and MTH 335)
- 350 **Biomedical Physics.** 4 hrs. II.
 A one-semester survey course in biomedical applications of physical principles designed for students in premedical, paramedical, and life sciences. 3 lec-2 lab. (PR: PHY 203 and 204, or consent of instructor)
- 405 **Optics Laboratory.** 2 hrs.
 A course in optical experiments encompassing geometrical and physical optics. This course is to be taken with Physics 304.
- 410 **Physics of Remote Sensing with Applications.** 3 hrs.
 A study of the physical systems for collecting remotely sensed data. Statistical/spatial analysis and modeling using image processing/geographic information/spatial analysis computer software systems with earth resource applications. (PR: PHY 203 and 204; MTH 225 and 240; or permission)
- 411 **Digital Image Processing and Computer Simulation Modeling.** 3 hrs.
 A study of image processing/geographic information and spatial analysis hardware/software systems, concurrent and parallel image processing modeling scenarios utilizing geophysical data for computer simulation modeling and practicum. (PR: PHY 410 or permission)
- 412 **Atmospheric Physics with Computer Simulation Modeling.** 3 hrs.
 A general introduction to the earth's atmosphere. The physical and chemical dynamic behavior of the earth's atmosphere will be analyzed by comparing computer simulated profiles with in situ measurements. (PR: Permission of instructor)
- 415 **Electronics Laboratory.** 2 hrs.
 A course in laboratory measurements encompassing transistors, integrated circuits, and their associated circuits. This course is to be taken with Physics 314.
- 421 **Modern Physics Laboratory.** 2 hrs.
 Laboratory exercises on modern physics topics encompassing both experiments of historic significance and current applications. To be taken with Physics 320, or equivalent.
- 430 **Applied Electronics and Instrumentation.** 4 hrs. (Offered on demand)
 A course applying electronic principles to instrumentation with emphasis on the medical and life sciences. The functions of instruments will be stressed. 3 lec-2 lab. (PR: PHY 203 and 204, or consent of instructor)
- 431-432 **Seminar.** 1 hr. each I, II.
 One semester required of physics majors.
- 440 **Optics with Life Science and Medical Applications.** 4 hrs. (Offered on demand)
 A course emphasizing the application of optical principles in instruments dealing with biological and medical measurements. 3 lec-2 lab. (PR: PHY 203 and 204, or consent of instructor)
- 442 **Quantum Mechanics.** 3 hrs. (Alternate years)
 A study of waves and particles, the Schrödinger and Heisenberg formulations, particles in potential fields, scattering and perturbation theories, and applications to atomic and nuclear structure. 3 lec. (PR: PHY 445 or CHM 358 or consent of instructor)
- 445 **Mathematical Methods of Physics.** 3 hrs. (Offered on demand).
 An introduction to theory of orthogonal functions, curvilinear coordinate systems, vector and tensor fields, and their applications in physics. Problems are drawn from different areas of physics. 3 lec. (PR: PHY 203 and MTH 335 or permission)
- 450 **Radiation Physics in Life Sciences.** 4 hrs. II. (Alternate years)

A course in radiation physics with emphasis on applications in the medical sciences. Designed for students interested in the life sciences. A field trip to the University of Michigan nuclear reactor is an integral part of the course. 3 lec-2 lab. (PR: PHY 203 and 204, or consent of instructor)

- 462 **Nuclear Chemistry and Physics.** 3 hrs. II. (Alternate years)
An introduction to the description of nucleons, electric and magnetic properties of a nucleus, nuclear energy levels, nuclear reactions including neutron activation, interaction of particles with matter, and nuclear forces. 3 lec. (PR: PHY 320 and MTH 231 or consent of instructor.) See 463.
- 463 **Nuclear Physics Laboratory.** 2 hrs.
Laboratory techniques for the measurement of nuclear properties, theory and characteristics of various detectors, statistics of counting, and energy determination of nuclear particles and radiation. This course is to be taken with PHY 462. A field trip to the University of Michigan Nuclear Reactor is an integral part of the course.
- 480-483 **Special Topics.** 1-4; 1-4; 1-4; 1-4 hrs. I, II, S.
By permission of department chairman.
- 485-488 **Independent Study.** 1-4; 1-4; 1-4; 1-4 hrs.

POLITICAL SCIENCE (PSC)

- 104 **American National Government and Politics.** 3 hrs.
The American federal government system, with emphasis on constitutionalism, governmental structure, and the political process. (Open to all students).
- 105 **Fundamentals of Politics.** 3 hrs.
General survey introducing the study of politics, its major concepts, processes, institutions, and fields of concern, with attention to the place of political science in the larger context of social science inquiry.
- 200 **Models of Politics.** 1-3 hrs.
Introduction to the use of theory in political science. Offered in one-credit (5-week) modules. Module I is prerequisite to all others. Designed to assist in the development of analytic and synthetic skills.
- 202 **American State Government and Politics.** 3 hrs. I, II.
Study of the institutions, processes, and significance of this level of political life in America.
- 207 **Comparative Politics.** 3 hrs.
Introduction to the field of comparative politics, stressing comparative concepts and approaches to the cross-national study of politics and government, with examination of political systems, ranging from democratic to non-democratic types.
- 211 **Scope and Method in Political Science.** 3 hrs.
Study of the development of political science as a distinct science and discipline, and of the fundamentals of research in political science, such as bibliographic techniques, use of scientific method, textual and case-study approaches and data analysis.
- 233 **Introduction to Public Policy.** 3 hrs.
Basic concepts and skills in the analysis of public policy problems. Use of policy as an instrument for solving problems. Application to selected fields, for example, environmental policy and urban policy.
- 280-283 **Special Topics.** 1-4; 1-4; 1-4; 1-4 hrs.
To offer a course on some special topic not adequately treated in the regular course offerings.
- 301 **Urban Government and Politics.** 3 hrs.
Political systems in American cities and metropolitan areas.
- 303 **American Political Parties.** 3 hrs.
Examination of the American party system, its origins, development and characteristics. Emphasis also on party organization, political ambition and recruitment, party impact on public policy, campaigns, elections, and voting behavior.
- 307 **Public Opinion and Propaganda.** 3 hrs.
Study of the processes by which individuals acquire politically relevant information, attitudes, values, and opinions; the consequences of these processes for political stability and conflict; and the linkage of mass opinions to elite behavior. (Same as Sociology 307)
- 309 **Fundamentals of International Relations.** 3 hrs.
Survey of major concepts and approaches in the study of international relations and analysis of processes, institutions, strategies, and trends in world politics.
- 311 **Topics in Public Policy.** 3 hrs.
A course devoted to a special topic of interest in the policy field, such as energy, health care, transportation, environmental concerns, etc.
- 325 **Ancient and Medieval Political Thought.** 3 hrs.
Selective study of classics of Western political theory from earliest times through the 15th century, such as that of Plato, Aristotle, the Romans, Augustine, and Aquinas.
- 326 **Modern Political Thought.** 3 hrs.
Selective study of classics of Western political theory from the 16th century through the 19th century, such as that of Machiavelli, Bodin, Hobbes, Locke, Rousseau, Hume, Burke, Mill, and Marx.
- 333 **Introduction to Public Administration.** 3 hrs.
Introduction to modern theories of administration; the relation of administration to the political

- system and process; and analysis of administrative organizations and functions, including planning, personnel, and finance. (PR: PSC 104, 202)
- 376 **Black Politics. 3 hrs.**
Study emphasizing power structures in black communities, dissent and protest, problems and trends, and the uniqueness of black politics as compared with the politics of other ethnic groups.
- 381 **The American Legislative Process. 3 hrs.**
Structure and behavior of American national and state legislative systems; the impact of constituencies, parties, interest groups, interpersonal relations, and other factors on the legislative policy-making process; the role of the legislature as a subsystem in the larger political system; and problems and trends. (PR: PSC 104, 202)
- 382 **Student Legislative Program. 1 hr. II.**
One week of intensive legislative observation designed to provide selected students an understanding of the organization and processes of the West Virginia legislature and its role in the making of public policy. (PR: Junior or senior standing, a Political Science course in American Government and permission)
- 383 **The American Executive Process. 3 hrs.**
Study of governmental executives in the American political system, with emphasis on the president, including analysis of constitutional status and powers, recruitment, administrative responsibilities, political and legislative leadership, accountability, and problems and trends. (PR: PSC 104, 202)
- 405 **International Organization. 3 hrs.**
Study of world and regional organizations as reflections of world politics, as instruments of foreign policies, and as forces for change and order, with emphasis on their role as channels for management of cooperation and conflict.
- 406 **International Politics. 3 hrs.**
Study of major issues in world politics, with emphasis on theoretical approaches, problems of war and peace, and contemporary trends.
- 407 **Asian Politics. 3 hrs.**
Study of such nations as India, China, Japan, and Korea in the contemporary setting.
- 408 **Middle Eastern Politics. 3 hrs.**
Study of the Arab States and such nations as Israel, Iran, and Turkey in the contemporary setting.
- 409 **Western Democratic Politics. 3 hrs.**
Study of such nations as Canada and those of Western Europe, particularly Great Britain and France.
- 410 **European Communist Politics. 3 hrs.**
Study of the Soviet Union and Eastern Europe.
- 411 **Latin American Politics. 3 hrs.**
Study of Latin American politics by sectors, such as landed elites, the military, the church, etc. Various styles of governance are considered. Case examples illustrate concepts discussed.
- 415 **International Law. 3 hrs.**
Study of theories, origins, sources, development, present state, and trends of international law as a factor in various aspects of international politics. (PR: PSC 309)
- 420 **Current World and Regional Issues. 3 hrs.**
An intensive study of specific world or regional problems, such as the politics of world hunger, the role of multinational corporations, imperialism, Third World Communist movements, etc.
- 422 **African Political Systems. 3 hrs.**
The study of political systems of selected countries, blocs, or regions.
- 423 **American Foreign Policy. 3 hrs.**
The study of descriptive, analytical, and normative aspects of United States foreign policy with emphasis on contemporary problems and issues.
- 424 **Comparative Foreign Policy. 3 hrs.**
Application of the comparative method to foreign policy decision-making and outputs. Comparisons within or between geographic regions.
- 428 **Islamic Political Ideas and Institutions. 3 hrs.**
Study of Islamic political ideas, practices, and institutions and their impact on the rise and development of contemporary Islamic movements, organizations, and states.
- 429 **The Politics of Conflict and Revolution. 3 hrs.**
Study of major theories of conflict and revolution with emphasis on cross-national explanations and outcomes.
- 431 **Political Theory and Public Problems. 3 hrs.**
Draws upon both classic and contemporary sources of political theory to address basic political issues inherent in public problems.
- 433 **Theory of Policy and Administration. 3 hrs.**
Examination of alternative theoretical approaches to the study of policy and administration and their implications for the use of policy to shape administrative practice.
- 436 **The American Judiciary. 3 hrs.**
Structure and behavior in American national and state judicial systems, including analysis of their decision making and policy making functions, their procedures and administration, and problems and trends.

- 440 **Power in American Society. 3 hrs.**
Examination of some of the major theoretical approaches — pluralistic, elitist, etc. — to the study of power. A major concern is the relationship between the distribution of political resources and the performance of political systems. Efforts to transform political systems are examined on the basis of cross-national research.
- 450 **Administrative Law. 3 hrs.**
A study of the basic legal framework of administrative organization, including the problems of administrative discretion, rule-making and adjudication, regulatory agencies, and administrative responsibility in the democratic state. (PR: PSC 333)
- 452 **Public Personnel Administration. 3 hrs.**
Survey of Public Personnel Administration with particular attention to various facets of the merit system concept. Psychological and human relations aspects of the work situation and supervisor-subordinate interaction emphasized. (PR: PSC 333 or permission)
- 453 **Governmental Budgetary Administration. 3 hrs.**
Study of organization, administration, and accountability in the management of public funds, with emphasis on the political decision-making processes of budget formulation, presentation and execution. (PR: PSC 333 or permission)
- 455-456 **Seminar in Theory and Research. 3-6 hrs. total.**
A two-semester course devoted to the exploration of some research topic of theoretical interest in political science. The first semester is used to examine pertinent literature and develop hypotheses. The second semester is taken up with computer-assisted secondary data analysis.
- 461 **Urban Problems and Public Policy. 3 hrs.**
Study of policy problems of metropolitan areas in terms of structures, alternatives, and outcomes.
- 480-483 **Selected Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
To offer a course on some special topic which is not adequately treated in the regular course offerings.
- 484 **Constitutional Law. 3 hrs.**
Introduction to the principles of American constitutional law and analysis of constitutional issues, emphasizing leading Supreme Court cases. (PR: PSC 104)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
These numbers are reserved for tutorials, directed and independent readings, directed and independent research, problem reports, etc.
- 489 **Seminar in Public Service. 3 hrs.**
- 490 **Public Service Internship. 6 hrs.**
- 491-494 **Workshop in Citizenship and Public Policy. 3-12 hrs. total.**
Applied research and analysis of policy problems from a citizen perspective. Includes field work in the state and local community. Publishes the *West Virginia Citizens' Almanac* annually. (Undergraduates may earn up to 12 credits)
- 495H-496H **Readings for Honors in Political Science. 2-4; 2-4; hrs. I, II.**
Open only to political science majors of outstanding ability. Both courses must be taken to receive credit. See Honors Courses.

PSYCHOLOGY (PSY)

- 201 **General Psychology. 3 hrs.**
Principles and methods in the scientific study of behavior.
- 201H **General Psychology —Honors. 3 hrs.**
For the superior student. (PR: ACT score of 26 or GPA of 3.2)
- 204 **Psychology of Adjustment. 3 hrs.**
Modes of personal and social adjustment; assessment and treatment techniques. (PR: PSY 201)
- 223 **Elementary Behavioral Statistics. 3 hrs.**
Orientation to the philosophy of science; survey of methods in behavior study; elementary statistics.
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 300 **Paranormal Phenomena. 3 hrs.**
Investigation of such putative paranormal events as ESP, clairvoyance, UFO's, ghosts, astral projection, astrology, and related topics. Emphasis on evaluation of evidence using the scientific method and scientific criteria.
- 302 **Social Psychology. 3 hrs.**
Social determinants of individual behavior. (PR: PSY 201. Same as SOC 302)
- 311 **Developmental Psychology. 3 hrs.**
Psychological characteristics and personal and social problems of developmental periods. (PR: PSY 201)
- 312 **Psychology of Aging. 3 hrs.**
Study of the physiological, psychological, and social processes that occur with aging. (PR: PSY 201 or 311)
- 313 **Sex-Role Stereotypes. 3 hrs.**
An examination of current research in sex differences and the origins and effects of the stereotypes. (PR: PSY 201)

- 323 **Experimental Psychology. 3 hrs.**
Methodology and research in psychology. 2 lec-2 lab. (PR: PSY 223)
- 324 **Sensation and Perception. 3 hrs.**
Methodology and research in sensory and perceptual processes. (PR: PSY 223)
- 330 **Human Sexual Behavior. 3 hrs.**
A psychological approach to the functioning, attitudes, varieties and development of human sexual behavior. (PR: PSY 201)
- 350 **Animal Behavior. 3 hrs.**
A comprehensive study of the behavior of non-human animals. (PR: Nine hours of Psychology)
- 360 **Personality. 3 hrs.**
Personality structure, dynamics and development. (PR: PSY 201)
- 370 **Practicum in Child Psychology. 3 hrs.**
This course involves work and study in a day care center, including observation of cognitive and social development of children. (Graded CR/NC only; PR: PSY 311, 408)
- 391 **Psychology of Aggression. 3 hrs.**
A multifaceted study of aggressive behavior in humans and other animals. Topics include biological and learned components of aggression, sex differences in aggression, violent crimes and personalities, media violence, and control of personal and group aggression. (PR: PSY 201)
- 402 **Advanced Social Psychology. 3 hrs.**
Advanced study of selected topics in social psychology. (PR: PSY 223, PSY 302 or consent of instructor)
- 403 **Applied Social Psychology. 3 hrs.**
Examination of the applications of social psychological methods, theories, principles and research findings to the understanding or solution of social problems. (PR: PSY 302)
- 406 **Psychometrics. 3 hrs.**
Mental test theory and applications. (PR: PSY 223)
- 408 **Abnormal Psychology. 3 hrs.**
An overview of the theories, assessment techniques, and treatment of maladaptive behavior. (PR: PSY 201)
- 416 **Psychology of Learning. 3 hrs.**
Critical study of the major theories of learning and the related research. (PR: PSY 201)
- 417 **Intermediate Behavioral Statistics. 3 hrs.**
An intermediate level presentation of descriptive and inferential statistics as applied in behavioral research. 2 lec-2 lab. (PR: PSY 201 and 223)
- 418 **Psychology of Personnel. 3 hrs.**
Psychological principles and methods applied to functions in personnel administration. (PR: PSY 201)
- 440 **Physiological Psychology. 3 hrs.**
The relationships between physiological functions and biochemical processes and behavior. (PR: PSY 201)
- 441 **Laboratory Methods in Physiological Psychology. 3 hrs.**
Laboratory exercises involving the current surgical and behavioral testing methods used in biopsychology research. (PR: PSY 440)
- 442 **Drugs and Behavior. 3 hrs.**
A general survey of psychoactive drug action, therapeutics and use in the general population. (PR: PSY 201)
- 456-457 **Research in Psychology. 3; 3 hrs.**
Laboratory courses to give advanced students experience in conducting psychological research. (PR: Permission of instructor)
- 460 **History and Systems of Psychology. 3 hrs.**
An examination of the historical and philosophical antecedents of contemporary psychology. (PR: Twelve hours of Psychology)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
A course or seminar on some aspect of Psychology not otherwise treated in regular course offerings (PR: Permission of instructor and department chairperson)
- 495H-496H **Readings for Honors. 2-4 hrs. each.**
Open only to students of outstanding ability. See Honors Courses.

RELIGIOUS STUDIES (RST)

The department participates in the undergraduate Basic Humanities program. Students who wish to develop a major concentration in Religious Studies may consult a member of the departmental faculty. Students are encouraged to explore the possibilities of a dual major.

- 150 **Orientation in Humanities. 3 hrs. I.**
An interdisciplinary course to introduce students to the elements of a humanistic education. (Same as Classical Studies 150 and Philosophy 150; PR or CR: ENG 101)
- 202 **Approaching Biblical Literature. 3 hrs. I, II.**
An introductory study of the growth and development of the Bible in cultural context. In

- addition to selected biblical texts, special attention is given to religious documents of ancient Mesopotamia, Egypt, Canaan, and the Hellenistic world.
- 205 **Introduction to Religion in the Modern World.** 3 hrs. I or II.
A correlation of religion with the different areas of life: natural sciences, humanities, social sciences, philosophy, ethics, education. Also an introduction to world religions.
- 280-283 **Special Topics.** 1-4; 1-4; 1-4; 1-4 hrs.
Research adaptable to the needs of the individual student.
- 300 **The Nature of Religion.** 3 hrs.
An analysis of the nature of religious personalities, institutions, literature, philosophies, experiences, and education.
- 304 **The Teachings of Jesus.** 3 hrs. I, II.
An analysis of early Christian writing and a systematic study of the message of the historical Jesus that stands behind it.
- 305 **Early Christianity.** 3 hrs.
Traces the background, birth, and development of Christian thought from Paul through Augustine.
- 310 **The Hebrew Prophets.** 3 hrs. I or II.
The rise of the office of prophet and the contributions of prophecy to religion.
- 320 **Literature of the Old Testament.** 3 hrs. I or II.
Traces the origins, growth, and development of the literature of the Hebrew people to the Greek period. Includes an introduction to and application of modern tools of biblical study.
- 321 **The Protestant Faith.** 3 hrs.
An examination of the distinctive historical and theological features of the Protestant movement in Western Christendom, with special attention to the distinctive beliefs and practices of contemporary American denominations.
- 322 **The Catholic World.** 3 hrs.
An exploration of the origin and development of the Catholic World in all of its multiple expressions: theology, politics, liturgy, and the arts.
- 323 **Religion in America.** 3 hrs. I, II.
The rise and development of religious thinking in America. (Same as History 323)
- 324 **The Jewish Way of Life.** 3 hrs.
An exploration of the distinctive features of the heritage of modern Judaism. An integrated approach to the study of Jewish religious practices, teachings, literature, and contributions to contemporary life.
- 325 **Literature of the New Testament.** 3 hrs. I or II.
Traces the origins, growth, and development of the literature of the early Christian church. Includes an introduction to and application of modern tools of biblical study.
- 350 **Basic Humanities.** 3 hrs. II.
A structured interdisciplinary study offered by the departments of Classical Studies, Philosophy and Religious Studies in the foundations of Western thought: its myth, literature, religion, philosophy, art. (Same as Classical Studies 350 and Philosophy 350)
- 351 **Classics of Religious Literature.** 3 hrs.
A contextual analysis of selected popular religious classics, e.g., Foxe's *Book of Martyrs*, Bunyan's *Pilgrim's Progress*, St. Augustine's *Confessions*, *Bhagavad-Gita*, and the like.
- 400 **Current Issues in Biblical Literature.** 3 hrs.
A consideration of contemporary literary-critical issues associated with the reading and interpretation of biblical texts. Consult instructor for emphasis in any given semester.
- 419 **Religious Thought in the Western World.** 3 hrs.
An analysis of the major schools of religious thought as they have developed in the West.
- 450 **Sociology of Religion.** 3 hrs.
An investigation into religion as a social phenomenon. (Same as Sociology 450)
- 480-483 **Special Topics.** 1-4; 1-4; 1-4; 1-4 hrs.
- 485-488 **Independent Study.** 1-4; 1-4; 1-4; 1-4 hrs.
- 495H-496H **Readings for Honors in Religious Studies.** 4; 4 hrs.
Open to students with permission of the department chairman. See Honors Courses.
- 499 **Humanities Seminar.** 3 hrs.
Designed for majors as the culminating interdisciplinary study in the Basic Humanities program. (Same as Classical Studies 499 and Philosophy 499)

SAFETY EDUCATION (SED)

- 101 **Learning to Drive.** CR/NC. 1 hr.
An introduction to traffic safety: emphasis is placed on the fundamentals of driving, pedestrian and cycle safety. 2 lab. per week.
- 235 **Introduction to Safety Education.** 3 hrs. II, S.
The child accident problem: basic courses, types, and areas of accidents; home, farm, recreation, school and vacation accidents; safe practices, control and prevention in the school and the general environment.

- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 354 **Industrial Environmental Protection. 3 hrs.**
The importance of environmental protection related to an industrial setting. Air quality, water impoundments, noise pollution, and waste control. (PR: SED 235)
- 372 **Safety and Industrial Technology I. 3 hrs.**
Industrial processes, graphics, materials, and dynamics, instrumentation, and design factors involving safety. (PR: SED 235)
- 373 **Safety and Industrial Technology II. 3 hrs.**
Continuation of SED 372 with focus on general industrial manufacturing complex. (PR: SED 372)
- 375 **Construction Safety I. 3 hrs.**
Basic construction site safety focus on site preparation, planning, and inspection for safe operations. (PR: SED 372)
- 376 **Construction Safety II. 3 hrs.**
Continuation of SED 375 with focus on system safety techniques applied to the construction industry. (PR: SED 375)
- 378 **Safety Evaluation and Measurement. 3 hrs.**
Methodologies of safety performance and evaluation for accident prediction and control. (PR: PSY 223)
- 385 **Traffic Safety and Driver Education. 3 hrs.**
An introductory course in the teaching of safety and driver education, including techniques of classroom and behind-the-wheel instruction. 2 lec-2 lab. (PR: SED 235, ability to drive an automobile, and possession of a valid driver's license)
- 400 **Traffic Law and Enforcement. 3 hrs. II, S.**
A course designed to study and evaluate the varied and complex system of laws governing the control of all forms of traffic and the influences and responsibilities of traffic law enforcement in present-day society.
- 410 **Problems and Practices in Traffic Safety and Driver Education. 3 hrs.**
A survey course designed for supervisors of traffic accident prevention programs. Examines and evaluates problems, attitudes, philosophies, activities and administrative practices in school, city and state traffic safety programs. Supplements basic teacher training courses in traffic safety. (PR: SED 235)
- 420 **Teaching Driver Education to the Handicapped. 3 hrs.**
A survey of driver education for the handicapped, including physical, mental and social aspects. The course is recommended for students preparing to teach driver education or other related safety subjects.
- 440 **Teaching Driving: Range, Multimedia, Simulation. 3 hrs.**
A basic course of study designed to provide the student with insight into the technology of range, multimedia and simulation instruction through hands-on and practical learning experiences.
- 450 **Traffic Engineering. 3 hrs.**
Concerned with traffic and pedestrian flow, channelization, light coordination, intersection control, and devices related to safe, convenient and economical transportation of persons and goods.
- 451 **Occupational Safety and Health Management. 3 hrs.**
Emphasis is placed on principles, facts, and methodology rather than on incidental detail concerning safety management. (PR: SED 497)
- 465 **Accident Investigation/Reconstruction. 3 hrs.**
An introductory course in traffic accident investigation designed to give insight into the recognition and collection of evidence, collecting and recording data and reconstructing the accident based on the facts.
- 475 **Systems Safety. 3 hrs.**
Introduction to and application of concepts and methods of system safety techniques. (PR: PSY 223)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Students with specialization in safety education only, with permission of department chairman.
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 489 **Occupational Hazard Control. 3 hrs.**
A study of the latest industrial safety information which will assist the student in designing a program to reduce or eliminate all incidents which downgrade the system.
- 490 **Safety Internship. 3 hrs.**
Supervised experience on the job site. (Permission of Instructor)
- 491-494 **Workshop. 1-4; 1-4; 1-4; 1-4 hrs.**
Workshop in selected areas of occupational safety and health.
- 497 **Occupational Safety and Health Programs. 3 hrs.**
Safety functions in industry. Principles of organization and application of safety programs. Prevention, correction and control methods are outlined and evaluated.
- 498 **Occupational Safety and Health Legislation. 3 hrs.**
A survey of the legislation that has affected the safety movement with special emphasis on the 1969 Coal Mine Health and Safety Act and the 1970 Occupational Safety and Health Act.
- 499 **Organization, Administration and Supervision of Safety Programs. 3 hrs.**

A study of safety programs at the state and local levels including the administrative, instructional, and protective aspects of a comprehensive safety program in schools, occupations, home and public.

SCIENCE EDUCATION
Listed under Teacher Education

SOCIAL STUDIES (SOS)

- 104 **The Great Civilizations to 1300. 3 hrs. I, II, S.**
Comparative study of the origin and course of major civilizations focusing on the Middle East, India, China, and the West.
- 105 **The World and the Rise of the West, 1300 to the Mid-19th Century. 3 hrs. I, II, S.**
An interdisciplinary analysis of the foundations of Western development.
- 106 **The Twentieth Century World. 3 hrs. I, II, S.**
Major world developments and trends from the 19th Century to the present and their implications for the future.
- 106H **Twentieth Century World - Honors. 3 hrs.**
Survey of world developments and trends from the 19th century to the present and their implications for the future, for students with a 3.0 GPA.
- 207 **Problems of a Multicultural Society. 3 hrs. I, II, S.**
An interdisciplinary analysis of the multicultural nature of American society and its problems, with emphasis on the problems of minority groups.
- 208 **Social Problems in a Global Context. 3 hrs. I, II, S.**
An interdisciplinary analysis of the growth of global interdependence and the nature of major global problems.
- 208H **Social Problems in a Global Context - Honors. 3 hrs.**
A study of contemporary global issues for students with a GPA 3.0.
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 403 **West Virginia History, Geography and Government. 3 hrs. I, II, S.**
An interdisciplinary study of the state, its people and its institutions within the national context. (PR: HST 330 and 331, or permission of instructor)
- 404 **Senior Seminar. 3 hrs. I or II.**
A capstone course designed for those preparing to teach social studies in the middle school and the high school. (PR: Admission to teacher education; CR: An educational methods course)
- 410 **Coal Industry Studies: Past and Present. 3 hrs.**
An interdisciplinary study for all facets of the coal industry within a historical perspective. Some emphasis is placed upon the coal industry of West Virginia and the tri-state region.
- 460 **Seminar in Social Studies Education. 1-4 hrs.**
A guided program of readings, reports, discussions and individual and group projects.
- 465 **Sociology of American Schools. 3 hrs.**
A sociological interpretation of the American school organizational patterns. Attention is given to concepts of power, bureaucracy, social and cultural change, stratification and social mobility, values and school rituals. (Same course as Sociology 465)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs. I, II, S.**
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 495H-496H **Readings for Honors in Social Studies. 2-4; 2-4 hrs.**
See Honors Courses.

SOCIAL WORK (SWK)

(The Bachelor of Social Work program is housed in the School of Medicine.)

- 203 **Introduction to the Field of Social Work. 3 hrs.**
Introduction to the field of social work.
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Selected topics not covered in regular course offerings. (PR: Majors only)
- 307 **Child Welfare. 3 hrs.**
Examination of child welfare issues, services, and interventions. (PR: SWK 203, or permission of instructor)
- 310 **Human Behavior and Social Environment I. 3 hrs.**
Integration of biological, psychological, social and cultural aspects of the individual's growth and development from prenatal period through adolescence including the impact the social environment has on the individual. (PR: BSC 105, SOC 200, PSY 201, SWK 203 or permission of instructor. CR: SWK 320, 330, 340, or permission of instructor)
- 312 **Human Behavior and the Social Environment II. 3 hrs.**
Integration of biological, psychological, social and cultural aspects of the individual's growth and development from early through later adulthood including impact of social environment or the individual. Organizational theory included. (PR: BSC 105, SOC 200, PSY 201, SWK 203, 310, 320, 330, 340, or permission from instructor; CR: SWK 322, 332, 370, or permission from instructor)

- 320 **Social Work Practice I. 4 hrs.**
Generalist Social Work Practice with populations and institutions of Appalachia. Professional development, information gathering, and assessment across various size systems (PR: SWK 203 or permission of instructor. CR: SWK 310, 330, 340 or permission of instructor)
- 322 **Social Work Practice II. 4 hrs.**
Generalist Social Work Practice with populations and institutions of Appalachia. Planning, intervention evaluation and termination across various size systems. (PR: SWK 203, 310, 320, 330, 340 or permission of instructor. CR: SWK 312, 322, 370 or permission of instructor)
- 330 **Social Welfare Issues in Appalachia. 3 hrs.**
The development of Social Welfare as a continuing institution. Rural poverty and other critical social issues in Appalachia. (PR: ECN 250, PSC 202, SWK 203, or permission of instructor. CR: SWK 310, 320, 340, or permission of instructor)
- 332 **Social Welfare Policy and Legislation. 3 hrs.**
Policy formulation, implementation and analysis. Examination and critical analysis of social welfare policies, legislation, and administration. (PR: ECN 250, PSC 202, SWK 203, SWK 330, SWK 340 or permission of instructor. CR: SWK 312, 322, 370 or permission of instructor)
- 340 **Social Work Research. 3 hrs.**
Introduction to Social Work Research with preparation for evaluation of generalist practice. (PR: MTH 110, SWK 203 or permission of instructor. CR: SWK 310, 320, 330)
- 370 **Practicum I. 3 hrs. CR/NC**
Supervised field experience in a social agency or organization for minimum of 100 clock hours. Regular conferences with instructor and weekly seminars. (PR: SWK 203, 310, 320, 340. CR: SWK 312, 322, 332)
- 473 **Practicum II. 12 hrs. CR/NC**
Supervised field experience in a social agency or organization for minimum of 400 clock hours. Regular conferences with instructor and weekly seminars. (PR: SWK 203, 310, 312, 320, 322, 330, 332, 340, 370)
- 475 **Social Work Seminar. 3 hrs.**
A capstone course integrating course work and field work as preparation for beginning level of generalist Social Work practice. (PR: SWK 203, 310, 312, 320, 322, 330, 332, 340, 370, 473)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Study of topics of interest not covered in regularly scheduled classes. (PR: Senior majors only)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
Individual study of topics not offered in regularly scheduled courses. Advance permission required. (PR: Senior majors only)
- 495II-496II **Readings for Honors in Social Work. 2-4; 2-4 hrs.**
Open only to social work majors of outstanding ability. See Honors Courses

SOCIOLOGY (SOC)

- 101-102 **Introduction to the Behavioral Sciences. 3; 3 hrs.**
An interdisciplinary introduction to the basic behavioral sciences.
- 108 **Marriage Relations. 3 hrs.**
A functional course in the personal, social, and cultural factors involved in courtship and marriage.
- 200 **Introductory Sociology. 3 hrs.**
Introduction to the study of human society.
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Selected topics not covered in regular course offerings. (PR: SOC 200)
- 297-298 **Instructional Television Course. 1-4 hrs.**
A course based upon an Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.
- 300 **Social Organization. 3 hrs.**
Analysis of sociological conceptual systems and theories. (Required of all majors. PR: SOC 200)
- 302 **Social Psychology. 3 hrs.**
(Same as Psychology 302. PR: PSY 201)
- 307 **Public Opinion and Propaganda. 3 hrs.**
(Same as Political Science 307)
- 310 **Social Behavior. 3 hrs.**
The sociology of the individual (PR: SOC 200)
- 311 **Deviant Behavior. 3 hrs.**
Study of the basic concepts and theories of deviant social behavior and the correlative social disorganization. (PR: SOC 200)
- 313 **Contemporary Social Issues. 3 hrs.**
Sociological analysis of current social issues. Specific issues studied will vary from time to time (PR: SOC 200)
- 320 **Criminology. 3 hrs.**
Introduction to the social aspects of criminal behavior. (PR: SOC 200)

- 321 **Introduction to Social Gerontology. 3 hrs.**
(PR: SOC 200)
- 325 **Afro-American Sociology. 3 hrs.**
Entails a sociological analysis of Black people in American Society. (PR: SOC 200)
- 330 **Sociology of Community Health. 3 hrs.**
An investigation of those social institutions and environmental, social, and personal factors in the community to maintain health and provide support in illness as related to social theory. (PR: SOC 200)
- 331 **The Family in Later Life. 3 hrs.**
Focuses on family relationships in later life. (PR: SOC 200)
- 335 **Juvenile Delinquency. 3 hrs.**
Theories of delinquency causation and prevention; organization and functions of social agencies operating in the field. (PR: SOC 200)
- 342 **American Society. 3 hrs.**
Sociological analysis of the basic social and cultural features of contemporary American society. (PR: SOC 200)
- 344 **Social Research I. 3 hrs.**
Introduction to systematic social research methodology. (PR: SOC 200)
- 345 **Social Statistics I. 3 hrs.**
Introduction to statistical analysis of social data.
- 352 **Utopian Sociology. 3 hrs.**
Comparative analysis of the social organization and structure of Utopias and other planned social systems. (PR: SOC 200)
- 400 **Human Ecology. 3 hrs.**
Ecological structure and processes of human communities, regions, and areas. (PR: SOC 200)
- 401 **Population Studies. 3 hrs.**
Study of population characteristics, growth, and trends with emphasis on the social and cultural implications. (PR: SOC 200)
- 403 **Social Research II. 3 hrs.**
Intermediate social research methodology with emphasis on research design. (PR: SOC 344 and 345, or departmental permission)
- 406 **Applied Sociology. 3 hrs.**
Study of the application of sociological principles toward social change in communities. (PR: SOC 200)
- 407 **Sociology of American Schools. 3 hrs.**
A sociological interpretation of the American school organizational patterns. Attention is given to concepts of power, bureaucracy, social and cultural change, stratification and social mobility, values and school rituals. (Same course as Social Studies 465)
- 408 **The Family. 3 hrs.**
Theoretical analysis of the family as a primary social institution. (PR: SOC 200)
- 412 **Small Groups. 3 hrs.**
Study of the dynamics of small groups with emphasis on role theory. (PR: SOC 200)
- 413 **Collective Behavior and Social Movements. 3 hrs.**
Non-institutionalized social behavior. (PR: SOC 200)
- 421 **Sociological Theory I. 3 hrs.**
The development of social thought and early sociological theory. (PR: SOC 200)
- 423 **Conflict Sociology. 3 hrs.**
Analysis of theories of the conflict school of sociology and their application in research. (PR: SOC 200)
- 428 **Medical Sociology. 3 hrs.**
Analysis of the social organization of medicine and related health delivery services. (PR: SOC 200)
- 431 **Problem Perspectives of Aging. 3 hrs.**
Analysis of some of the problems people experience as a consequence of growing older. (PR: SOC 200)
- 432 **Rural Sociology. 3 hrs.**
The sociology of rural life and rural communities. (PR: SOC 200)
- 433 **Industrial Sociology. 3 hrs.**
Study of the organization and structure of the work plant as a social system; the meaning and organization of work; managerial functions; management-labor relations; and human relations in industry. (PR: SOC 200)
- 439 **Social Stratification. 3 hrs.**
Analysis of various theories of stratification, with emphasis on the American class system. (PR: SOC 200)
- 442 **Urban Sociology. 3 hrs.**
The sociology of urban and metropolitan communities. (PR: SOC 200)
- 443 **Evaluation Research. 3 hrs.**
Analysis of social organizations and programs in order to evaluate: program planning, monitoring, impact assessment, efficiency, and effectiveness. (PR: Any Research and Statistics)
- 445 **Social Statistics II. 3 hrs.**

- Intermediate level statistical analysis, including analysis of variance and covariance. 2 lec-2 lab. (PR: SOC 345 or departmental permission)
- 450 **Sociology of Religion. 3 hrs.**
Sociological analysis of religion as a social institution. (PR: SOC 200. Same as Religious Studies 450)
- 451 **Sociology of Retirement. 3 hrs.**
Retirement is examined as a process, an event, and a role. Retirement is analyzed from the point of view of the individual and society. (PR: SOC 200)
- 452 **Sociology of Death and Dying. 3 hrs.**
Study of death and dying as a societal and cultural phenomenon. Explores how institutions within our society deal with death. (PR: SOC 200)
- 470-471 **Sociological Field Experience. 3; 3 hrs.**
Supervised field work in a social organization or community working on practical problems. (PR: SOC 406 or permission)
- 475 **Senior Seminar. 3 hrs.**
A capstone course drawing together the major areas of sociology to form an integrated picture of the field. (PR: Graduating senior in sociology)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Study of topics of interest not covered in regularly scheduled courses. (PR: Permission)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
Individual study of topics not offered in regularly scheduled courses. Advance permission required. (PR: Permission)
- 495H-496H **Readings for Honors in Sociology. 2-4; 2-4 hrs. I, II.**
Open only to sociology majors of outstanding ability. See Honors Courses.
- 497-498 **Instructional Television Course. 1-4 hrs.**
A course based upon an Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.

SPANISH (SPN)

- 101-102 **Elementary Spanish. 3; 3 hrs. I, II, S.**
Pronunciation, conversation, reading, and composition with emphasis on aural/oral development. (PR for 102: Spanish 101 or one unit of high school Spanish or departmental examination)
- 150-151 **Applied Spanish. 1; 1 hr.**
One hour credit is earned for each full semester of residence in the Modern Language House and/or individual applied work. Students agree to speak only the language in which they are enrolled while on the floor of the House and during MLH activities. (PR: Permission of Department)
- ¹161R-162R **Elementary Spanish Reading Approach. 3; 3 hrs. I, II.**
Emphasis on rapid development of reading and comprehension skills through the recognition of patterns based on the act of reading Spanish itself and intensive word study. Taught in English. Not open to majors. (PR for 162R: SPN 161R)
- 203 **Intermediate Spanish. 3 hrs. I, II, S.**
Continuation on the intermediate level of the basic language skills: pronunciation, conversation, reading, and composition with emphasis on aural/oral development. (PR for 203: SPN 102 or two units of high school Spanish or departmental examination)
- 204 **Intermediate Spanish. 3 hrs. I, II, S.**
Development of practical conversational skills, reading for comprehension, and directed compositions. (PR for 204: SPN 203 or three or four units of high school Spanish or departmental examination)
- 240 **Spanish Society and Life. 3 hrs. I or II.**
Study of selected topics relating to culture and life in the Spanish-speaking countries. Lectures, readings, and discussions in English. No prerequisite.
- 250-251 **Applied Spanish. 1; 1 hrs.**
One hour credit is earned for each full semester of residence in the Modern Language House and/or individual applied work. Students agree to speak only the language in which they are enrolled while on the floor of the House and during MLH activities. (PR: Permission of Department)
- ¹263R **Intermediate Spanish Reading Approach. 3 hrs. I.**
Emphasis on rapid development of reading skills in magazines, newspapers, and journals, accompanied by review of verb systems and advanced grammatical principles. Not open to majors. (PR: for 263R: SPN 162R)
- ¹264R **Intermediate Spanish Reading Approach. 3 hrs. II.**
Emphasis on reading for comprehension in short stories, periodicals, and technical journals according to student interest. Not open to majors. (PR for 264R: SPN 263R)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: SPN 204)

¹Anyone who opts for Reading Approach courses (161R-264R) must continue through the sequence or start again with the regular 101.

- 304 **Spanish Phonetics. 3 hrs.**
A systematic study of the phonemes and allophones of Spanish and their articulation. (PR: SPN 204)
- 310-311 **Advanced Conversation. 3; 3 hrs. I, II.**
Conversation and discourses in Spanish on selected topics. Courses conducted in Spanish. (PR for either 310 or 311: SPN 204)
- 314 **Studies in Language Laboratory Techniques. 3 hrs. II.**
Training in the use of laboratory equipment. Clinical practice in the use of laboratory facilities. 2 hour lab to be arranged. Open to education majors only. (PR: SPN 204)
- 315 **Advanced Grammar and Composition I. 3 hrs.**
A detailed analysis of Spanish syntax and shades of meaning, with the writing of original compositions in Spanish to perfect the student's own style. (PR: SPN 204)
- 316 **Advanced Grammar and Composition II. 3 hrs.**
A detailed analysis of Spanish syntax and shades of meaning, with the writing of original compositions in Spanish to perfect the student's own style. (PR: SPN 204)
- 318 **Survey of Spanish-American Literature. 3 hrs.**
Readings from representative Spanish-American authors with reports and class discussions; from the Colonial period to the present. (PR: SPN 204)
- 319 **Survey of Spanish Peninsular Literature. 3 hrs.**
Readings from representative Spanish authors with reports and class discussions; from El Cid to the present. (PR: SPN 204)
- 321 **The Spanish Short Story. 3 hrs.**
A study of the short story form, from the medieval tales to the present, through readings, lectures and reports on selected authors. (PR: SPN 204)
- 322 **Cervantes. 3 hrs.**
Study and analysis of selections from Don Quijote, the Novelas Ejemplares, and selected dramatic works. (PR: SPN 204)
- 350-351 **Applied Spanish. 1-4; 1-4 hrs.**
Credit is earned for each full semester of residence in the Modern Language House and/or individual applied work. Students agree to speak only the language in which they are enrolled while on the floor of the House and during MLH activities. Mini papers and/or presentations are required for maximum hours credit. (PR: Permission of Department)
- 401 **Drama of the Golden Age. 3 hrs.**
Readings, lectures, discussions and reports in Spanish on the major dramatists of the Golden Age. (PR: SPN 204)
- 402 **Contemporary Latin American Prose Fiction. 3 hrs.**
Readings, lectures, discussions, and reports in Spanish on the major figures in contemporary Spanish American prose. (PR: SPN 204)
- 403 **Twentieth Century Spanish Drama. 3 hrs.**
A survey of the developments in the Spanish Theatre dealing essentially with the readings and analytical study of the most representative works of leading dramatists during the Twentieth Century. Spanish focus will be devoted to the Theatre of Paradox and Social Protest, Theatre of Absurd, Theatre of Evasion and Underground drama. (PR: SPN 319)
- 405 **Latin American Civilization. 3 hrs. I.**
A study of the civilization of the Latin-American countries and their contributions to world culture. Lectures, discussions and reports. This course is taught strictly in Spanish. (PR: SPN 204)
- 406 **Hispanic Civilization. 3 hrs. II.**
A study of the civilization of Spain and its contributions to world culture. Lectures, discussions, and reports. This course is conducted strictly in Spanish. (PR: SPN 204)
- 450-451 **Applied Spanish. 1-4; 1-4 hrs.**
Credit is earned for each full semester of residence in the Modern Language House and/or individual applied work. Students agree to speak only the language in which they are enrolled while on the floor of the House and during MLH activities. Mini papers and/or presentations are required for maximum hours credit. (PR: Permission of Department)
- 460 **The Modernist Movement. 3 hrs.**
The precursors of the Modernist Movement, its chief exponents, and its influence on the literature of Spanish America and Spain. Lectures, discussions, readings and reports. (PR: SPN 204)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs. I, II.**
Independent research for qualified students who are interested beyond the other courses in the catalog. (PR: SPN 204 and permission of instructor)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: SPN 204 and permission of instructor)
- 495H-496H **Readings for Honors in Spanish. 4; 4 hrs. I, II.**
Open only to outstanding majors. See Honors Courses.

SPEECH (SPH)

SPEECH COMMUNICATION

- 103 **Fundamentals of Speech-Communication. 3 hrs.**

- Application of verbal and nonverbal concepts to interpersonal and public communication contexts.
- 104H **Honors in Speech Communication. 3 hrs. I, II.**
An accelerated course for selected freshmen and sophomores in fundamentals of communication, concepts and skills in verbal/nonverbal communication and listening. Not open to juniors and seniors. (Substitute for SPH 103) (PR: ACT score 26)
- 202 **Introduction to Public Speaking. 3 hrs.**
Source credibility, lines of reasoning, psychological appeals, attention factors, methods of topic and audience analysis, style, and the application of this basic theory to the practice of various forms of public address. (PR: SPH 103)
- 207 **Business and Professional Communication. 3 hrs.**
A study of the communication demands and skills relevant to the student's future role as a business or professional person. (PR: SPH 103 or 305)
- 240 **Voice and Diction. 3 hrs.**
Theory and practice of speech production and improvement. (PR: SPH 103)
NOTE: A special section (240A) for international students focuses on diction of oral American English. For international students required to take 240A, this course is prerequisite to Speech 103 and 305.
- 270-271 **Intercollegiate Debate. 1; 1 hr.**
(PR: Permission of instructor)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission of department chairman)
- 297-298 **Instructional Television Course. 1-4 hrs.**
A course based upon Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.
- 300 **Interpersonal Communication. 3 hrs.**
A survey of the principles underlying communication in interpersonal relationships. Emphasis is upon diagnosing interpersonal communication breakdowns and developing communication skills important for forming and maintaining functional relationships. (PR: SPH 103)
- 301 **Parliamentary Procedures. 1 hr.**
A study of the rules of parliamentary law with practice in their usage.
- 303 **Introduction to Communication Theory. 3 hrs.**
Analysis of the process of communication and its constituent elements, with emphasis upon traditional and contemporary theories, their validation, and their use as a tool in diagnosis and remediation of communication problems. (PR: SPH 103)
- 305 **Principles of Communication. 3 hrs.**
Beginning course, open to juniors and seniors who have not had Speech 103 or 202.
- 307 **Oral Communication in Social Crises. 3 hrs.**
Investigation of the functions, ethics, responsibilities and social impact of oral communication in periods of social unrest. (PR: SPH 103)
- 308 **Persuasive Communication. 3 hrs.**
Introduction to the understanding, practice and analysis of persuasion. Behavioral and rhetorical theories of persuasion will be examined and applied to contemporary persuasive communications. (PR: SPH 103)
- 310 **Argumentation and Debate. 3 hrs.**
Basic principles of argument; practice in discussion and debate. Recommended but not a prerequisite for intercollegiate debating. (PR: SPH 103)
- 311 **General Semantics. 3 hrs.**
A method for studying the role which language plays in human affairs. (PR: SPH 103)
- 315 **Group Communication. 3 hrs.**
Study of group communication processes, including problem solving, systems of group communication analysis and evaluation, in task oriented groups.
- 316 **Legal Communication. 3 hrs.**
The theory and practice of legal communication techniques. The course will examine interviewing skills, negotiation skills, argument preparation skills, presentation skills, and cross examination skills. Recommended for pre-law students. (PR: SPH 103)
- 319 **Superior-subordinate Communication. 3 hrs.**
Survey of principles underlying communication between superiors and subordinates in organizations. Emphasis placed upon communication strategies regarding role definition, performance feedback, development and maintenance of relationships, conflict management, leadership, decision-making. (PR: SPH 103 or 207)
- 320 **Oral Interpretation of Literature. 3 hrs.**
The fundamentals of reading, analyzing, and interpreting literature. (PR: SPH 240 or permission)
- 322 **Intercultural Communication. 3 hrs.**
A study of the barriers to communication across cultures and of strategies for addressing these problems. (PR: SPH 103)
- 345 **Listening and Feedback. 3 hrs.**

- A study of listening/feedback behavior as an integral part of the communication process, development of listening/feedback skills, and an awareness of barriers to effective listening and feedback.
- 370-371 **Intercollegiate Forensics 1; 1 hr.**
Continuation of Speech 270-271. (PR: Permission of instructor)
- 401 **Organizational Communication. 3 hrs.**
Investigation of information flow in organizations with emphasis on identifying communication problems. (PR: SPH 103)
- 402 **Rhetorical Theory. 3 hrs.**
An exploration of theories of rhetoric from the Greek philosophers to the present. This course will examine the strategic use of symbols in persuasive discourse. (PR: SPH 103)
- 406 **Interviewing. 3 hrs.**
Skill development in the question-answer-response process as it applies to a variety of interviewing situations.
- 408 **Leadership and Group Communication. 3 hrs.**
A study of the variables affecting, and affected by, communication process in small groups, with particular emphasis upon leadership variables. (PR: SPH 103)
- 409 **Theories of Persuasion and Change. 3 hrs.**
Study of the relationship between persuasion and social change, including theories of attitude and behavioral change and contemporary theories of persuasion.
- 450 **Direction of Speech Activities. 3 hrs.**
Direction of extracurricular speech activities: assemblies, forensic events, etc. (PR: Fifteen hours of speech or permission of department chairman)
- 451 **Speech Communication for the Middle School. 2 hrs.**
Instruction and application of communication events for classroom methods and children's programs to promote effective oral communication and to foster creativity. (PR: SPH 103 and 300)
- 475 **Seminar in Speech Education for Secondary Teachers. 6 hrs.**
A seminar in speech education for secondary and future teachers: a joint teacher-student program where theories and techniques can be studied, applied, and evaluated through practical experiences with high school students. (PR: By permission only)
- 476 **Speech Communication for Classroom Teachers. 3 hrs.**
Knowledge and utilization of interpersonal communication skills in all teaching-learning environments.
- 480-483 **Special Topics in Speech. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission of department chairman)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission of department chairman)
- 490 **Internship. 1-4 hrs.**
(PR: Permission of department chairman)
- 495H-496H **Readings for Honors in Speech. 4; 4 hrs.**
Open only to speech majors of outstanding ability. See Honors Courses. (PR: Permission of department chairman)
- 497-498 **Instructional Television Course. 1-4 hrs.**
A course based upon Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.

BROADCASTING (SPH)

- 230 **Introduction to Telecommunication. 3 hrs.**
A survey course which provides an overview of the field of Telecommunication. (PR: SPH 103)
- 231 **Introduction to Audio Production. 2 hrs. II.**
Fundamentals of audio production, including operation of audio equipment, microphone techniques, tape editing and audio production. Laboratory work at WMUL-FM is required (PR: SPH 103 and 230)
- 239 **Development and Appreciation of Film to 1930. 3 hrs.**
The historical development of the motion picture as an art form from its first development to 1930. Analysis of the technical, social, economic and cultural factors which have influenced the medium. (PR: SPH 230 or permission of instructor)
- 272-273 **Practice in Broadcasting. 1; 1 hr.**
Staff responsibility on campus broadcast facilities, WMUL-FM or WPBY-TV. (PR: Written permission before registration and the satisfactory completion of one year of service on WMUL)
- 330 **Introduction to Video Production. 3 hrs.**
Introduction to the fundamentals of video production, dealing with cameras, microphones, lighting, staging, field production, editing, post production. (PR: SPH 103 and 230)
- 331 **Radio-Television Announcing and Newscasting. 3 hrs.**
Specialized training in the interpretive skills of announcing and newscasting. (PR: SPH 230 and 240 or permission of instructor)
- 332 **Radio-Television Continuity Writing. 3 hrs.**

- Analysis of forms and practices in the writing of commercials, music and talk continuities, with special emphasis on the difference between writing for broadcast and writing for the print media. (PR: SPH 230)
- 333 **History of Broadcasting. 3 hrs.**
A survey of the history of radio and television in the United States, including the development of educational broadcasting. (PR: SPH 230)
- 334 **Advanced Audio Production. 3 hrs.**
Advanced theory and practice in the elements of audio production, utilizing proper microphone technique, splice and electronic tape editing and continuity writing. One hour of laboratory work at WMUL-FM is required. 3 lec-2 lab-1 practicum. (PR: SPH 230, 231, 330, 331, 332)
- 339 **Instructional Uses of Radio and Television. 1 hr.**
Principles of electronic reproduction of sound and pictures. Orientation to functions and operation of equipment and its use in training and instruction. (PR: SPH 103)
- 372-373 **Practice in Broadcasting. 1 or 2 hrs.**
Staff responsibility on campus broadcast facilities WMUL-FM or WPBY-TV. (PR: Written permission before registration and satisfactory completion of one year of service on WMUL)
- 428 **Broadcast Sales. 2 hrs.**
A survey of requirements, relationships, and functions of broadcast sales in the context of the media buying environment. (PR: SPH 103 and 230)
- 430 **Broadcast Documentary and Dramatic Writing. 3 hrs.**
Writing techniques for preparing scripts for the documentary, film, and dramatic show. (PR: SPH 332)
- 431 **Advanced Video Production. 3 hrs.**
Advanced theory and practice in the elements of producing the complete video program. (PR: SPH 230, 231, 330, 331, 332)
- 432 **Corporate and Instructional Video. 3 hrs.**
Development of the use of video communication and instruction in business, agencies, and education. Production and utilization of video units for specific objectives.
- 433 **Telecommunication Programming. 3 hrs.**
Principles of programming, including audience analysis, production, purchase, and scheduling of various formats. (PR: SPH 230)
- 434 **Social Impact and Ethics of Telecommunication. 3 hrs.**
The unusual effects of telecommunication upon society and its place in modern communication. (PR: SPH 230)
- 435 **Telecommunication Law and Regulation. 3 hrs.**
Development and current status of the legal structure of broadcasting in the United States. (PR: SPH 230)
- 436 **International and Comparative Telecommunication Systems. 3 hrs.**
Development of various systems of broadcasting practiced in other countries of the world in comparison with our own. Including recent trends in international broadcasting systems and communications satellites. (PR: SPH 230)
- 437 **Broadcast Organization and Administration. 3 hrs.**
Problems and practices in the administration of a broadcast property, including study of the unique economic structure of the broadcasting industry. (PR: SPH 103 and 230)
- 438 **Instructional Television Utilization. 3 hrs.**
The background and skills required for utilization, validation, and evaluation of instructional television for teachers and others concerned with improvement in the teaching-learning process.
- 441 **Development and Appreciation of Film Since 1930. 3 hrs.**
Study of important directions in modern film, including style, genre, and the relationship to contemporary society. A variety of films will be viewed for analysis. (PR: SPH 103)
- 442 **The Electronic Communication Revolution. 3 hrs.**
Analysis of developments in technology and their implications for changes in human communication and the broadcasting industry.

SPEECH PATHOLOGY AND AUDIOLOGY (SPA)
(See Communication Disorders)

THEATRE (THE)

- 101 **Introduction to Theatre. 3 hrs.**
Fundamentals of theatre arts.
- 112 **Theatre Appreciation. 2 hrs. I, II, S.**
Development of an appreciation and an understanding of theatre as a fine art. For non-theatre majors.
- 150 **Introduction to Technical Theatre. 2 hrs.**
Introduction to scene design, lighting, set construction, and other aspects of technical production. 150 and 151 should be taken concurrently. 152 should be taken the following semester.
- 151-152 **Introduction to Technical Theatre Laboratory. 1; 1 hr.**
Practical experience in building, painting, dressing, and lighting scenery. Work in conjunction with Marshall University Theatre productions.

- 220 **Stage Movement. 3 hrs.**
Exercises for flexibility and control; stage terms and techniques; pantomime; improvisation; manners and dances from major theatrical periods; and acting of scenes with unusual movement.
- 221 **Stage Voice and Dialects. 3 hrs.**
Vocal techniques for the actor, including the study of dialects.
- 222 **Acting III: Scene Study. 3 hrs.**
Development of skill through exercises and analytical study of scenes. (PR: THE 220 and 221 or permission of instructor)
- 225 **Creative Dramatics. 3 hrs.**
Methods and techniques of creation of informal drama for all ages.
- 230 **Auditioning Techniques. 3 hrs.**
Techniques of auditioning for stage plays and musicals. (PR: THE 222)
- 250 **Introduction to Costuming. 3 hrs.**
The history, design, and construction of theatrical costumes.
- 255 **Stage Makeup. 2 hrs.**
Techniques in the use of makeup for the theatre, including corrective, straight, aged, and character makeup.
- 260 **Theatrical Drafting and Rendering. 3 hrs.**
Drafting and rendering conventions used in the various stages of planning and executing theatrical productions. (PR: ART 217, THE 150, 151)
- 261 **Stage Decor. 3 hrs.**
An historical view of period, style, and motif as related to interior decoration and architecture. (PR: THE 150, 151)
- 270 **Theatre Practicum. 1 hr.**
Acting, directing, or technical work in Marshall University Theatre productions. Register only with permission of instructor. Open to all students. May be repeated for a total of four hours.
- 280-283 **Special Topics in Theatre. 1-4; 1-4; 1-4; 1-4 hrs.**
Program of study not normally covered in other courses. Topics vary from semester to semester. (PR: Permission of department chairman)
- 299 **Course by Television. 1-3 hrs.**
Course taught by instructional television. (PR: Permission of instructor)
- 310 **Theater Management. 3 hrs.**
Theories and practices in performing arts management. An exploration of fiscal and physical management techniques, including budgeting, box office procedures, promotion, and staffing. (PR: THE 101, 150, 151)
- 320 **Acting Styles. 3 hrs.**
Interpretation of roles from classical, romantic, neoclassical, and modern plays. (PR: THE 222)
- 322 **Advanced Stage Dialects and Accents. 3 hrs. I.**
Study and practice of dialects and accents that are commonly used in acting plays. (PR: THE 221)
- 325 **Readers Theatre. 3 hrs.**
Oral interpretation of dramatic text with emphasis on public performance. (PR: THE 220, 221)
- 350 **Stage Lighting I. 3 hrs.**
Theories and practices of modern stage lighting, instruments, control, color and their use on the stage. Student lighting plots required. (PR: THE 150, 151, 152)
- 360 **Scene Design I. 3 hrs.**
The aesthetic and technical principles of staging. Specific attention is given to the generation of a design from the play manuscript. (PR: THE 150, 151, 152)
- 370 **Theatre Practicum. 1 hr.**
Acting, directing, or technical work in Marshall University Theatre productions. Register only with permission of instructor. (PR: Open only to Theatre Majors.) May be repeated for a total of four hours.
- 410 **Playwriting. 3 hrs.**
Study of dramatic structure, characterization, dialogue, themes, sounds, and spectacle, including the writing of one-act plays. (PR: THE 101 or permission of instructor)
- 420 **Acting for Musical Theatre. 3 hrs.**
Analysis of musical scripts, study of spoken and musical scenes, staging musical numbers, and preparation of audition material. (PR: THE 222)
- 421 **Acting for the Camera. 3 hrs.**
Projects in acting for the camera. Video taping of selected acting exercises. (PR: THE 222)
- 423 **Stanislavski System Acting. 3 hrs.**
Study of the Stanislavski System of acting and using it in preparing and performing excerpts from plays. (PR: THE 222)
- 436 **Children's Theatre. 3 hrs.**
Theory, direction, and staging of plays for children.
- 437 **Directing I. 3 hrs.**
Introduction to theories, principles, techniques, and history of directing. (PR: THE 150, 151, 152 and 222)
- 438 **Directing II. 3 hrs.**

- In-depth study of directorial approaches. Analysis of contemporary movements and leaders in the field. Students must stage productions as part of class requirement. (PR: THE 437)
- 439 **Directing for the Camera.** 3 hrs.
Projects in directing for the camera. Video taping of selected directing exercises. (PR: THE 437)
- 440 **Theatre History to 1660.** 3 hrs.
Survey of man's activities in the theatre from primitive times to 1660. (PR: THE 101 or permission of instructor)
- 441 **Theatre History Since 1660.** 3 hrs.
Survey of man's activities in the theatre from 1660 to present. (PR: THE 101 or permission of instructor)
- 450 **Stage Lighting II.** 3 hrs.
Advanced study in the aesthetic principles of lighting design. Emphasis on design principles in non-proscenium theatres. (PR: THE 350)
- 460 **Scene Design II.** 3 hrs.
Advanced work in the process and styles of design for the stage. Emphasis on abstraction, different materials, and designing for various theatre forms. (PR: THE 261, 360)
- 470-472 **Theatre Practicum.** 1-3; 1-3; 1-3 hrs.
Application of theatre processes, theories, and techniques. Specialized practical experience applying theatrical training. (PR: Permission of instructor)
- 480-483 **Special Topics in Theatre.** 1-4; 1-4; 1-4; 1-4 hrs.
Program of study not normally covered in other courses. Topics vary from semester to semester. (PR: Permission of department chairman.)
- 485-488 **Independent Study.** 1-4; 1-4; 1-4; 1-4 hrs.
Courses taught by tutorials; directed independent readings or research; problem reports, and other activities designed to fill the needs of individual students. (PR: Permission of chairman)
- 490 **Theatre Internship.** 1-4 hrs.
Supervised off-campus contractual work-study arrangement with external agencies or theatrical institutions. (PR: Permission of chairman)
- 491-494 **Theatre Workshop.** 1-4; 1-4; 1-4; 1-4 hrs.
Practical, participatory courses for advanced students and professionals. Experience in new techniques, theories, and principles. (PR: Permission of instructor)
- 495H-496H **Honors in Theatre.** 1-3; 1-3 hrs.
Readings for honors in theatre. (PR: Permission of chairman)
- 499 **Course by Television.** 1-3 hrs.
Course taught by instructional television. (PR: Permission of instructor)

UNIVERSITY HONORS (HON)

Honors Seminar Substitution for a Department Major Requirement or a College General Education Requirement.

Substitution of an Honors seminar for a department major requirement or a college general education requirement should be requested before the course begins, or no later than the completion of the course. No such request will be honored during the second semester of the senior year. See the Director of Honors (Old Main 227), for instructions and necessary forms.

- 101 **Introduction to Honors.** 1 hr. I.
An introduction to the basic tracks of the Honors Program. Introduces critical thinking and tenets of logic. Prepares students to continue in the Honors Program. (PR: ACT 26 and 3.3 GPA)
- 150 **Critical Issues.** 4 hrs. II.
Study and critical analysis of thought-provoking reading material. Examination of logical reasoning versus fallacious reasoning. Designed to prepare the student for critical thinking in subsequent honors courses. (PR: 3.3 GPA)
- 195-197 **Interdisciplinary Honors.** 4; 4; 4 hrs.
(195, Science and the Arts; 196, The American Experience; 197, Ideas in Social Sciences). These courses are subject to periodic changes in content. (PR: 3.3 GPA)
- 294 **Interdisciplinary Honors.** 4 hrs.
Ideas in Social Science. This course is subject to periodic changes in content. (PR: 3.3 GPA)
- 295 **Interdisciplinary Honors.** 4 hrs.
Ideas in Natural Science. This course is subject to periodic changes in content. (PR: 3.3 GPA)
- 296 **Interdisciplinary Honors.** 4 hrs.
Ideas in the Humanities. This course is subject to periodic changes in content. (PR: 3.3 GPA)
- 395-396 **Interdisciplinary Honors.** 4; 4 hrs.
Open to distinguished sophomores and upperclassmen of the undergraduate colleges and schools. Course content varies each semester. (PR: 3.3 GPA)
- 480-483 **Special Topics.** 1-4 hrs.
A study of special topics not listed under current course offerings. (PR: 3.3 GPA)
- 495H-496H **Departmental Readings for Honors.**
See individual departmental listings.

VOCATIONAL AND TECHNICAL EDUCATION (VTE)

- 280-283 **Special Topics. 1-4; 1-4; -14; 1-4 hrs.**
400 **Philosophy of Vocational Education. 3 hrs. I, II, S.**
An overview of the historical origins of vocational education and their relationship to major educational philosophies; study of the philosophical foundations of each area of vocational education; analysis of questions fundamental to an overall philosophy of vocational education.
- 406 **Vocational Education Legislation. 3 hrs.**
An overview of the historical evolution of vocational education legislation; analysis of Vocational Education Acts as they relate to state and local planning of vocational education programs.
- 422 **Coordination of Cooperative Programs in Vocational Education. 3 hrs.**
Study of the types of data needed for planning a cooperative program within one or more service areas of vocational education, operational procedures for implementing the plan, and techniques for evaluating the program and individual progress; each student will conduct a study of the community to identify appropriate work stations for a specified level and develop a detailed plan for utilization of such facilities; for maximum credit, the student will implement and evaluate the program he/she designed throughout an academic year.
- 425 **Computer Applications in Business and Marketing Education. 3 hrs.**
Study of the computer applications and software for Business and Marketing Education. (PR: CIS 101)
- 430 **Vocational Education for the Disadvantaged and Handicapped. 2-3 hrs.**
Study of conditions which mitigate against success in school for students of all ages; emphasis on the potential of vocational education programs for assisting such students to achieve employability and to achieve a higher level of academic achievement; emphasis on cooperative planning and teaching involving academic teachers and counselors.
- 440 **Developing Computer Assisted Instruction. 3 hrs.**
Provides competencies to develop interactive computer assisted instruction consisting of behavioral objectives, lessons, and evaluations for students of varying learning abilities, motivation, and prior achievement. (PR: Course in Curriculum Development)
- 460-463 **Professional Development. 1-4 hrs.**
Courses and activities designed to meet specific inservice needs of public school personnel. Credit in these courses may be used for certificate renewal and salary upgrading, if approved, but not in degree programs. Specific course titles will vary with subject. CR/NC grading.
- 470 **Practicum in Vocational Education Programs: 1-4 hrs.**
Individually designed to provide field experience under supervision of the faculty; such experience to be related to the student's projected role in vocational education (Instruction, administration, program planning, research).
- 480-483 **Special Topics. 1-4; 1/2-4; 1-4; 1-4 hrs.**
485-488 **Independent Study. 1-4 hrs.**
Focused study of a topic in vocational or technical education to be selected cooperatively by student and faculty advisor; hours of credit to be determined by magnitude of the project and number of hours commitment the student makes to its completion.

WOMEN'S STUDIES (IS) (See Interdisciplinary Studies)

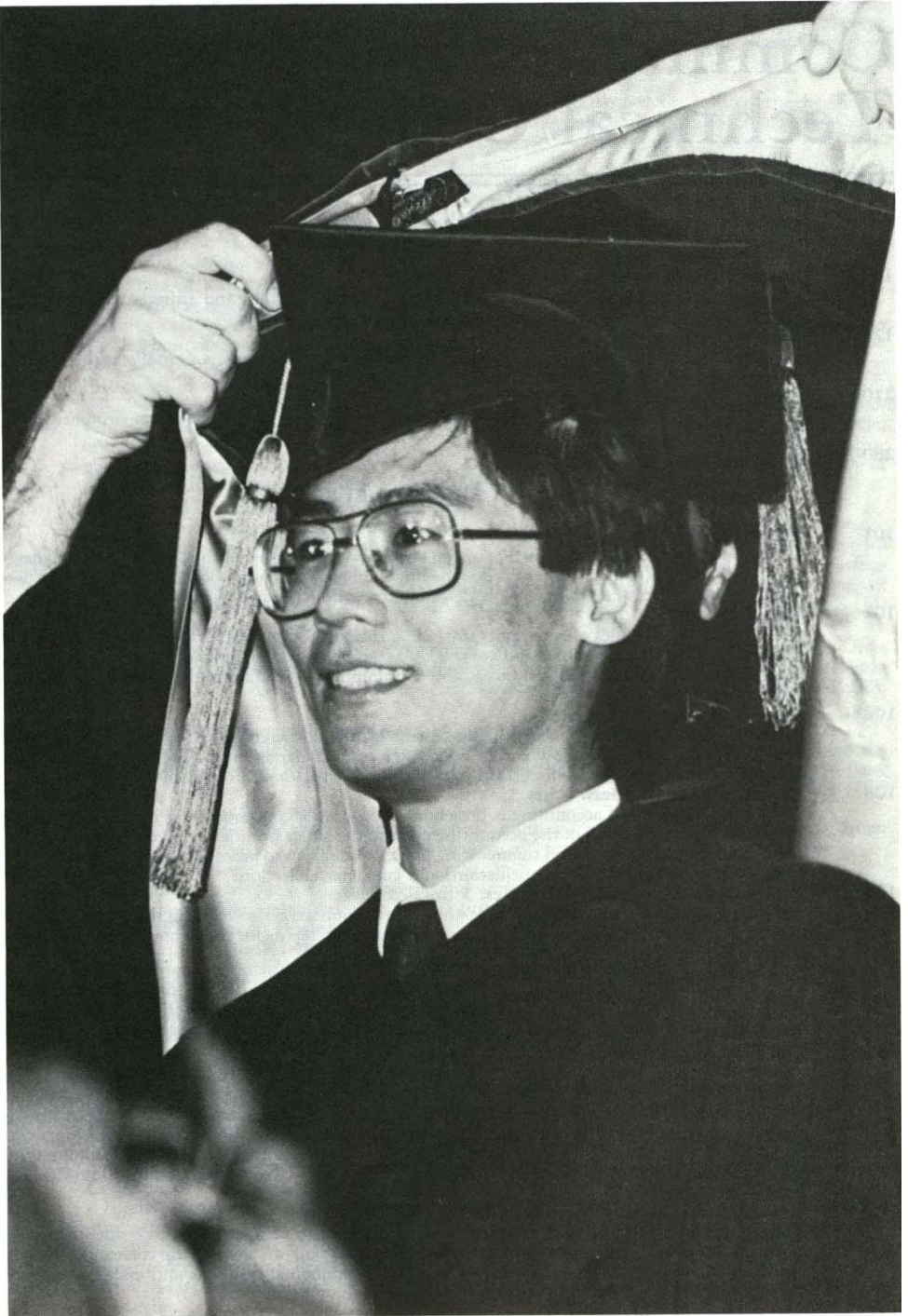
YEAGER SCHOLARS (YGS)

- 161 **Seminar in Communications and Computers. 5 hrs.**
Development of skills in oral communication; knowledge of the nature and impact of the mass media; ability to use the computer as a tool of communication and research.
- 162 **Seminar in Humanities, Texts, and Values. 5 hrs.**
Explores values in the life of the individual and society; examines ideas and modes of inquiry common to the humanities by exploring the works of selected Western thinkers.
- 271 **Seminar in Theories of Natural and Social Sciences and Statistics. 5 hrs.**
Introduction to the nature of scientific thought, methods, and theories in the natural and social sciences; explores concepts in statistics relevant to the development of hypotheses and theories.
- 272 **Seminar in Arts and History. 5 hrs.**
Introduction to the nature of the arts and their role in societies; understanding the nature and value of history.

ZOOLOGY (ZOO) (See also Biological Sciences and Botany)

- 212 **Invertebrate Zoology. 4 hrs. I, II, S.**
Classification, structure and relationships of the important animal phyla. 2 lec-4 lab. (PR: BSC 120, 121 or equivalent)
- 214 **Vertebrate Zoology. 4 hrs. I, II, S.**

- A survey of the seven living classes of vertebrates emphasizing aspects of ecology, physiology, natural history and taxonomy (PR: BSC 120, 121)
- 227 **Human Anatomy. 4 hrs. I.**
Principles of gross and microscopic anatomy of human body systems and their development. Open to candidates in BSN program. 3 lec-2 lab.
- 228 **Human Physiology. 4 hrs. II.**
Basic concepts of human physiology, including an introduction to physiological control mechanisms operating at cellular, tissue, organ, and systems levels. Provides the scientific background for understanding pathophysiology. Open to candidates in BSN program. 3 lec-3 lab. (PR: ZOO 227, CHM 203-204 or equivalent)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission)
- 300 **Histology. 4 hrs. II.**
Microscopic study of vertebrate tissues. 2 lec-4 lab. (PR: BSC 120, 121 or equivalent)
- 301 **Vertebrate Embryology. 4 hrs. I, S.**
Vertebrate development based chiefly on frog, chick and pig embryos. 2 lec-4 lab (PR: BSC 120, 121 or equivalent)
- 302 **Comparative Vertebrate Anatomy. 4 hrs. I, II, S.**
Structure, function and relationships of systems of selected vertebrates with an emphasis on embryology and evolution. 2 lec-4 lab. (PR: BSC 120, 121 or equivalent)
- 401 **Ichthyology. 4 hrs. II, S.**
Anatomy, physiology, ecology, zoogeography, economic importance and classification of major groups and representative local species of fishes. 2 lec-2 lab and field. (PR: BSC 120, 121; ZOO 214 or 302)
- 406 **Herpetology. 4 hrs. II (Alternate years) and S.**
Taxonomy, morphology, distribution, life history, and ecology of reptiles and amphibians with a special emphasis on representatives native to West Virginia. 2 lec-2 lab. (PR: BSC 120, 121 or equivalent; REC: ZOO 214)
- 408 **Ornithology. 4 hrs. II (alternate years) and S.**
An introduction to avian biology: identification, distribution, migration, and breeding activities of birds. 2 lec-4 lab. (PR: BSC 120, 121 or equivalent)
- 409 **Mammalogy. 4 hrs. I (Alternate years) and S.**
A study of the structural features, evolution and classification of mammals; other topics will include ecology, zoogeography, behavior, reproductive strategies, physiological adaptation to extreme environments and economic aspects. 2 lec-2 lab. and field. (PR: BSC 120, 121; ZOO 214 or 302; Rec: 407)
- 414 **Entomology. 4 hrs. I, S.**
Anatomy, classification, life histories and economic importance of representative insects. 2 lec-4 lab. (PR: BSC 120-121 or equivalent)
- 422 **Animal Physiology. 4 hrs.**
Physiological principles operating in the organ systems of vertebrate animals. 3 lec-3 lab. (PR: BSC 105 or 121)
- 424 **Animal Parasitology. 4 hrs. I, II, or S.**
Morphology, life histories, classification, and host relationships of common parasites. 2 lec-4 lab. (PR: ZOO 212)
- 426 **Medical Entomology. 4 hrs. I, II, or S.**
Role of certain insects and other arthropods in the transmission of disease organisms and methods of control. 2 lec-4 lab. (PR: ZOO 212)
- 431 **Limnology. 4 hrs. I, S.**
The study of inland waters; ecological factors affecting lake and stream productivity and various aquatic communities. 2 lec-4 lab. (PR: BSC 120, 121; Rec: ZOO 212)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission)



Courses of Instruction Community and Technical College

AVIATION TECHNOLOGY (AVT)

- 100 **Introduction to Aviation Technology. 3 hrs.**
Designed to provide the student with the basic knowledge, skills, and attitudes about aviation that will enable him to function in an aero.spacesociety.
- 125 **Aviation Meteorology. 3 hrs.**
Designed to give the student an understanding of weather phenomena as it affects the aviation environment. (AVT 100 or permission)
- 210 **Airport Management and Operations. 3 hrs.**
Designed to give the students the fundamentals of management in the aviation environment. (PR: BUS 202 or permission)
- 280-283 **Special Topics. 1-4 hrs.**

BUSINESS (BUS)

- 101 **Introduction to Business. 2 hrs.**
Study of the nature of business activities and problems regarding ownership, organization, management, and control. Course content is designed to emphasize business vocabulary and explore personal characteristics and training most desirable for various areas of specialization in business.
- 102 **Basic Economics. 3 hrs.**
Fundamental principles of economics, including the institutions and practices by which people gain a livelihood. Included are a study of the law of supply and demand and the principle-bearing upon production, exchange, distribution, and consumption in relation to the individual enterprise and to society at large.
- 104 **Records Management. 3 hrs.**
Fundamental principles of records management including the creation, storage, retrieval, deletion, filing, and the organization of information in a records management system. Applicable database management software will be introduced. (PR: CIT 101 or 113 or permission)
- 108 **Accounting for Business. 3 hrs.**
The basic structure of accounting is presented. Accounting concepts and general principles are integrated with application of the accounting cycle to the single proprietorship enterprise. Emphasis on recording, classifying, and summarizing phases. Attention to procedures related to secretarial work, such as payroll, bank reconciliation, and customer collection.
- 122 **Intermediate Accounting Principles. 3 hrs.**
Study of accounting practices and procedures with emphasis on accounting theory as related to the preparation and analysis of the four basic financial statements for corporate commercial enterprises. (PR: BUS 206 or BUS 108 or ACC 215)
- 130 **Fundamentals of Marketing. 3 hrs.**
Study of the marketing process as it relates to the problems and policies of profitable operation of a business enterprise. Attention is given to the role and significance of middlemen, evaluation of consumer needs, price determination, promotional and sales strategy, and governmental regulations.
- 141 **Real Estate Principles and Practices. 3 hrs.**
General introduction to real estate as a business and as a profession. Designed to acquaint the student with the wide range of subjects and terminology necessary to the practice of real estate. This introductory course in fundamentals includes the nature of real estate and ownership, principles and concepts of title transfer, title insurance, real estate marketing, financing, leasing, taxation, insurance development, appraising and state license law. Approved as a prerequisite for licensure examination as a salesperson by the West Virginia Real Estate Commission and the Ohio Real Estate Commission.
- 142 **Building Materials and Methods. 3 hrs.**
Study and analysis of physical characteristics of property to be listed, such as residential, small apartment buildings, small office buildings, single unit industrial warehouses, strip commercial centers and shopping centers. Includes a study of building components, materials and assembly components (structural, electrical, heating and cooling, plumbing). (PR: BUS 141)
- 144 **Real Estate Finance. 3 hrs.**
Study of the institutions involved in real estate financing, procedures and techniques required

to the analysis of risks involved in financing real estate transactions, and an examination of instruments used in financing, terminology and real property taxation. Approved as a prerequisite for licensure examination as a broker by the West Virginia Real Estate Commission and Ohio Real Estate Commission. (PR: BUS 141)

151 **Principles of Bank Operations. 3 hrs.**

Fundamentals of bank functions presented in a descriptive fashion so that the beginning banker may acquire a broad perspective of the banking operation so as to prepare for career advancement in the banking industry.

152 **Money and Finance. 3 hrs.**

Stresses the practical aspects of money and finance and emphasizes the basic monetary theory needed by the banking student to apply knowledge acquired on the job. Emphasis on problems such as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments and foreign exchange, showing their effect on the banking industry in affecting yield curves and structuring portfolios. (PR: BUS 102)

153 **Principles of Bank Accounting I. 3 hrs.**

Basic course in accounting principles and procedures. Includes analysis of transactions, the accounting cycle—service sole proprietorship, special journals and ledgers, end-of-cycle procedures—trading business, payroll and control systems, payables and receivables, valuation of other assets: taxes and completion of cycle-partnership: accrual basis.

154 **Principles of Bank Accounting II. 3 hrs.**

Builds upon the foundation developed in Principles of Bank Accounting I. Includes seven advanced concepts and techniques: departmentalized accounting, the partnership accounting cycle, branch and home office accounting, corporation accounting, manufacturing and cost accounting, budgeting, reporting and statement analysis. Also final review of basic concepts and overview of data processing systems. (PR: BUS 206 or BUS 108 or BUS 153)

161 **Savings and Time Deposit Banking. 3 hrs.**

Covers the historical development of savings institutions and creates an awareness of the basic economic function of the savings process which is necessary to operations and policies of these institutions. Differences between financial savings by individuals or organizations and real savings that appear as capital formation are also covered. Different types of financial savings are reviewed in order to describe the system of financial flows of income to capital investment. (PR: BUS 151)

163 **Trust Functions and Services. 3 hrs.**

Provides a complete picture of the services rendered by institutions engaged in trust business. Gives an introduction to the services and duties involved in trust operations and is intended for all banking majors. Offers a clear distinction between business and legal aspects of trust functions. (PR: BUS 151)

165 **History of Development, Structure and Organization of Credit Unions. 3 hrs.**

Intended for credit union executives and directors. Provides background information about the credit union movement by tracing its history and growth, structure of the credit union and basic principles of operations.

167 **Credit Union Accounting. 3 hrs.**

Study of the basic principles and practices of accounting for Credit Unions using Credit Union forms. Includes Credit Union auditing, principles and procedures.

181 **Retailing I. 3 hrs.**

Introduction to retailing with managerial and supervisory insights. Includes topics of franchising, location and layout, organization, sales and customer services.

201 **Human Relations in Business. 3 hrs.**

Human interpersonal relations in business organizations, emphasizing personal/interpersonal attitudes, employment selection, job satisfaction, techniques of applying for and retaining employment, and personal qualities essential for business success.

202 **Business Organization and Management. 3 hrs.**

Designed to develop an understanding of management concepts through the study of planning, organizing, leadership and control functions. (PR: BUS 101 and COM 122)

204 **Principles of Public Relations. 3 hrs.**

Guide to good public relations, how images are created, public relations practices, special events, ideas, attitudes, advertising, and customer relations. (PR: BUS 101 and COM 122)

206 **Basic Accounting. 4 hrs.**

Instruction in standard bookkeeping procedures for small professional, service, and retail sole proprietorships. Also an introduction to accounting procedures for small corporate organizations.

221 **Concepts of Computerized Accounting. 3 hrs.**

Application of the small business computer and existing spreadsheet programs to the solution of accounting problems. Emphasis on extension of previously learned accounting principles. (PR: CT 103 and BUS 206, or permission)

223 **Advanced Accounting Principles. 3 hrs.**

Study of advanced accounting practices and procedures to establish major concepts related to partnership, corporation, branch, and manufacturing accounting; consignment and installment sales; consolidated financial statements; present value; and price level changes. (PR: BUS 206 and BUS 122)

- 224 **Accounting for Costs. 3 hrs.**
Basic principles of cost accounting, including job order, process, and standard costs systems and their applications to all types of business enterprises. (PR: BUS 206 or BUS 108 or ACC 215)
- 225 **Auditing Principles. 3 hrs.**
Principles of conducting audits and investigations; development of audit work papers, specific audit procedures, conduct of the audit, and functioning as a member of the audit team. (PR: BUS 122)
- 226 **Commercial Papers and Transactions. 3 hrs.**
Gives a basic understanding of various business forms and of laws governing businesses and business transactions. Students learn to analyze business transactions such as those dealing with sales, insurance, real estate, bankruptcy, and financial statements, with emphasis on commercial documents.
- 228 **Income Tax Accounting. 3 hrs.**
Theory and practice of income tax accounting as applied to individual returns. Includes gross income, gain or loss, capital gains and dividends along with the maximizing of business and personal deductions. (PR: BUS 206 or BUS 108)
- 231 **Business Finance. 3 hrs.**
Survey of the field of finance, both private and public. Emphasis on basic principles as well as current problems. Financial institutions and the instruments and procedures used for loans and investments to meet demand for funds are described, and loan and investment practices are analyzed. (PR: BUS 206 or BUS 108)
- 232 **Purchasing. 3 hrs.**
Analysis of purchasing activities and purchasing problems in a single proprietorship business. Attention is given to establishing specifications and standards, supply sources, price policies, and inventory control. (PR: BUS 206 or BUS 108)
- 233 **Personnel Management. 3 hrs.**
Designed to acquaint the student with principles of managing personnel in business. Recruitment, selection, and evaluation; job analysis and evaluation; management, supervision, and training; employee motivation; communications, transfer and promotion; wage and salary administration; and labor relations and legislation are studied. (PR: BUS 101 and COM 122)
- 234 **Taxation. 3 hrs.**
Study of federal, state, and local taxes: deductions, depreciation, investment credits, income, forms and schedules prescribed. (PR: BUS 206 or BUS 108)
- 240 **Real Estate Office Management and Brokerage. 3 hrs.**
Examines the nature of managerial responsibility and how to develop and maintain a sound organization utilizing effective planning and financial resources. Covers the organization and conduct of real estate brokerage, legal licensing and ethical responsibilities of the real estate broker with attention to both farm and urban brokerage and their differences. (PR: BUS 141)
- 241 **Real Property Valuation I. 3 hrs.**
Examination of the nature of real property value, functions and purposes of appraisal, functions and methods of estimating value with emphasis on residential market value. This course is approved as a prerequisite for licensure examination as a broker by the West Virginia Real Estate Commission and Ohio Real Estate Commission. (PR: BUS 141)
- 242 **Real Property Valuation II. 3 hrs.**
Advanced course to prepare students in the techniques and art of real property appraising. Application of case studies of valuation procedures via the cost, market and income approaches to property values. Emphasis on techniques applicable for processing income forecasts into present worth estimates for investment properties. (PR: BUS 241)
- 243 **Property Management. 3 hrs.**
Practices and procedures for real estate salespersons, brokers and others in management of income producing real estate property in organization leases contracts, merchandising, tenant selection, relations with owners and tenants, collections, maintenance, accounting, ethics, legal and professional relationships.
- 244 **Contract Writing. 2 hrs.**
Covers principles and procedures utilized in preparation of real estate sales contracts. Various forms of contracts will be studied.
- 246 **Real Estate Development. 2 hrs.**
Study of real estate development in terms of social, economic and environmental aspects. Covers elements of the planning process, land use controls or zoning, sub-division or development controls, land use, transportation, community facilities, and open space and recreation. Techniques of analysis and application of standards to the design of residential neighborhoods, shopping centers, industrial districts and thoroughfare systems are also covered. (PR: BUS 141)
- 248 **Real Estate Law. 3 hrs.**
Study of the principles of law governing the interests in real estate including acquisition, encumbrance, transfer, rights and obligations of parties, and state and federal regulations thereof. This course is approved as a prerequisite for licensure examination as a salesperson by the West Virginia Real Estate Commission and the Ohio Real Estate Commission.
- 250 **Microcomputer Applications to Banking. 3 hrs.**
Designed to show why and how banks are utilizing microcomputers. Study of programs applicable to current banking systems. (PR: CT 103 or permission)

- 251 **Installment Credit. 3 hrs.**
 Covers the techniques of installment lending. Emphasis on establishing credit, obtaining and checking information, servicing the loan, and collecting amounts due. Other topics covered include inventory financing, special loan programs, business development and advertising, and public relations aspects of installment lending. (PR: BUS 151)
- 252 **Law and Banking. 3 hrs.**
 Introduction to basic American law presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasi-contracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial paper, bank deposits and collections, documents of title and secured transactions. Emphasis is on the Uniform Commercial Code. (PR: BUS 151)
- 253 **Bank Management. 3 hrs.**
 Covers new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management. The case study technique is utilized as an effective management learning technique. (PR: BUS 151)
- 254 **Bank Investments. 3 hrs.**
 Describes the nature and uses of primary reserve needs of commercial banks. Sources of reserves and their random and cyclic fluctuations are analyzed in relation to their influence on investment policy. Included is a study of yield changes as they affect a bank's long term holdings. (PR: BUS 151)
- 255 **Bank Public Relations and Marketing. 3 hrs.**
 Studies the basis of public relations, both internal and external, and seeks to explain the why, what and some of the how of public relations and marketing. Intended as an overview of what everyone in banking should know about the essentials of bank public relations and marketing. (PR: BUS 151)
- 256 **Credit Administration. 3 hrs.**
 Directed toward the executive level, this course concerns itself with the statement and discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans are discussed. (PR: BUS 151)
- 257 **Federal Reserve System. 3 hrs.**
 Examines the operations and policies of the Federal Reserve System during critical periods in the last 60 years. A topical rather than chronological approach is taken. Attention is given to international monetary affairs and economic developments affecting the American fiscal system. (PR: BUS 151)
- 258 **Home Mortgage Lending. 3 hrs.**
 Designed for mortgage loan offices from the viewpoint of developing a sound mortgage portfolio. Overview of the mortgage market, acquisition of a mortgage portfolio, mortgage plans and procedures, mortgage loan processing and servicing, and obligations of the mortgage loan offices in portfolio management are covered. (PR: BUS 151)
- 260 **Loan Officer Development. 3 hrs.**
 Designed to present practical skills essential to new lending officers. Covers the initial loan interview, loan development and decisions, documentation for the credit file, problem loans, conveying unpleasant information and managing loan portfolios. (PR: BUS 151)
- 264 **Analyzing Financial Statements. 3 hrs.**
 Acquaints student with basic considerations in statement analysis, details of financial statements, basic ratios, analysis of internal comparison, analysis by external comparison, consolidated statements, budgets and projections. (PR: BUS 206 or BUS 151)
- 270 **Principles of Wholesaling. 3 hrs.**
 Analysis of the development of wholesaling. Trade vocabulary. Technological changes and their impact upon methods of wholesaling. (PR: BUS 101 and COM 122)
- 271 **Special Problems in Retailing. 2 hrs.**
 Student applies his knowledge of retailing to specific area on his job and submits reports to his instructor. (PR: BUS 181)
- 272 **Consumer Credit Management. 3 hrs.**
 Principles and practices in the extension of credit, including revolving credit card systems. Collection procedures and laws pertaining to credit extension and collection. (PR: BUS 101)
- 275 **Store Operation and Control. 3 hrs.**
 Operation and control of retail establishments is studied. Case studies of types of retail problems including merchandising, personnel, sales promotion, operation and control. (PR: BUS 181)
- 279 **Advertising, Merchandising and Sales Promotion. 3 hrs.**
 Advertising and sales-promotion methods and procedures employed by stores. Course includes techniques of budgeting and planning, evaluation and selection of media, steps in producing an advertisement, and methods of determining what, how, and when to promote. (PR: BUS 181)
- 280-287 **Special Topics. 1-4; 1-4; 1-4; 1-4; 1-4; 1-4; 1-4; 1-4 hrs.**
 Study of content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.
- 295 **Small Business Seminar. 2 hrs.**
 Development of managerial skills and knowledge through creation of a simulated business and case studies. (PR: BUS 279)

- 299 **Cooperative Work Experience. 1-9 hrs. CR/NC.**
Supervised on-the-job training for business students. 1 lec; 5-40 lab. (PR: Permission of coordinator)

COMMUNICATIONS (COM)

- 094 **Developmental Communications. 3 hrs.**
To prepare students for the level of writing competence necessary in COM 095. The graduation requirement is increased by six hours for students who complete both courses. (PR: TASK or ACT scores)
- 095 **Developmental Writing. 3 hrs.**
To prepare students for the level of writing competence necessary in ENG 101 or COM 111. The graduation requirement is increased by three hours for students who complete this course. (PR: TASK or ACT scores)
- 096 **Conversational Grammar. 3 hrs.**
A self-help course for students who need to improve oral grammatical skills. Emphasis will be on improving spoken grammar to adhere to the principles of Standard American English. (PR: Completion with passing grade of one college English course or permission)
- 111 **Communications I. 3 hrs.**
Designed to improve the student's writing, listening and oral communication skills. Correlates the study of communication to the degree area. (PR: TASK or ACT scores)
- 112 **Communications II. 3 hrs.**
Continued improvement of the student's competence in oral and written communication skills. Explores forms and uses of the communication process in the student's work area. (PR: COM 111 or permission)
- 122 **Business Communications II. 3 hrs.**
Process of transferring a message within the business framework. Reading, analysis, and construction of common business communication types using basic principles and requirements of the oral and written communication processes. (PR: COM 111 or permission)
- 132 **Technical Communications II. 3 hrs.**
Process of transferring a message within the technical framework. Reading, analysis and construction of common technical communication types using basic principles and requirements of the oral and written communication processes. (PR: COM 111 or permission)
- 221 **Business Correspondence and Report Writing. 3 hrs.**
Composition of business memos, letters, reports, and resumes; participation in group discussions and oral reports. (PR: COM 122; ENG 102 for legal assistants; PERM)
- 222 **Management Communications. 3 hrs.**
Designed to acquaint the supervisor with problems of communication in industry pertaining to supervisory responsibilities. Concentrates primarily on developing better communication techniques in oral and written areas. Content includes report, memoranda, listening skills, problem solving, the art of questioning, group process and decision making, and committee functions and responsibilities.
- 231 **Technical Report Writing. 3 hrs.**
Study of the preparation of technical reports. Emphasis on good writing principles and the use of supplementary illustrations as they apply to technical reports. Review of mechanical features is given as warranted. (PR: COM 122)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**

COMPUTER TECHNOLOGY (CT)

- 103 **Fundamentals of Computer Technology. 3 hrs.**
An introductory computer literacy course designed to help the student understand the terminology, application, processes, and effects of data processing and the environment in which it is used.
- 115 **Introduction to Basic. 3 hrs.**
Use of the small business computer to teach the BASIC language from a problem oriented approach. Emphasis on the professional way to design and write programs with microcomputers. (PR: CT 103 or permission)
- 150 **Applications to Spreadsheets. 3 hrs.**
Application of the microcomputer and current market programs to the solution of business problems. Emphasis on numerical analysis, forecasting, and business graphics. (PR: CT 103 or permission)
- 215 **Advanced BASIC. 3 hrs.**
Study in the application of advanced BASIC language concepts and programming skills. (PR: CT 103 and CT 115)
- 250 **Applications to Databases. 3 hrs.**
Study of the development of information - retrieval systems and databases and their application to business problems. (PR: CT 103 and CT 150 or permission)
- 255 **Desktop Publishing Software. 3 hrs.**
Study of the applications and fundamental operations of desktop - publishing software. (Not a course in journalism) (PR: CT 103)
- 260 **Microcomputer Hardware and Software Selection. 3 hrs.**

- Basic skills necessary to select the microcomputer, peripheral equipment, and software based on availability needs and within the restrictions of the individual or business. (PR: CT 103 or permission)
- 270 **Small Business Computer Repair. 4 hrs.**
Basic electronic solid state technology utilized in the small business computer. Emphasis is on techniques for isolation and replacement of faulty units.
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission of Program Coordinator or Instructor)
- 299 **Microcomputer Internship. 3 hrs.**
Places the student in a work situation for a specific period of time for practical work experience prior to seeking permanent employment. Correlates classroom instruction with actual experience. (PR: Permission)

ELECTRONICS TECHNOLOGY (ELT)

- 101 **Technology Orientation. 1 hr. equivalent (60 Clock hrs.)**
Orientation to electronics technology program, safety, hand tools, soldering techniques, and audio/visual equipment. (Taught by the Cabell County Vocational-Technical School)
- 111 **Direct Current Theory. 4 hrs. equivalent (420 Clock hrs.)**
Theory and laboratory for direct current including current voltage, resistance, related measurements; Ohm's Law, power, series and parallel circuit analysis, trouble shooting, networks, theorems, variational analysis, voltage dividers, and electromagnetism. (CR: MAT 145) (Taught by the Cabell County Vocational-Technical School)
- 139 **Electronics Technology Capstone I. 1 hr.**
Review of ELT 101, Technology Orientation, and ELT 111, Direct Current Theory; comprehensive testing on same. (CR: ELT 101, 111)
- 151 **Alternating Circuit Theory. 4 hrs. equivalent (390 Clock hrs.)**
Theory and laboratory for alternating current including electromagnetic induction, motors, generators, oscilloscopes, AF signal generators, frequency counters, inductance, inductive reactance, capacitance, capacitive reactance, transformers, circuits, resonance, and filters. (PR: ELT 111/CR: MAT 146) (Taught by the Cabell County Vocational-Technical School)
- 189 **Electronics Technology Capstone II. 1 hr.**
Review of ELT 151, Alternating Circuit Theory, and comprehensive testing on same. (PR: ELT 139/CR: ELT 151)
- 201 **Electronics and Instrumentation. 5 hrs. equivalent (540 Clock hrs.)**
Theory and laboratory including basic semiconductor devices (diodes, transistors) electronic power supplies (filters, doublers, regulators, converters), biasing circuits, amplifiers (coupling, splitters, feedback, troubleshooting), oscillators, and integrated circuits. (PR: ELT 151/CR: MAT 205) (Taught by the Cabell County Vocational-Technical School)
- 239 **Electronics Technology Capstone III. 1 hr.**
Review of ELT 201, Electronics and Instrumentation, and comprehensive testing on same. (PR: ELT 189/CR: ELT 201)
- 251 **Communications Circuits and Devices. 9 hrs. equivalent (940 Clock hrs.)**
Theory and laboratory for communications, amplifiers, oscillators, amplitude modulation and demodulation, superheterodyne AM receivers, frequency modulation, antennas, phenograph and magnetic tape devices, television fundamentals, troubleshooting. (PR: ELT 201) (Taught by the Cabell County Vocational-Technical School)
- 261 **Digital Concepts. 6 hrs. equivalent (600 Clock hrs.)**
Theory and laboratory on digital concepts, numbering systems logic gates, boolean algebra, binary codes, encoders, decoders, flip-flops, counters, registers, arithmetic circuits, electronic systems, analog/digital conversion. (Taught by the Cabell County Vocational-Technical School)
- 262 **Computer Electronics. 3 hrs. equivalent (340 Clock hrs.)**
Theory and laboratory of computer electronics, arithmetic and memory circuits; RAM, ROM, PROM, magnetic core and semiconductor memory; stack, stack pointer, and program counter; microprocessor concepts, operations; computer familiarization, troubleshooting. (PR: ELT 201) (Taught by the Cabell County Vocational-Technical School)
- 269 **Electronics Technology Capstone IV. 1 hr.**
Review of ELT 251, Communications Circuits and Devices, and/or ELT 261, Digital Concepts, and/or ELT 262, Computer Electronics. Comprehensive testing on same. (CR: ELT 251 or ELT 261 and ELT 262/PR: ELT 239)
- 280-283 **Special Topics. 1-4 hrs.**

EMERGENCY MEDICAL TECHNOLOGY (EME)

- 105 **First Responder Course. 3 hrs.**
Provides training in emergency medical care for those who are likely to be the first persons responding to an accident.
- 109 **Emergency Care and Transportation of Sick and Injured. 5 hrs.**
Care of critically ill and injured to include airway obstruction and pulmonary arrest, aids to breathing

and resuscitation, bleeding, shock, fractures, injuries to face, head, neck, spine, medical evaluation, childbirth, lifting and moving patients. Environmental emergencies, extraction from automobiles, operation of emergency vehicles, responding to ambulance calls. (PR: FS 126, Rescue Operations or Permission)

120 **Emergency Medical Core-Paramedic I. 8 hrs.**

This course is the primary phase towards certification as an EMT-Paramedic within the health care delivery system. Didactic sessions include prehospital environment, preparatory, trauma, obstetrics, neonatal, behavioral and pediatrics. (PR: EME 109 or permission; CR: EME 121)

121 **Emergency Medical Core-Paramedic, Clinical I. 2 hrs.**

This experience will expose the student to illnesses and injuries in professionally supervised clinical settings, providing, opportunities for development of specific Emergency Medical Services psychomotor skills competency. (PR: EME 109 or permission; CR: EME 120)

240 **Emergency Medical Technology-Paramedic II. 8 hrs.**

The final phase of prehospital advanced life support enabling EMT-Paramedic certification eligibility. This course concentrates on medical emergencies related to respiratory, cardiovascular, endocrine and nervous systems. (PR: EME 120, 121; CR: EME 241)

241 **Emergency Medical Technology-Paramedic, Clinical II. 2 hrs.**

Provides the student with clinical experiences for skills development related to critical medical emergencies. This experience will be conducted in supervised clinical settings under the direction of health care professionals. (PR: EME 120, 121; CR: EME 240)

242 **EMT-Paramedic V. 5 hrs.**

Allows the student the opportunity to function at the terminal competency level. Involves the student in clinical/field experience. Experience offered through two wide ranges of health care providers. (PR: EME 233)

244 **Vehicle Rescue Operations. 3 hrs.**

Develops the knowledge, skills and attitudes necessary to plan, prepare and perform vehicle rescue operations quickly, efficiently and safely. Includes, besides the utilization of various tools, the development, organization and management of a rescue squad, as well as management of various hazardous situations, size up, support operations and response. Deals with both theory and practice.

280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**

ENGINEERING TECHNOLOGY (EGT)

210 **Introduction to Robotics. 3 hrs.**

Designed to teach the student terminology, functional parameters, and uses of industrial robots. Emphasis is given to the designed component makeup and microprocessor skills needed for its control. (PR: CT 103 or permission)

220 **Introduction to CAD for Technicians. 3 hrs.**

An introductory course designed to familiarize technicians with computer aided drafting (CAD) hardware and software. Review of applications and systems management. (PR: CT 103)

277 **Flexible Manufacturing Systems. 3 hrs.**

This course will introduce the student to basic knowledge and application skills dealing with the FMS environment to include the integration of CAD, robotics, CNC machine operations. (PR: EGT 210, 220)

280-283 **Special Topics. 1-4 hrs.**

FIRE SCIENCE TECHNOLOGY (FS)

111 **Introduction to Fire Prevention. 3 hrs.**

Fire department organizations: inspections, public cooperation and image; recognition of fire hazards, development and implementation of a systematic and deliberate inspection; survey of local, state and national codes pertaining to fire prevention and related technology.

113 **Introduction to Fire Science. 3 hrs.**

Review of statistics of loss of life and property by fire, introduction to agencies involved in fire protection, current legislative developments and current related problems, and review of future fire protection problems.

115 **Introduction to Fire Suppression. 3 hrs.**

Suppression organizations; basic elements of fire ground tactics and organization; manpower and equipment utilization; survey of building designs construction, hazardous materials, extinguishing agents, equipment, and apparatus.

117 **Legal Aspects of Fire Protection. 3 hrs.**

Legal rights and duties, liability concerns and responsibilities of the fire department organizations while carrying out duties.

120 **Building Construction and Codes. 3 hrs.**

Building construction and design, with emphasis on fire protection concerns; review of related statutory and suggested guidelines both local and national.

124 **Fire Fighting Tactics and Strategy. 3 hrs.**

Efficient and effective utilization of manpower, equipment and apparatus. Emphasis on pre-planning,

fire ground organization, problem solving related to fire ground decision making, and attack tactics and strategy.

126 **Rescue Operations. 3 hrs.**

Organization and conduct of rescue operations: teamwork, speed and efficiency in care, handling and extrication of the critically ill and injured to include burns, poisoning, lifting and transportation of victims, injuries to the head, face, neck, spine, eyes, chest, abdomen and pelvis.

231 **Fire Causes and Detection (Arson). 3 hrs.**

History, development and philosophy of fire investigation and detection, including inspection techniques; gathering of evidence and development of technical reports; fundamentals of arson investigation, processing of criminal evidence and criminal procedures related to local and state statutes.

233 **Fire Department Organization and Administration. 3 hrs.**

Exploration of organization principles with emphasis on fire department organization; a study of the history, types, methods and principles of fire department organization, formal and informal, line and staff. Emphasis on supervisory responsibilities and functions.

235 **Fire Hydraulics and Equipment. 3 hrs.**

Laws of mathematics and physics applied to properties of fluid states, force, pressure and flow velocities. Emphasis on principles of hydraulics in fire-fighting problems.

237 **Hazardous Materials. 3 hrs.**

Chemical characteristics and reactions related to storage, transportation, handling of hazardous materials, such as flammable liquids, combustible solids, oxidizing and corrosive materials and radioactive compounds. Emphasis on emergency situations, fire fighting, and control.

239 **Insurance Grading Schedules. 2 hrs.**

Analytic and mercantile schedules, including the methods employed to determine fire ratings and classifications. Emphasis on specific line insurance, policies, selection, rate determination, claim adjustments, risks and the self-insured.

242 **Fire Protection Systems. 3 hrs.**

Required standard for water supply; protection systems; automatic sprinklers and special extinguishing systems; analysis of various automatic signaling and detection systems.

244 **Industrial Fire Protection. 3 hrs.**

Specific concerns and safeguards related to business and industrial organizations: Industrial fire brigades, fire prevention programs, and their organization and development. Cooperation between public and private fire department organizations and community relations responsibilities.

280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**

Content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.

INDUSTRIAL SUPERVISION AND MANAGEMENT (ISM)

101 **Introduction to Industrial Technology. 2 hrs.**

Designed to assist students in making an analysis of their interests, abilities and aptitude for the purpose of confirming program choice or of finding a more suitable program major. Students become aware of the available educational opportunities and are assisted in making satisfactory adjustment to the college environment.

102 **Technical Graphics I. 2 hrs.**

Study of introductory lettering and drafting, construction and analysis of graphs, use of the metric system, mathematical units and symbols, exponential notation, significant figures, logarithms, calculator techniques, basic measurements of temperature, heat, light and electricity, and introductory blue print reading. Emphasis on neatness and clarity of presentation of data. 1 lec-2 lab.

103 **Technical Graphics II. 2 hrs.**

Emphasizes application of the orthographic projection principles and exploration of isometric and oblique drawings, technical sketching, basic dimensioning, and introduction to assembly and working drawings. 1 lec-2 lab. (PR: ISM 102)

104 **Introduction to Computers. 2 hrs.**

Introduction to computer programming, utilizing processor languages and techniques. Of particular value to technicians and others interested in scientific and mathematical computer applications.

112 **Introduction to Quality Control. 2 hrs.**

Defines quality control, its scope, its place in a manufacturing company. Briefly develops elements of the system used for control quality and methods used to apprise management of quality conformance conditions.

113 **Basic Quality Control. 2 hrs.**

Elementary approach to quality control analysis. Basic information on statistical formulas and charts used to control quality. (PR: ISM 112)

114 **Technical Graphics and Blueprint. 2 hrs.**

Introduction to principles of print interpretation in relationships between electrical, structural, mechanical and shop drawing. (PR: ISM 103)

115 **Plant Layout. 3 hrs.**

Practical study of factory planning with emphasis on the most efficient arrangement of work areas to achieve lower manufacturing costs. Layout fundamentals, selection of production equipment

- and materials handling equipment. Emphasis on coordination between materials handling, plant layout, production planning and controls, and production techniques. (PR: ISM 114)
- 116 **Manufacturing Processes. 3 hrs.**
Survey of manufacturing processes, machines, tools, and devices with regard to their capabilities, capacities, tolerances, finishes, etc. Product design, materials utilized and nomenclature.
- 117 **Automation. 2 hrs.**
Introduction to automation development procedure: factors of automation; methods of distributing parts; part transfer devices, part positioning devices; loading and unloading devices; prime movers; controls; maintaining continuous production; automated assembly operations; future of automation; advantages of automation.
- 118 **Job Analysis and Evaluation. 3 hrs.**
Study of job analysis and evaluation, procedures by which a job is rated and its relative value to the organization determined. Selection and definition of job factors, write-ups of job descriptions, final wage structure, and other points are studied.
- 119 **Production Control. 3 hrs.**
Introduction to controls necessary for planned coordination and regulation of movement of materials through industry. Instruction in the purpose, principles, policies, and procedures of production control; practical application of production control; factors affecting production control; major functions of production control, such as preproduction control, scheduling, releasing, follow-up, shipping, receiving, and warehousing.
- 130 **Introduction to Industrial Sociology. 2 hrs.**
Effect of social forces and social activities on work, the worker, and the work organization.
- 131 **Introduction to Industrial Psychology. 2 hrs.**
Principles and methods in the psychological study of employee behavior, personality, attitude, morale motivation, individual differences, fatigue, boredom, and monotony.
- 132 **Human Relations and Work. 3 hrs.**
Principles of personal relationships: self-awareness and interpersonal awareness, industrial conflict, employment selection, job satisfaction, and techniques of applying and retaining employment.
- 133 **Principles of Supervision and Management. 3 hrs.**
Fundamental phases of administrative, staff, and operating management with organizational structures, operative procedures, and systems emphasized. Includes responsibilities, duties, and relationships of foremen and supervisors.
- 134 **Industrial Functions and Coordination. 3 hrs.**
Perspective of the several functions within an individual organization and how the coordination of such functions contributes to an effective enterprise.
- 135 **Human Relations Management. 3 hrs.**
Principles of supervision and management applied to business in the industrial setting, as it relates to working with individuals and groups, with consideration for the elements of basic human behavior.
- 136 **Work Measurement. 3 hrs.**
Principles of scientific measurement of work output, time, standards, time and motion study. (PR: BUS 206)
- 230 **Budgeting Concepts and Practices. 3 hrs.**
Variance and variance analysis, variable and fixed costs, indirect and direct labor concepts, and the budget-making process. (PR: BUS 206)
- 231 **Industrial Materials, Processes, and Flow. 3 hrs.**
Current information about materials and their manufacturing processes and flow, relation of substituted materials to process, problems involved in material use. (PR: ISM 134)
- 232 **Manufacturing Cost Control. 3 hrs.**
Procedures and techniques in standard cost control, scrap, waste, control of labor, time and maintenance costs. (PR: BUS 206)
- 233 **Quality Control. 3 hrs.**
Principles and methods in modern statistical quality control, control charts, acceptance sampling, natural process dispersion, other modern methods and techniques.
- 234 **Operation Planning and Scheduling. 3 hrs.**
Procedures and techniques in scheduling, manpower planning, and utilization. Control of production flow from raw material receipt to product shipment. (PR: ISM 115)
- 235 **Employee Training. 2 hrs.**
Supervisor's responsibility for developing and training subordinates. Training activities for self-development and directions for guiding the development of subordinates. (PR: ISM 133)
- 236 **Supervisory Decision-Making. 3 hrs.**
Problem solving procedures, decision-making, and situational analysis with attention to conditions and activities that tend to create conflict, approaches to conflict resolution, and conflict management. Emphasizes human relations involved in decision making. (PR: ISM 133)
- 237 **Production and Inventory Control. 3 hrs.**
Modern methods of advanced planning and forecasting techniques and control; routing with break-even analysis of alternatives; mathematical loading and scheduling, using index and linear programming methods. (PR: BUS 206)

- 238 **Laws Affecting Industry. 3 hrs.**
Federal and state laws affecting industrial operations require an understanding of the statutes to avoid or reduce effects of confrontation and/or violation. Governmental regulations related to employment, energy, pollution and rights are studied.
- 239 **Labor Law and Labor Relations. 3 hrs.**
History of labor legislation, labor laws, and practices to aid in understanding labor-management.
- 240 **Industrial Economics. 3 hrs.**
Economic principles that pertain to the free enterprise system, labor-management relations, supply and demand and the economic value of human resources. Reading and understanding financial statements and explaining the information thereon to subordinates.
- 241 **Productivity. 3 hrs.**
Managerial and supervisory role in maintaining and improving productivity; identifying productivity problems; using tools of improved productivity; work simplification, incentives, communications, and training. (PR: BUS 206)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**

LEGAL ASSISTANT (LAS)

- 101 **General Law I. 3 hrs.**
Designed to teach the art of legal reasoning and analysis. Appellate court opinions are briefed in order to discern the legally relevant facts, the legal issues involved, the decision of the court and the reason for that decision.
- 102 **General Law II. 3 hrs.**
Continuation of General Law I, with emphasis on the general practice of law within the State of West Virginia, designed to give a broad overview of the various law specializations. (PR: LAS 101)
- 103 **Legal Assisting. 3 hrs.**
Study of the various roles played by paralegals in the legal system and skills required to work as a paralegal in several major areas of law. Also, structure of the West Virginia Judicial System, ethics as they apply to paralegals, and the art of interviewing.
- 110 **Business Organization and Governmental Regulations. 3 hrs.**
Procedural information on such topics as corporations, partnerships, agencies, business trusts, and other business vehicles. Survey of the fundamental principles of law applicable to each area, including the law of bankruptcy. (PR: LAS 101 or permission)
- 209 **Administrative Agency Advocacy. 3 hrs.**
Techniques of legal interviewing and details of case preparation and presentation before state and federal governmental agencies which allow non-lawyer advocacy.
- 211 **Legal Research and Writing I. 3 hrs.**
Basic legal research sources and methods. Techniques of legal analysis, with emphasis on specific cases or issues, research, introduction to legal writing. Introduces students to the use of the law library. (PR: LAS 101 or permission)
- 212 **Legal Research and Writing II. 3 hrs.**
Intermediate legal research methods, analysis, and writing methods. Court rules and introduction to new research methods. (PR: LAS 211)
- 231 **Estate Planning and Probate Administration. 3 hrs.**
Overview of the transferring of assets, including trusts, wills and gifts, and a review of typical documents. Includes administration of decedents' estates, including probate procedure, federal and state death and income taxes, and fiduciary (administrators') accounting and responsibilities. (PR: LAS 102 or permission)
- 235 **Civil Litigation. 3 hrs.**
Overview of civil case preparation before trial, including examination of various procedures to be completed and documents to be filed; working up trial documents for counsel's assistance. (PR: LAS 101 or permission)
- 240 **Criminal Litigation. 3 hrs.**
Overview of criminal case preparation before trial, including examination of various procedures to be completed and documents to be filed; working up trial documents for counsel's assistance. (PR: LAS 102)
- 244 **Laws of Domestic Relations. 3 hrs.**
Prepares the student to undertake tasks associated with the laws of domestic relations, including preparation of documents of complaint, answer and summons; pleas; research reports, conclusions of law, and the judgment order. (PR: LAS 102 or permission)
- 248 **Medical Law. 3 hrs.**
Introduction to the basic concepts of tort liability of physicians, surgeons, and health professionals and vicarious liability of hospitals.
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.
- 290 **Internship. 1-6 hrs. CR/NC**
Places the student in a work situation for a specific time period for practical work experience prior

to seeking permanent employment. Correlates classroom instruction with actual experience. One hour of academic credit per 45 hours of internship. (PR: Permission)

MATHEMATICS (MAT)

- 096 **Developmental Mathematics. 3 hrs.**
To help students develop mathematical skills. Topics in arithmetic and elementary algebra, with emphasis on calculation. The graduation requirement is increased three hours for students who complete this course. (PR: TASK or ACT scores)
- 097 **Developmental Algebra. 3 hrs.**
First year high school Algebra I course for potential bachelor's degree students who do not meet the University's mathematics admissions requirements and for Community College students needing additional algebra skills. (PR: TASK or ACT scores)
- 098 **Developmental Geometry. 3 hrs.**
Essentially a high school equivalent geometry course for potential bachelor's degree students who do not meet the University's mathematics admissions requirements and for Community College students needing additional geometry skills. (PR: TASK or ACT scores)
- 115 **Business Mathematics. 3 hrs.**
Mathematical operations applied to negotiable instruments, payroll, discounts, interest, merchandising, commissions, depreciation, and other business topics. Calculators will be used in making computations. (PR: TASK, MAT 096, or MAT 097)
- 145 **Technical Mathematics I. 3 hrs.**
Basic mathematical topics needed by technicians: signed numbers, operations with fractions, non-fractional and fractional equations, graphing, formula derivation, number system, powers of ten, estimation, scientific calculator operations, ratio and proportion, percent, measurement concepts, and geometric formula. (PR: TASK, MAT 096, and/or MAT 097)
- 146 **Technical Mathematics II. 3 hrs.**
Continuation of Technical Mathematics I. Covers intermediate topics needed by technicians, including systems of three equations, quadratic equations, variations, introductory geometry, triangles, the circle, geometric solids and introductory trigonometry. (PR: MAT 145 or permission)
- 205 **Technical Mathematics III. 3 hrs.**
Basic applied statistics with emphasis on understanding sampling and hypothesis testing. Types of hypothesis testing include binomial one and two-sample tests of sample means; chi square. (PR: MAT 146 or permission)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**

MEDICAL RECORD TECHNOLOGY (MRT)

- 101 **Medical Record Technology I. 4 hrs.**
Introduction to the medical record profession, hospital organization, and medical staff. Emphasis on medical record design, content, and analysis. 3 lec.-2 lab.
- 102 **Medical Record Technology II. 4 hrs.**
Continuation of MRT 101 with emphasis on record completion, retention and release of medical information. Includes study of accrediting/licensing agency standards and methods of quality assurance and utilization review. 3 lec.-2 lab. (PR: MRT 101)
- 201 **Medical Record Technology III. 4 hrs.**
Introduction to various classification systems, with in-depth study of ICD-9-CM coding principles and techniques. Review of coding practices under Prospective Payment System. Laboratory devoted to coding practice using medical records. 3 lec.-2 lab. (PR: MRT 102)
- 202 **Medical Record Technology IV. 4 hrs.**
Vital and public health statistics including in-depth study of hospital statistics. Review of administrative skills, emphasis on medical record department employee selection, performance and motivation; budgeting, staffing and policy development. 3 lec.-2 lab. (PR: MRT 201)
- 203 **Directed Practice I. 2 hrs. I, II.**
Places the student in an area health care facility providing the opportunity for practical application of classroom knowledge and skills. (PR: MRT 102)
- 204 **Directed Practice II. 3 hrs. I, II.**
Continuation of MRT 203 Directed Practice I. (PR: MRT 201)
- 205 **Automated Medical Record Systems. 3 hrs.**
Evaluation of hardware and software components of computers for health information systems, emphasis on computerized medical record procedures, record linkage, data sharing and methods of controlling data accuracy and security. 2 lec.-2 lab. (PR: CT 103)
- 206 **Medical Record Technology Seminar. 2 hrs.**
Familiarizes students with alternative job opportunities other than the traditional acute care setting. Students learn methods of preparing resumes and interviewing. (PR: MRT 203)
- 207 **Basic Disease Processes. 3 hrs.**
The nature, cause, diagnosis, and treatment of clinical disease processes. (PR: OT 152)

280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**

Content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.

OCCUPATIONAL SAFETY AND HEALTH (OSH)

117 **Introduction to Occupational Safety and Health. 3 hrs.**

Federal and state legislation dealing with occupational safety and health.

233 **Disaster Preparedness Planning. 3 hrs.**

Actions before, during and immediately after an emergency occurs, including plans for the protection of people, equipment and plant facilities during emergencies, and the broader aspects of the protection of the community and larger geographical areas.

OFFICE TECHNOLOGY (OT)

101 **Keyboarding. 2 hrs. CR/NC**

A self-paced course designed to teach alpha/numeric keyboarding skills for the typewriter and microcomputer. Graded Credit/No Credit.

111 **Shorthand I. 4 hrs.**

Introduction to shorthand theory and practice, development of rapid reading and writing ability on familiar materials, and introduction of new matter dictation on easy material. Students may be referred by the instructor to designated laboratory hours for additional and supplementary work. 3 lec-2 lab.

112 **Shorthand II. 3 hrs.**

Comprehensive review of basic shorthand principles; development of speed in taking shorthand dictation, and transcription at the typewriter. Students may be referred by the instructor to designated laboratory hours for additional and supplementary work. 1 lec-4 lab. (PR: OT 111)

113 **Typewriting I. 3 hrs.**

Development of the fundamental techniques for touch typewriting. Elementary business letter typing and adaptation of typing skill to personal use. 1 lec-4 lab.

114 **Typewriting II. 3 hrs.**

Training in typing business letters, manuscripts, tabulated reports, and special business forms. Attention to building speed with control. 1 lec-4 lab. (PR: OT 113)

115 **Machine Transcription I. 3 hrs.**

Development of transcription skill (typing in a continuous flow from material dictated on tapes). Includes operation of machine transcription equipment; art of machine transcription; punctuation, grammar, and vocabulary review; proofreading and editing techniques and practice; transcription practice. Deepens communication skills through exposure to specialized terminology and typing techniques. 1 lec-4 lab. (PR: OT 113, or permission)

151 **Medical Terminology I. 3 hrs.**

Survey of the language of medicine and health technologies. Emphasis on building of medical terms from word parts. Includes terminology related to human tissues, organic systems, and disease processes.

152 **Medical Terminology II. 3 hrs.**

Continuation of Medical Terminology I with special emphasis on terms related toologic disorders, supplementary terms pertaining to oncology, anesthesiology, physical therapy, nuclear medicine, drugs, laboratory and operative reports. (PR: OT 151 or permission)

233 **Machine Transcription II. 3 hrs.**

Continuing development of transcription skill (typing in a continuous flow from material dictated on tapes). Further skill development in punctuation and grammar review, transcription practice, proofreading, editing, and formatting techniques, work organization procedures and techniques, additional specialized terminology. (PR: OT 115 or permission) 1 lec-4 lab.

236 **Introduction to Word Processing. 3 hrs.**

Emphasis on (1) word processing history, terminology, equipment, systems, and careers; (2) written language skills. Course provides background in concepts and basic hands-on training. (PR: OT 113 or permission)

237 **Advanced Word Processing. 3 hrs.**

An advanced level course in word processing to further develop hands-on skill on word processing equipment and to enhance grammar, punctuation, and proofreading skills through practical applications using word processing equipment. (PR: OT 236)

239 **Word Processing Software. 3 hrs.**

An advanced course in word processing to explore characteristics of and learn leading software through practical applications using microcomputers. (PR: 237)

242 **Legal Terminology and Transcription. 3 hrs.**

Designed for Legal Secretarial students to provide a survey of the terminology used in a legal office and training in legal transcription. 1 lec-4 lab. (PR: OT 114)

246 **Law Office Management. 3 hrs.**

To examine the nature of managerial responsibilities and the development and maintenance of a sound organization for effective planning and use of financial resources. Covers procedures,

- coordination of operational skills, filing and diary system, interview techniques and ethics. (PR: LAS 102)
- 253 **Medical Transcription. 3 hrs.**
Training in machine transcription for Medical Secretarial students through the typing of medically-related material. 1 lec-4 lab. (PR: OT 152 or permission)
- 255 **Desktop Publishing Software. 3 hrs.**
Study of the applications and fundamental operations of desktop publishing software. (Not a course in journalism) (PR: CT 103)
- 257 **Introductory Anatomy/Physiology. 3 hrs.**
Covers the general features of the anatomy of the human body and the general aspects of physiology. Form and function are related throughout.
- 261 **Typewriting III. 3 hrs.**
Emphasis on production typing, problems and speed building. Attention to development of ability to function as an expert typist. 1 lec-4 lab. (PR: OT 114)
- 263 **Shorthand III. 3 hrs.**
Emphasis on advanced vocabulary, phrase building, sustained dictation and transcription. 1 lec-4 lab. (PR: OT 112)
- 264 **Transcription. 3 hrs.**
Designed for Administrative Secretarial students to provide a review of the terminology used in a business office and training in transcription from tapes or shorthand notes. 1 lec.-4 lab. (PR: OT 263)
- 265 **Office Procedures and Practices. 3 hrs.**
To promote understanding of office procedures in a business establishment, provide background information of business principles, and develop a high standard of ethics applicable to any business office. (PR: OT 114)
- 266 **Office Laboratory. 3 hrs.**
Designed to simulate actual experience in an office. Students will become familiar with a variety of office settings during the semester through actual office work or field trips. (PR: OT 265)
- 275 **Office Work Experience. 0 hrs.**
State requirement for certification. Student must have completed 200 hours of acceptable working experience in office environment. (CR: OT 265; no credit hours)
- 280-287 **Special Topics. 1-4; 1-4; 1-4; 1-4; 1-4; 1-4; 1-4; 1-4 hrs.**
Content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.
- 299 **Cooperative Education. 1-9 hrs.**
Supervised on-the-job training for secretarial students. 1 lec-5-40 lab. (PR: Permission of coordinator)

POLICE SCIENCE (PST)

- 111 **Law Enforcement Orientation. 1-3 hrs.**
Philosophy, history and development of law enforcement in a democratic society. Introduces various law enforcement agencies and their organization and jurisdiction, reviews court processes, orients the student to a law enforcement career, and identifies and explores current trends in the field.
- 113 **Police Defense Tactics. 1-2 hrs.**
Demonstration of methods of physical protection from persons armed with dangerous weapons and restraint of prisoners and mentally ill persons. Drills in a limited number of holds and come alongs and training in the use of baton and other special, disarmament, and defensive techniques. A practical application of the methods of self-protection.
- 115 **Psychology for Law Enforcement Officers. 3 hrs.**
Designed to familiarize the student with human behavior and how it relates to the duties and responsibilities of the law enforcement officer. Students will become aware of individual personality differences and their relationship to crime and develop an understanding of basic human emotions and psychological needs.
- 120 **Patrol Operations and Procedures. 1-3 hrs.**
Covers the duties, extent of authority and responsibilities of a uniformed law enforcement officer. Patrol philosophy and practices are outlined, and field techniques and their practical application are presented.
- 122 **Police Arsenal and Weapons. 1-3 hrs.**
Handling, care and use of firearms in police work. Lectures supplemented by an intensive range program in deliberate, point and defense shooting.
- 231 **Fundamentals of Criminal Law. 1-3 hrs.**
Study of the elements of law and proof in crimes of frequent concern in law enforcement. Rules of criminal liability; elements of specific, commonly violated laws; and development and application of local, state and federal laws are covered.
- 233 **Fundamentals of Criminal Investigation. 1-3 hrs.**
Analysis of theory and techniques of an investigation; conduct at crime scenes; collection and preservation of physical evidence and testing employed by the police science laboratory. Emphasizes fingerprints, ballistics, documents, serology, photography, crime scenes and duties of a criminal investigator.

- 235 **Police Organization and Administration. 1-3 hrs.**
Principles of organization and management of law enforcement agencies. Concepts of organizational behavior and an understanding of the departmental planning process. The role of and components involved in responsible planning and executing procedures related to personnel, equipment, budget, records, communications and management.
- 237 **Police Role in Crime and Delinquency. 3 hrs.**
Study of the development and causes of criminal behavior, social deviancy and crime. Criminological theories and the extent, variation and patterns of crime. Crime prevention techniques and specific pathological problems related to enforcement. Individual personality differences and their relationship to crime as well as handling and recognizing emotionally and mentally disturbed persons.
- 239 **Criminal Evidence and Procedure. 1-3 hrs.**
Study of the rules of evidence at the operational level in law enforcement and criminal procedure in such areas as arrest, force, search and seizure, collection of evidence and discretion. Rules and types of evidence, Constitutional law and criminal procedure most often affecting police personnel.
- 242 **Police-Community Relations. 3 hrs.**
General orientation to the concepts of police and community relations and the need to establish good working relations between the police and the public. Offers an understanding of the complex factors involved in human relations: The nature of prejudice and discrimination, its effects, the interactions of a changing society, the requirements of individual rights, the maintenance of peace and order, and the changing police role.
- 244 **Introduction to Criminalistics. 1-4 hrs.**
Scientific aspects of criminal investigation. The role of the crime laboratory in the law enforcement organization, the value of physical evidence, and the need for understanding scientific crime detection. Emphasis on recording the crime scene; collection, identification, preservation and transportation of evidence; and techniques of examining physical evidence.
- 246 **Police Records and Reports. 1-3 hrs.**
Comprehensive familiarization with types and functions of police records, the role of research in the planning process and establishment and administration of a record bureau in enforcement agencies. Includes: form records, analysis and report writing; role and use of uniform crime reporting system forms; and essential data required. Review of electronic data processing and the computer as related to police planning and operation.
- 248 **Traffic Administration and Enforcement. 1-3 hrs.**
History, development and economics of the modern transportation system. Coping with traffic problems to include use of modern technology in accident investigation and reporting. Police responsibilities as they relate to traffic engineering, education, enforcement and enactment.
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.
- 290 **Law Enforcement Internship. 3 hrs. CR/NC**
May be elected after successful completion of basic law enforcement courses. Placement with area law enforcement agencies is designed to blend classroom education with practical experience. Students must secure approval from the instructor prior to enrolling. Flexibility of designing individual programs for students is accomplished through the development of a cooperative training agreement between the agency and training station supervisor and the College. The instructor conducts an arranged seminar once each week with internship students to assure accomplishment of course objectives, provide related instruction and maintain constant evaluation of internship experiences in conjunction with training station visits.

READING (REA)

- 098 **Reading Improvement. 3 hrs.**
To help students improve reading proficiency by emphasizing vocabulary development, comprehension improvement, and textbook reading. Group and individualized instruction. Additional laboratory work assigned when indicated as a result of reading evaluation. The graduation requirement is increased three hours for students who complete this course.
- 128 **Speed Reading. 1 hr.**
Eight-week course to help the good reader increase speed of comprehension by learning reading strategies and knowing when to apply them. (PR: Adequate reading ability)
- 138 **Academic Skills Review. 3 hrs.**
Academic preparation to help students improve study methods, textbook reading skills, listening and notetaking procedures, test taking skills, and composition skills through the technique of analytic questioning.
- 148 **Independent Study Skills. 1-3 hrs. CR/NC**
Individualized self-paced course providing instruction through specific learning modules. Students may register at any time in the Learning Center. Learning modules are available in writing, spelling, vocabulary, reading, study skills, math, specialized terminology, and college preparatory tests.
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**

SCIENCE (SCI)

090 **Developmental Physical Science. 3 hrs.**

A course for potential bachelor's degree students who do not meet science admissions requirements. Designed to give students experience and skills in physical science, emphasizing lab experiences.



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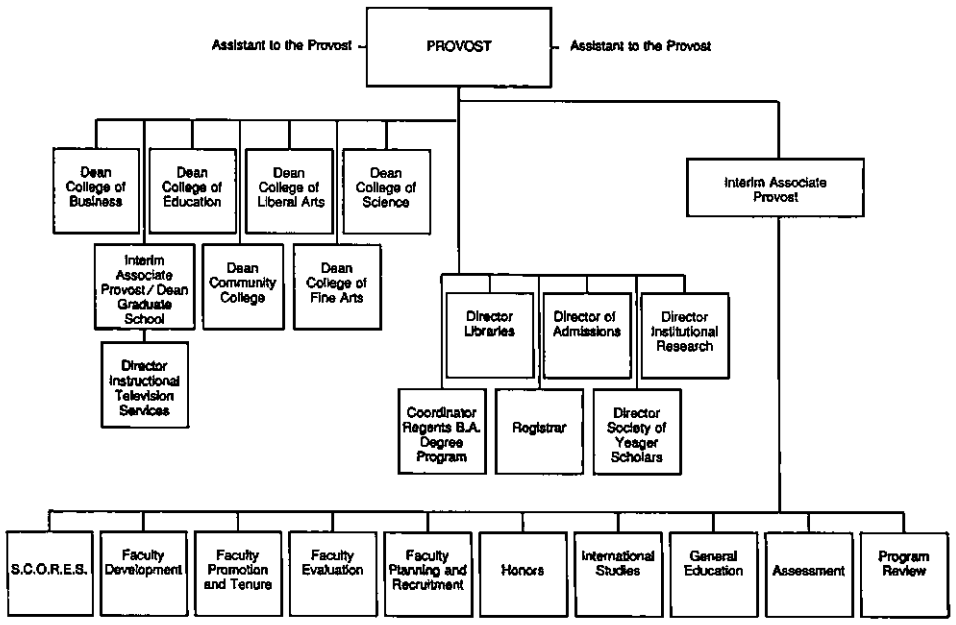
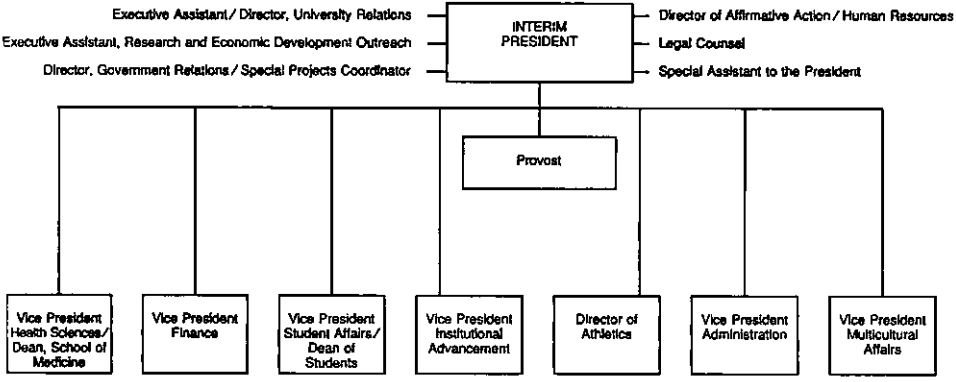
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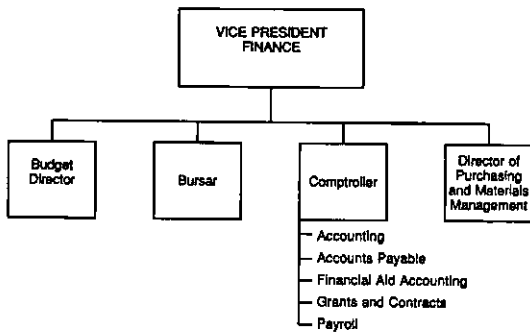
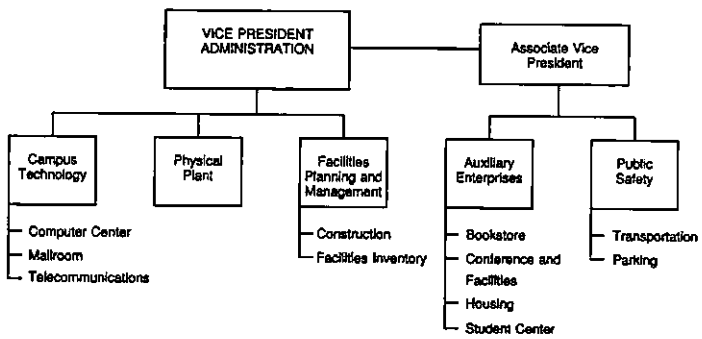
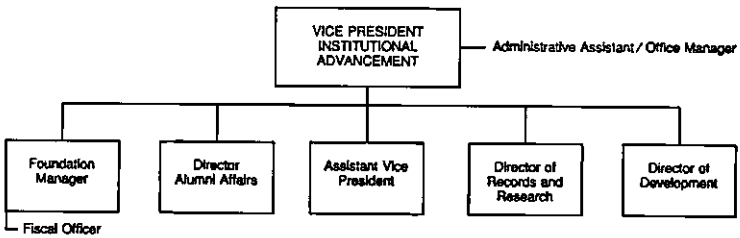
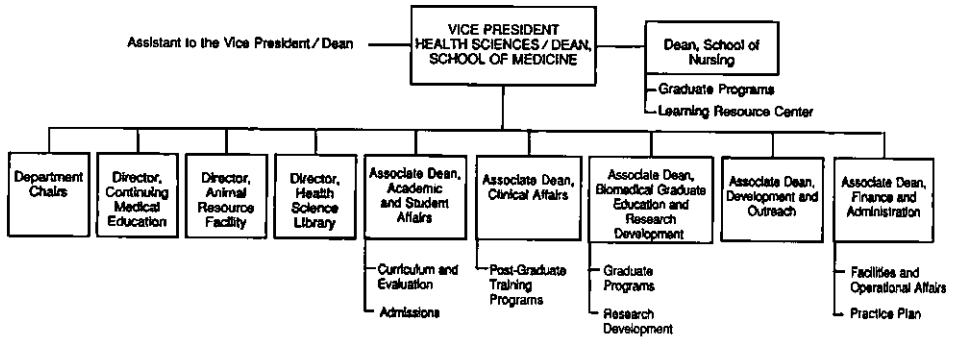
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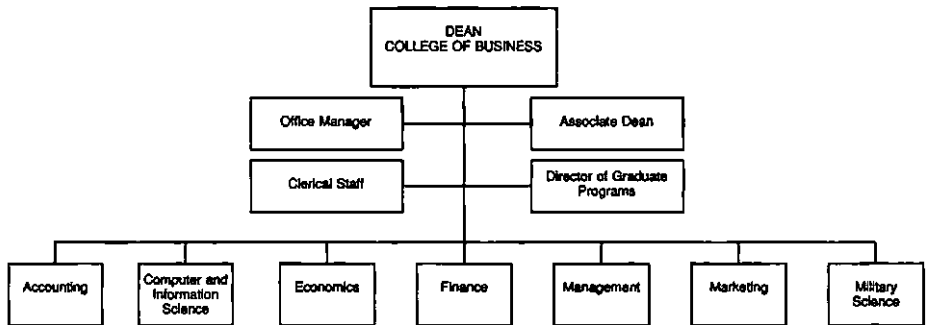
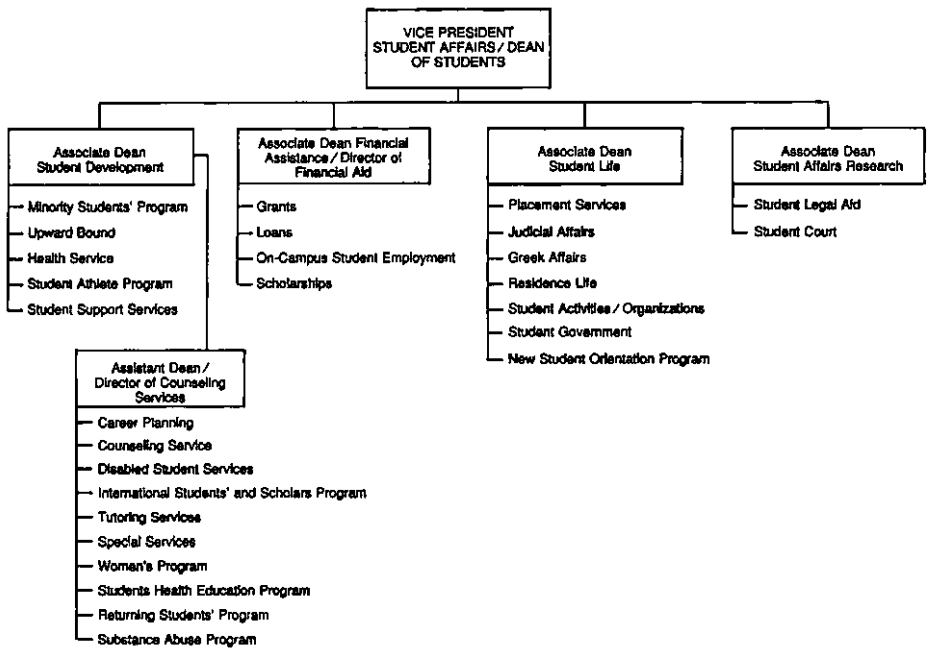
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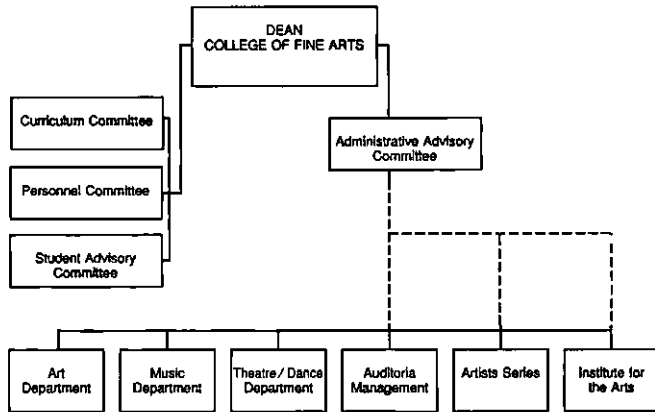
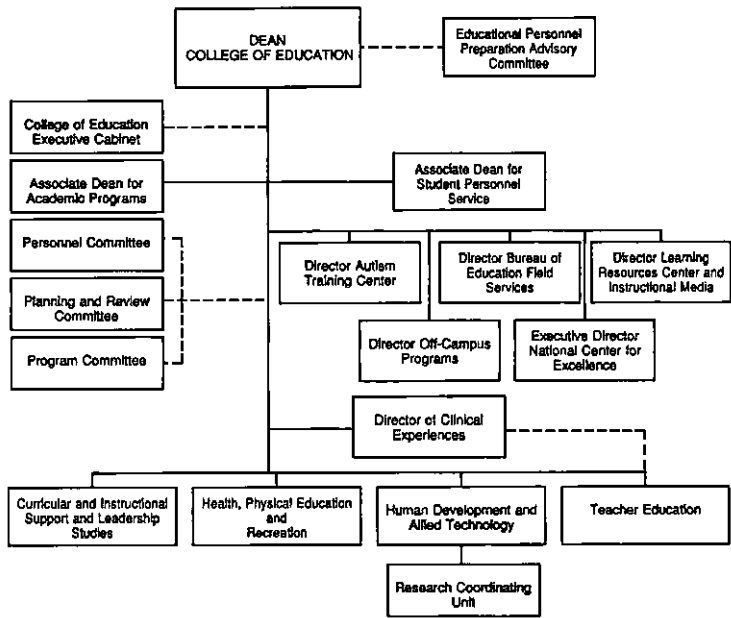
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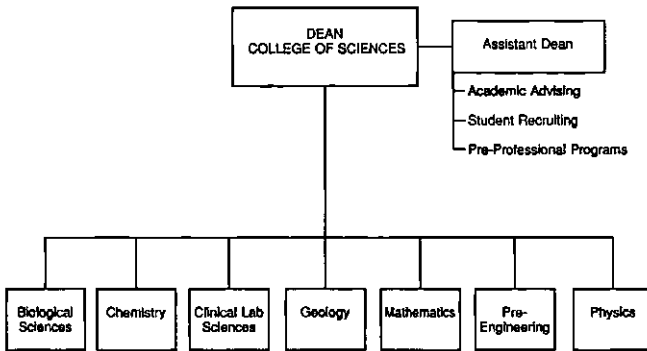
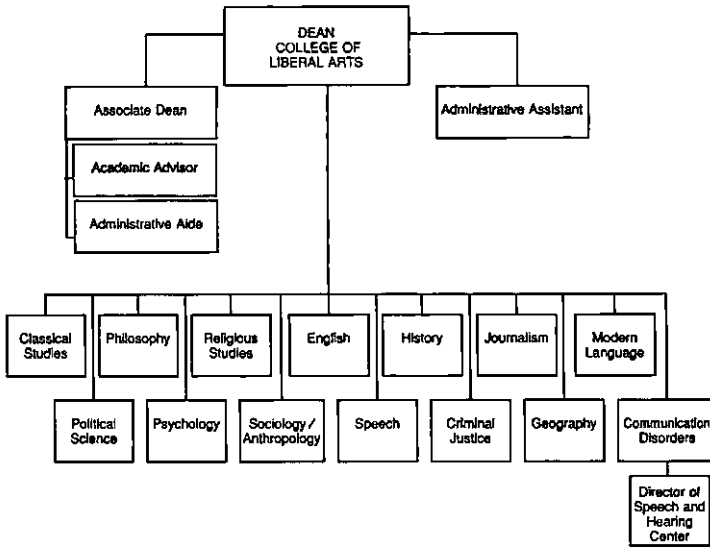
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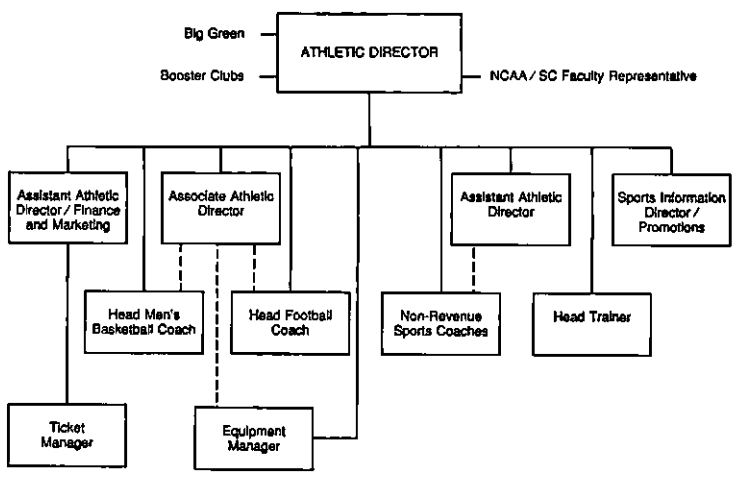
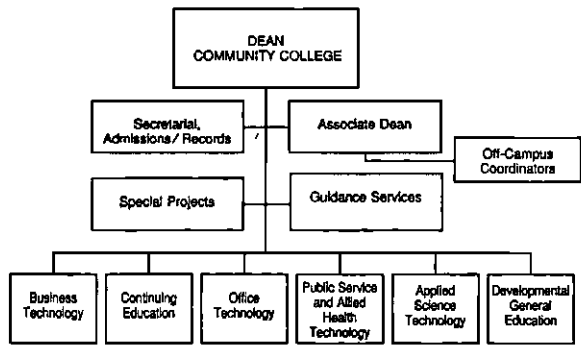












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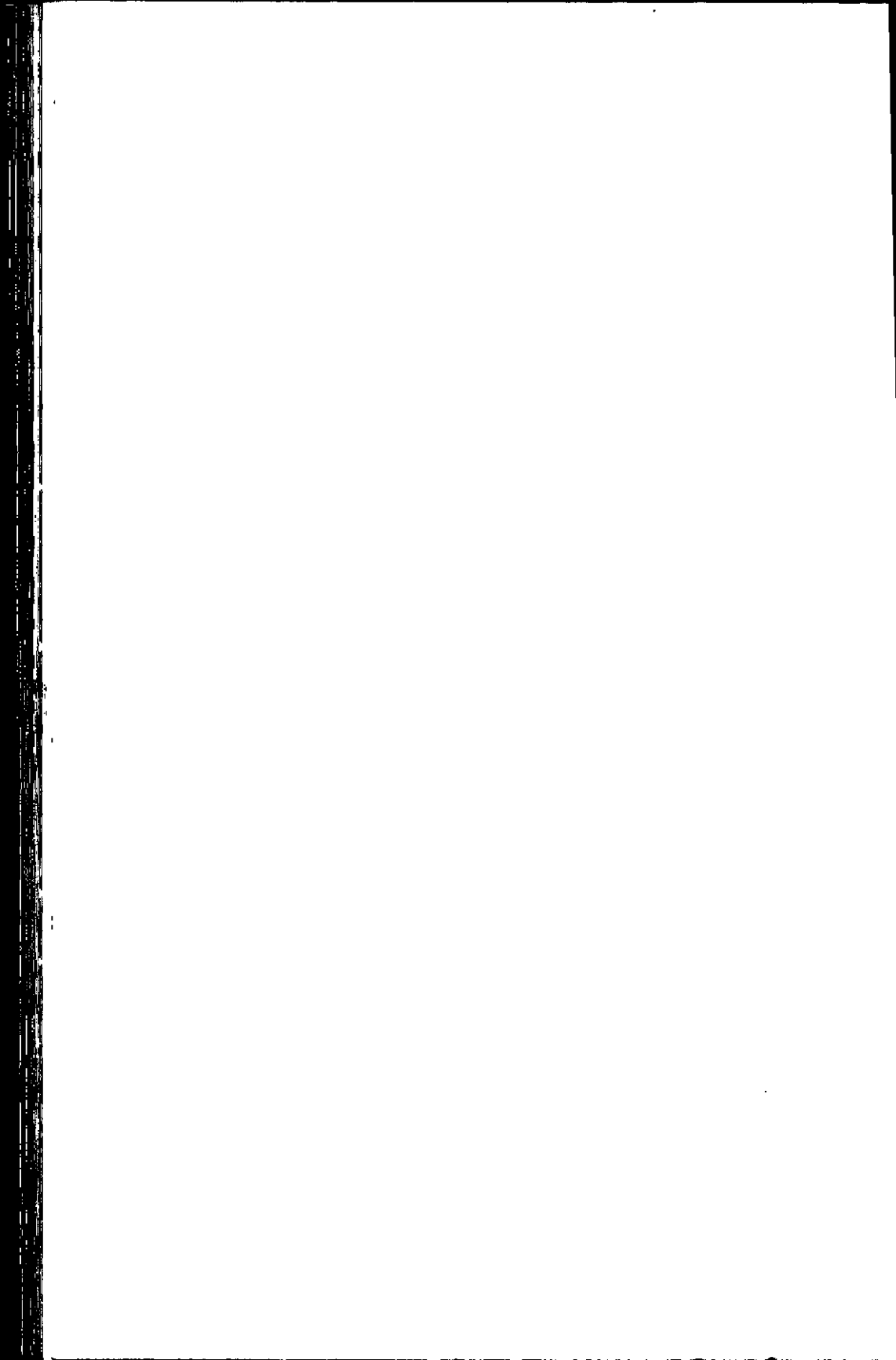
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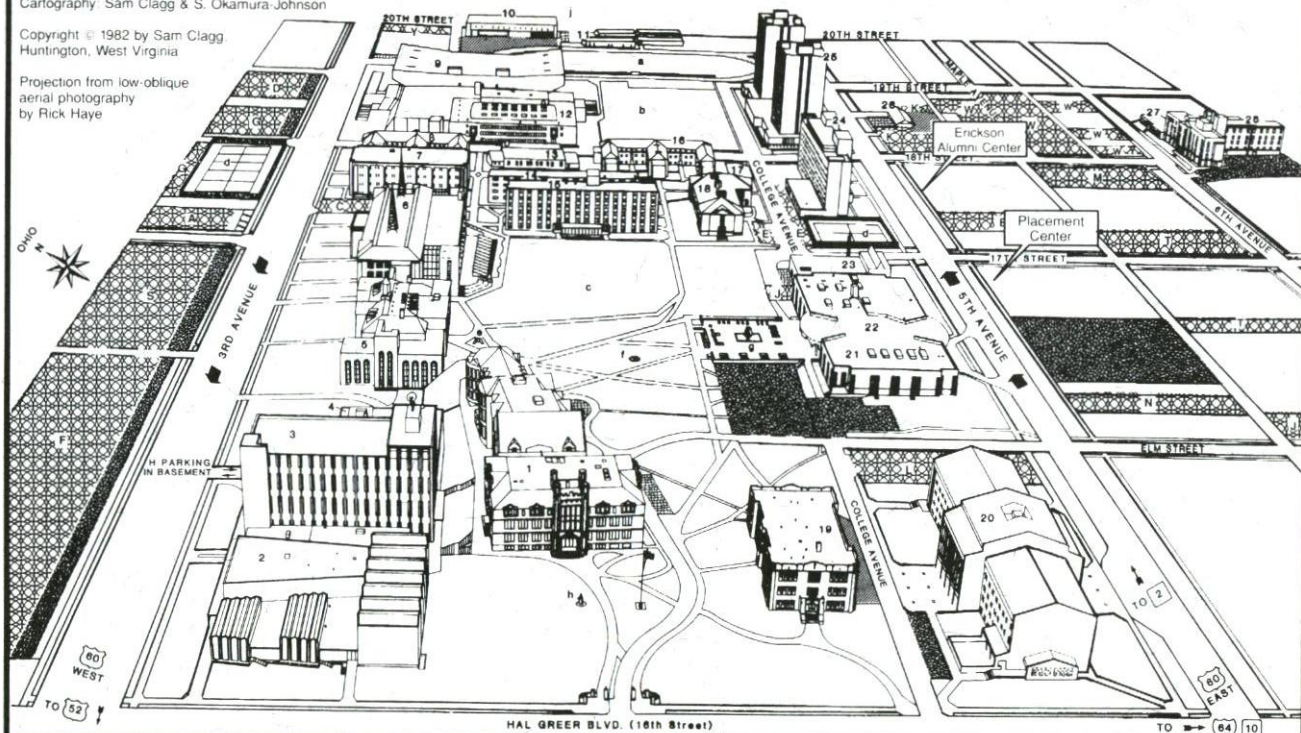
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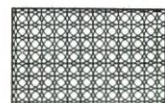


- 1. Old Main
- 2. Smith Music Hall
- 3. Smith Hall
- 4. Communications Building
- 5. Library
- 6. Science Building
- 7. Harris Hall
- 8. Laidley Hall
- 9. Henderson Center
- 10. Sorrell Maintenance Building
- 11. Sorrell Annex
- 12. Gullickson Hall
- 13. Community College
- 14. Prichard Hall

- 15. Buskirk Hall
- 16. Hodges Hall
- 17. H.E.L.P. Program
- 18. Jenkins Hall
- 19. Northcott Hall
- 20. Corbly Hall
- 21. Bookstore
- 22. Memorial Student Center
- 23. Campus Christian Center
- 24. Holderby Hall
- 25. Twin Towers
- 26. Public Safety Building
- 27. Doctors Memorial Annex
- 28. Doctors Memorial Building

- a. Track Field
- b. Athletic Field
- c. Central Field
- d. Tennis Courts
- e. Thornburg Carillon Memorial
- f. O.D.K. Circle
- g. Memorial Fountain
- h. Marshall Bust
- i. Fine and Performing Arts Center
(under construction, 1990)
- j. Stadium (under construction 1990)

Paid Permit Parking



Lots A, B, C, D, E, F, G,
H, J, K, L, M, N, S, T,
W, Y

**Metered
Parking**



**Visitor, Private,
or Short Term
Parking**



**State Vehicle
Parking**



