

MIDWESTERN STATE UNIVERSITY

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UNDERGRADUATE BULLETIN

2000 - 2002

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LAYOUT BY: Gary Goldberg

PHOTOGRAPHS BY: Janus Buss and Corcoran Communications

**ACADEMIC CALENDAR
2000-2001**

Fall Semester 2000

| | |
|--|---------------|
| Deadline for Application for Admission | August 7 |
| ACT..... | August 15 |
| Faculty Meetings..... | August 21 |
| Student Orientation & Advising | August 21-23 |
| Registration..... | August 24-25 |
| Classes begin..... | August 26 |
| Change of Schedule or Late Registration | August 29-30 |
| Labor Day - No classes..... | September 4 |
| Deadline for December graduates to file for graduation | October 9 |
| Deadline for May graduates to file for graduation | October 23 |
| Thanksgiving Holidays begin 9:30 p.m. | November 22 |
| Classes resume..... | November 27 |
| Last day of classes | December 8 |
| Final examinations..... | December 9-15 |
| Commencement | December 16 |

INSERT CALENDAR - AUGUST, SEPTEMBER, OCTOBER, NOVEMBER AND DECEMBER

Spring Semester 2001

| | |
|---|-------------------|
| Deadline for Application for Admission | December 15, 2000 |
| ACT..... | January 3 |
| Student Orientation & Advising | January 9-10 |
| Registration..... | January 11-12 |
| Classes begin..... | January 13 |
| Martin Luther King's Birthday observed - No classes..... | January 15 |
| Change of Schedule or Late Registration | January 17-18 |
| Deadline for May graduates not enrolled for fall semester to file for graduation | February 26 |
| Spring Break begins 5:00 p.m..... (March 19-23) | March 17 |
| Classes resume..... | March 26 |
| Easter Break begins 9:30 p.m. (Easter - April 15) | April 11 |
| Classes resume..... | April 16 |
| Last day of classes | May 4 |
| Final examinations..... | May 5-11 |
| Commencement | May 12 |

INSERT CALENDAR - JANUARY, FEBRUARY, MARCH, APRIL AND MAY

Summer Session 2001

First Term (May 29 - July 3)

| | |
|---|-----------|
| Deadline for Application for Admission | May 15 |
| ACT | May 22 |
| Student Orientation | May 24 |
| Registration* | May 24-25 |
| Memorial Day Holiday | May 28 |
| Classes begin 7:50 a.m. | May 29 |
| Examinations | July 3 |
| Holiday | July 4 |

Second Term (July 6 - August 10)

| | |
|---|-----------|
| Deadline for Application for Admission | June 15 |
| ACT | June 28 |
| Orientation-Registration* | July 5 |
| Classes begin 7:50 a.m. | July 6 |
| Last day August graduates can file application for graduation | July 9 |
| Examinations | August 10 |

*There is no late registration or change in schedule during the summer.

INSERT CALENDAR - JUNE, JULY AND AUGUST

TRIMESTER CALENDAR*

2000-2001

Fall 2000 Trimester

| | |
|--|--------------|
| Deadline for Application for Admission | August 7 |
| Registration (Main Campus)..... | August 24-25 |
| Classes begin..... | August 28 |
| Change of Schedule or Late Registration | August 29-30 |
| Labor Day (No Classes)..... | September 4 |
| Last day to drop with a "W" | October 6 |
| Deadline for December graduates to file for graduation | October 9 |
| Deadline for May graduates to file for graduation | October 23 |
| Last day of classes | November 9 |

Winter 2000 Trimester

| | |
|--|-------------|
| Deadline for Application for Admission | October 26 |
| Registration | November 10 |
| Late Registration..... | November 13 |
| Classes begin..... | November 13 |
| Thanksgiving Holidays begin 9:30 p.m. | November 22 |
| Classes resume | November 27 |
| Christmas Holidays begin..... | December 15 |
| Commencement | December 16 |
| Classes resume | January 8 |
| Last day to drop with a "W" | January 12 |
| Martin Luther King's Birthday observed - No classes..... | January 15 |
| Last day of classes | February 15 |

Spring 2001 Trimester

| | |
|---|-------------|
| Deadline for Application for Admission | February 1 |
| Registration | February 16 |
| Late Registration..... | February 19 |
| Classes begin..... | February 19 |
| Deadline for May graduates not enrolled for fall semester to file for graduation | February 26 |
| Spring Break begins..... | March 17 |
| Classes resume | March 26 |
| Last day to drop with a "W" | April 6 |
| Easter Break begins 9:30 p.m. | April 11 |
| Classes resume | April 16 |
| Last day of classes | May 10 |
| Commencement | May 12 |

ACADEMIC CALENDAR

2001-2002

Fall Semester 2001

| | |
|--|---------------|
| Deadline for Application for Admission | August 7 |
| ACT | August 16 |
| Faculty Meetings | August 20 |
| Student Orientation & Advising | August 20-22 |
| Registration | August 23-24 |
| Classes begin | August 25 |
| Change of Schedule or Late Registration | August 28-29 |
| Labor Day - No classes | September 3 |
| Deadline for December graduates to file for graduation | October 1 |
| Deadline for May graduates to file for graduation | October 15 |
| Thanksgiving Holidays begin 9:30 p.m. | November 21 |
| Classes resume | November 26 |
| Last day of classes | December 7 |
| Final examinations | December 8-14 |
| Commencement | December 15 |

INSERT CALENDAR - AUGUST, SEPTEMBER, OCTOBER, NOVEMBER AND DECEMBER

Spring Semester 2002

| | |
|---|-------------------|
| Deadline for Application for Admission | December 15, 2001 |
| ACT | January 3 |
| Student Orientation & Advising | January 8-9 |
| Registration | January 10-11 |
| Classes begin | January 12 |
| Change of Schedule or Late Registration | January 15-16 |
| Martin Luther King's Birthday observed - No classes | January 21 |
| Deadline for May graduates not enrolled for fall semester to file for graduation | February 25 |
| Spring Break begins 5:00 p.m. (March 18-22) | March 16 |
| Classes resume | March 25 |
| Easter Holidays begin 9:30 p.m. (Easter - March 31) | March 27 |
| Classes resume | April 1 |
| Last day of classes | May 3 |
| Final examinations | May 4-10 |
| Commencement | May 11 |

INSERT CALENDAR - JANUARY, FEBRUARY, MARCH, APRIL AND MAY

Summer Session 2002

First Term (May 27 - July 2)

| | |
|---|-----------|
| Deadline for Application for Admission | May 15 |
| ACT | May 21 |
| Student Orientation | May 23 |
| Registration* | May 23-24 |
| Classes begin 7:50 a.m. | May 27 |
| Examinations | July 2 |

Second Term (July 3 - August 9)

| | |
|---|----------|
| Deadline for Application for Admission | June 15 |
| ACT | June 27 |
| Orientation-Registration* | July 2 |
| Classes begin 7:50 a.m. | July 3 |
| Holiday - No classes | July 4 |
| Last day August graduates can file application for graduation | July 8 |
| Examinations | August 9 |

*There is no late registration or change in schedule during the summer.

INSERT CALENDAR - JUNE, JULY AND AUGUST

TRIMESTER CALENDAR*

2001-2002

Fall 2001 Trimester

| | |
|--|--------------|
| Deadline for Application for Admission | August 7 |
| Registration (Main Campus)..... | August 23-24 |
| Classes begin..... | August 27 |
| Change of Schedule or Late Registration | August 28-29 |
| Labor Day - No classes | September 3 |
| Deadline for December graduates to file for graduation | October 1 |
| Last day to drop with a "W" | October 5 |
| Deadline for May graduates to file for graduation | October 15 |
| Last day of classes | November 8 |

Winter 2001 Trimester

| | |
|--|-------------|
| Deadline for Application for Admission | October 25 |
| Registration | November 9 |
| Late Registration..... | November 12 |
| Classes begin..... | November 12 |
| Thanksgiving Holidays begin 9:30 p.m. | November 21 |
| Classes resume | November 26 |
| Christmas Holidays begin | December 14 |
| Commencement | December 15 |
| Classes resume | January 7 |
| Last day to drop with a "W" | January 11 |
| Martin Luther King's Birthday observed - No classes..... | January 21 |
| Last day of classes | February 14 |

Spring 2002 Trimester

| | |
|---|-------------|
| Deadline for Application for Admission | January 31 |
| Registration | February 15 |
| Late Registration..... | February 18 |
| Classes begin..... | February 18 |
| Deadline for May graduates not enrolled for fall semester to file for graduation | February 25 |
| Spring Break begins..... | March 16 |
| Classes resume | March 25 |
| Easter Break begins 9:30 p.m. | March 27 |
| Classes resume | April 1 |
| Last day to drop with a "W" | April 5 |
| Last day of classes | May 9 |
| Commencement | May 11 |

* **These dates are subject to change. Please refer to the current class schedule.**

BOARD OF REGENTS

The Board of Regents is the legal entity of the University. Each member is appointed by the Governor to serve a term of six years or to serve the remainder of an unexpired term.

MEMBERSHIP

| | |
|--|----------------------|
| Kathryn A. Yeager, Chairman | Wichita Falls |
| Mac W. Cannedy, Jr., Vice Chairman..... | Wichita Falls |
| Barbara J. Dorman, Secretary | Plainview |
| Jaime A. Davidson, M.D..... | Dallas |
| Elizabeth Gifford | Amarillo |
| Arnold W. Oliver | Wichita Falls |
| Carolyn Park | Eules |
| Chaunce O. Thompson, Jr. | Breckenridge |
| Eddie Watson | Coldspring |

(PICTURE)

UNIVERSITY ADMINISTRATION

| | |
|---|---|
| Louis J. Rodriguez, Ph.D. (through August 31, 2000) | President |
| Paula Allard, B.B.A., C.P.A. | Internal Auditor |
| Deborah L. Barrow, M.A. | Executive Assistant to President |
| Janus Buss, B.S. | Director of Public Information |
| Michael Hagy, B.A. | Director of Campus Police |
| Stephen A. Holland, M.A. | Director of Personnel |
| Sherry Kingcade, B.S.E. | Director of Alumni Relations |
| Robert McBee, Ph.D. | Director of Athletics |
| Rhonda McClung, M.Ed. | Director of Institutional Advancement |
| Anne Opperman, M.E. | Director of Developmental Services |
| Jesse W. Rogers, Ph.D. | Vice President for Academic Affairs |
| Robert E. Clark, Ph.D. | Associate Vice President for Academic Affairs |
| O. Emerson Capps, Ed.D. | Dean, Gordon T. and Ellen West College of Education |
| Michael L. Collins, Ph.D. | Dean, College of Liberal Arts |
| Ronald D. Fischli, Ph.D. | Dean, Lamar D. Fain College of Fine Arts |
| Yoshi Fukasawa, Ph.D. | Dean, College of Business Administration |
| Norman Horner, Ph.D. | Dean, College of Science and Mathematics |
| Susan Sportsman, R.N., Ph.D. | Dean, College of Health Sciences |
| Melba S. Harvill, Ph.D. | University Librarian |
| Barbara Merkle, M.S.P.E. | Director of School Relations |
| Harvey Stone, Ed.D. | Director of Continuing Education and Extension Programs |
| Gina Thompson, M.P.A. | Director of Institutional Research and Planning |
| Billye J. Tims, M.E. | Registrar/Director of Admissions |
| Alvin G. Hooten, M.S.E. | Vice President for Business Affairs |
| Pete Bennett, B.S.E. | Director of Purchasing |
| Gail Ferguson, B.B.A., C.P.A. | Controller |
| Mark Lanier, M.A. | Director of Physical Plant |
| Carolyn Lewis | Payroll Supervisor |
| Valarie Maxwell, M.B.A. | Director of Budget and Management |
| Bill Palmertree, M.S. | Director of Information Systems |
| Kathy Pennartz, B.B.A. | Director of Student Financial Aid |
| Flint Skaggs | Environmental Safety Coordinator |
| Howard Farrell, Ed.D. | Vice President for Student and Administrative Services |
| Joey Greenwood, M.S.K. | Director of Intramural Sports |
| Debra Higginbotham, M.S. | Director of Counseling Center |
| Peggy Holt, B.S.Ed., R.N. | Director of Vinson Health Center |
| Keith Lamb, M.B.A. | Director of Housing and Residence Life |
| Jane Leishner, M.Ed. | Dean of Students |
| Cindy Loveless, B.S.E. | Campus Postal Supervisor |
| Perry Martin | Director of ARAMARK Dining Services |
| Debbie Neely, M.S. | Director of Student Development |
| G. Dail Neely, M.S. | Director of Clark Student Center |
| Leslee Ponder, B.A. | Director of Student Activities |
| Thomas Whyalen, M.A. | Director of Career and Testing Services |
| Gerald Williams, B.A.A.S. | Director of Printing and Supply |

**GENERAL
INFORMATION**

Mission
Goals of Academic Foundations
University History
Accreditation and Membership
Buildings and Grounds
Other General Information

MISSION

Midwestern State University offers a diverse opportunity for quality higher education to the people of Texas and the general southwest region as well as international students. Dedicated to the principles of academic excellence and productive scholarship, the University offers an educational program which provides the foundation for specialized studies as well as the basis for a lifetime of personal growth.

The University provides a range of educational programs in the traditional arts and sciences to prepare students for meaningful career choices. Pre-professional programs are available in dentistry, engineering, law, medicine, veterinary medicine, pharmacy, and physical therapy. Professional training is provided in accounting, business administration, computer science, criminal justice, elementary and secondary education, health sciences, psychology, social work, and environmental and manufacturing technology.

In the interest of diversity, Midwestern State University recruits and enrolls traditional and nontraditional and international students. It provides a comprehensive student retention program including academic advisement, study skills assistance, tutoring, personal guidance and mentoring, and financial assistance. The quality of student life is enhanced through activities designed to improve student intellectual, multicultural, and recreational opportunities.

Ultimately, Midwestern State University is committed to the ideal of educational excellence. The measure of its success may be found in its graduates who possess the skills to live and serve in a global society. While the university serves intellectual and cultural needs by preparing students to contribute to a world community, it is also a resource for the future economic development of Texas and the Texoma region. The University therefore holds the primary objective that it should produce graduates who are informed, curious, constructive, and creative, who know how to think critically, to evaluate issues, and to distinguish truth from error, and who possess an appreciation of the cultural and aesthetic values of life.

GOALS OF ACADEMIC FOUNDATIONS

All institutions of higher education provide their students with an opportunity to learn. At Midwestern State University we espouse a liberal arts philosophy. We believe that the most important thing to learn is how to learn; therefore, we believe that an educated person should have awareness in some depth of the methods and results of various ways to acquire and organize knowledge: artistic, scientific, and philosophical. The student should gain some understanding of how this knowledge, its acquisition and organization relate to the goals of our diverse society and other cultures. We believe a university should enhance its students' abilities to understand themselves and interact with others as well as provide them with essential skills for individual growth and the pursuit of a rewarding career. We are concerned with their development as persons able and willing to act ethically on the basis of considered value judgments.

The heart of the course of studies of the University is the program of general education. At Midwestern State University we believe in the goal of general education as an effective modern expression of the traditional Western idea of the Liberal Arts. The student is led through such a course of studies to an understanding of and appreciation for the methods and results of the scientific and artistic endeavors which influence and enrich life. In addition, the student is provided the opportunity to acquire an understanding of and appreciation for our culture, the forces which shaped and influenced its development, and the governmental and economic forces which influence its present structure.

For each student, a university stands directly at the juncture of the past, present, and future. Thus, a general education must provide the student who will live in tomorrow's world with insight into the culture, artistic expression, and intellectual achievements which have shaped the present; but above all else it must sharpen the ability to continue to learn. Finally, it should provide the effective means to counteract one of the most serious problems of higher education: the neglect of general education as a result of specialization. A university curriculum properly built upon the liberal, the liberating, arts provides a frame of reference, a base of understanding for the student's specialized studies.

UNIVERSITY HISTORY

Midwestern State University is located on a 179 acre tract in the Southwestern part of Wichita Falls, Wichita County, Texas, the center of a rich agricultural, oil, and industrial region. Greater Wichita Falls has a population of approximately 101,000.

Midwestern State University is a public coeducational institution. It originated in 1922 as Wichita Falls Junior College, the second municipal junior college in Texas. Standard junior college work was approved by the State Department of Education. Later a local tax unit was established--the Wichita Falls Junior College District.

In 1937, in honor of a gift to the institution by Mr. and Mrs. John G. Hardin, Wichita Falls Junior College was renamed Hardin Junior College. When the senior college division was established in 1946, the name of the institution became Hardin College. In January, 1950, the name was changed to Midwestern University. By action of the 56th Legislature of the State of Texas, Midwestern University became a part of the Texas Colleges and Universities System on September 1, 1961, and the junior college division was dissolved. The institution became Midwestern State University in 1975.

In 1950, the University was accredited by the Southern Association of Colleges and Schools and the Graduate School was established in January, 1952. Full accreditation was reaffirmed June 19, 1992, by the Southern Association.

UNIVERSITY ACCREDITATION AND MEMBERSHIP

Midwestern State University is accredited by the Commission on Colleges of the Southern Association of

Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award associate, baccalaureate, and master's degrees. Other accreditations and memberships are listed below.

ACCREDITATION American Chemical Society
American Dental Association, Commission on Dental Accreditation
Association of Collegiate Business Schools and Programs
Board of Nurse Examiners for the State of Texas
Computing Sciences Accreditation Board
Council on Social Work Education
Joint Review Committee on Education in Radiologic Technology
National Accrediting Agency for Clinical Laboratory Sciences
National Association of Schools of Music
National League for Nursing Accrediting Commission
Respiratory Care Accreditation Board
State Board for Educator Certification
Technology Accreditation Commission of the Accreditation Board
for Engineering and Technology

MEMBERSHIP Alliance for Higher Education
American Assembly of Collegiate Schools of Business
American Association of Colleges of Nursing
American Association of Colleges for Teacher Education
American Association of State Colleges and Universities
American Council on Education
Association of Collegiate Business Schools and Programs
Association of Collegiate Educators in Radiologic Technology
Association of Governing Boards
Association of Schools of Allied Health Professions
Association of Teacher Educators
Association of Texas Colleges and Universities
Association of Texas Graduate Schools
College Board
Council of Graduate Schools in the U.S.
Southern Association of Graduate Schools
Texas Association of Colleges for Teacher Education
Texas Association of Music Schools
Texas Centers for Educational Partnerships
Texas Consortium for Educational Telecommunications
Texas International Education Consortium

BUILDINGS AND GROUNDS

The original campus located on Taft Street opened in 1937. It consisted of 40 acres of land donated to the institution by W.B. Hamilton and N.H. Martin. The first building was the Hardin Administration Building which housed all offices and classrooms plus the library, gymnasium, and auditorium.

Today's campus includes 179 acres and 48 buildings. The grounds at MSU are well maintained. A variety of trees and shrubs make the campus one of the prettiest in the region. The instructional buildings are Bea Wood Hall, Ferguson, Fain Fine Arts Center, Fowler, Hardin Administration, Martin, McCullough, McGaha, Memorial, Moffett Library, Music, Music-Instrumental, Outdoor Education Center, D. L. Ligon Coliseum, O'Donohoe, Bolin Science Hall, and J.S. Bridwell Hall. Bea Wood and O'Donohoe Halls have been completely renovated and a new

multipurpose classroom building has been constructed which connects the two existing halls. The renovated space and new construction will provide offices and classrooms for the College of Liberal Arts and facilities for the offices of Housing and Residence Life. The north end of D. L. Ligon Coliseum has been renovated to provide space for a Health and Wellness Center which will include a human resource lab, exercise room, training facility, and the relocation of the kinesiology offices and laboratory areas.

The residence halls include Marchman, Killingsworth, Pierce, and McCullough-Trigg. Bridwell Courts is an apartment complex available to junior, senior, and graduate students. Three floors have been added to the McCullough-Trigg residence hall which will provide accommodations for 152 students. This co-ed hall provides individual rooms connected to joint living areas.

More than \$23 million of renovation and construction in the last few years have updated the facilities while still maintaining the campus architectural harmony. A recent \$6.4 million renovation of Bolin Science Hall provides state-of-the-art equipment in science and computer laboratories. It supplies the students with the most modern science facilities in this region of the country. It houses the geology, biology, physics, chemistry, mathematics, and computer science programs. The Clark Student Center includes the Mesquite Dining Hall, a computer lab, and the bookstore. This building also houses meeting rooms and the post office. The \$6 million construction of J.S. Bridwell Hall houses the health science college including the nursing, radiologic sciences, dental hygiene, and respiratory care programs.

MOFFETT LIBRARY

Moffett Library, named in honor of the late State Senator George Moffett, is housed in a three story building completed in 1964. A major addition and renovation was completed in 1986. The library houses a Media Library, viewing rooms, and group study rooms. The Special Collections Room displays the Nolan A. Moore III Heritage of Print collection. In addition to the general study space, faculty/graduate student carrels are available. Open stacks give users free access to books.

The library is a member of OCLC through its regional network, AMIGOS. The TexShare Library Card provides faculty and student check-out privilege at libraries of state-supported institutions. LOIS, the online public access catalog, is a part of the NOTIS Library Management System, which automates the major library components. LANA, the library's local area network, lets users search journal and newspaper indexes, government information, and the Internet, as well as providing some full-text materials.

Library holdings include over 700,000 volume equivalents, including periodicals, microforms and government publications, as well as a variety of non-print materials. Since 1964, Moffett Library has been a partial U.S. government depository, as well as a depository for state publications.

ENROLLMENT AND FACULTY STATISTICS FALL SEMESTER 1999

| | Men | Women | Total |
|---------------------------|--------------|--------------|--------------|
| Freshmen | 830 | 1,015 | 1,845 |
| Sophomores | 446 | 592 | 1,038 |
| Juniors | 412 | 568 | 980 |
| Seniors | 571 | 697 | 1,268 |
| Graduate | 265 | 254 | 519 |
| Post-Baccalaureate | <u>56</u> | <u>59</u> | <u>115</u> |
| Total | 2,580 | 3,185 | 5,765 |
| Faculty-Student Ratio | | | 1:20 |

PUBLIC INFORMATION OFFICE

All official University news, except athletics news, is released through this office. This office is also responsible for Channel 2 programming, the Weekly Update which is distributed on campus, the President's annual report, and an annual public information brochure.

EX-STUDENTS ASSOCIATION

Any person who has attended Midwestern State or any of its predecessor schools, or wishes to be a friend to the University is eligible to be an active member of the MSU Ex-Students Association.

The Ex-Students Association, established in 1926, seeks to stimulate the interest and participation of alumni in the progress of the University and to promote a feeling of loyalty and fellowship between the institution, faculty, students, alumni, and the community. Membership information is available in the Alumni Relations Office.

CULTURAL OPPORTUNITIES

Cultural and artistic opportunities are offered by Midwestern State University including art exhibits, recitals, theatre productions, workshops, conferences, films, and concerts.

Current release movies, both foreign and domestic, lecturers, musical performances, and comedy are regularly presented through the sponsorship of the University Programming Board.

The Artist-Lecture Program offers outstanding speakers of national and international acclaim, drama productions, artists, and musicians. Musical presentations provide a wide range of forms including jazz, rock, folk, and classical.

The Lamar D. Fain College of Fine Arts offers an assortment of programs. These include art exhibits, performances and concerts by the band, choir, and orchestra; faculty and student recitals, both instrumental and vocal; musicals, operas, theatre productions, and summer workshops.

INTERCOLLEGIATE ATHLETICS

The University is a member of Division II of the National Collegiate Athletic Association (NCAA) and the Lone Star Conference (LSC). MSU athletic programs are now fully eligible to compete for NCAA and LSC championships.

Men's sports include football, basketball, soccer, and tennis. Women's sports include basketball, soccer, volleyball, and tennis. Athletic scholarships are offered in all sports and will vary in amount according to the ability and skill level of the individual athlete.

MSU athletes must meet the eligibility requirements of NCAA Division II. NCAA rules for freshman eligibility require the satisfactory completion of 13 high school core courses with a GPA of 2.0 or better and a minimum sum score of 68 or better on the ACT or 820* on the SAT. Students may obtain information on how to apply for NCAA eligibility certification through their high school guidance counselor.

Entering freshmen who do not meet NCAA Division II requirements will be required to be in residence for a

period of one year before competing.

Eligibility rules for transfer students are complex. Any athlete interested in transferring to MSU should contact the Director of Athletics or the Compliance Coordinator for an official determination of eligibility status.

* recentered SAT scores

ANTI-DISCRIMINATION STATEMENT

Midwestern State University is an equal opportunity/affirmative action institution and complies with all federal and Texas laws, regulations, and executive orders regarding affirmative action requirements in all programs and policies. Midwestern does not discriminate against any individual because of race, creed, color, sex, national origin, or disability.

STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT

Graduation rates of undergraduates, including athletes, are available in the Office of the Director of Institutional Research and Planning. The campus crime statistics can be reviewed at the University Police Office.

STUDENT LIFE

Student Services

Student Rights

Student Activities

University Housing and Residence Life

Health Service

Student Organizations

Family Educational Rights and Privacy Act of 1974

STUDENT SERVICES

The primary purpose of the office of the Vice President for Student and Administrative Services is the planning and administration of a variety of programs, services, and activities for students that are compatible with the philosophy and objectives of the University.

The University believes its responsibilities to the students include more than academic training in the classroom and the laboratory. It must assist the students in the development of their total personality in a way which will prepare them for a full and satisfying life while attending college and in the succeeding years.

The Division of Student Services, being concerned with the whole student in his/her total environment, recognizes that what the student learns and experiences in university life significantly influences one's aspirations, development, and achievements. Therefore, the purpose of the Division is to enhance the individual's educational experiences through mobilization and coordination of the total resources of the university community in order to develop responsibility within the individual for growth and development.

The Student Services programs have three major objectives:

1. to create and maintain an atmosphere conducive to the academic and personal welfare of the student body;
2. to incorporate a living-learning concept through student organizations, student activities and programming, student membership on faculty committees, residence hall programs, health counseling services, dining hall services, student government, student publications, and special services programs; and
3. to cooperate with all curricular, social, recreational, and religious programs in the University community.

The Student Services Division is responsible for the coordination and supervision of services, programs, and activities in the areas of testing, guidance, and counseling; new student orientation, student housing, student discipline, student activities, student developmental programs, social regulations, student organizations, master calendar of events, publication of student handbooks and regulations, yearbook, student medical services, graduate placement services, food service, and disabled student activities.

The personnel administering the programs listed above in addition to the Vice President for Student and Administrative Services include the Dean of Students, Director of Career and Testing Services, Director of Counseling Center, Director of Student Activities, Director of Vinson Health Center, University Physicians, Director of Housing and Residence Life, Director of Intramurals, Director of Campus Dining Services, Director of Clark Student Center, and Director of Student Development.

APPLICABILITY OF REGULATIONS

Enrollment in Midwestern is considered by the University as an implicit declaration of acceptance on the part of the student of University regulations as outlined in the most recent issues of the catalog, the Student Handbook, and the Housing and Residence Life Handbook. The Student Handbook is published once each year under separate cover from the catalog and made available to students at the time of registration or through the Dean of Students' Office. The Housing and Residence Life Handbook is published once each year under separate cover from the catalog and made available to students living in campus housing.

STUDENT RIGHTS

Midwestern State University is an academic community in which all persons share responsibility for its growth and continued well being. As members of the university community, students can reasonably expect the following:

- A. In all instances of general discipline, the student has the right to due process. Due process, as applied to student-university relationships and the disciplinary process, is equated with fundamental and procedural

fairness.

- B. Students have the right to freedom from discrimination on the basis of race, sex, age, religion, creed, national origin, disability, or sexual orientation.
- C. MSU considers freedom of inquiry and discussion essential to a student's intellectual development. Thus, the University recognizes the right of all students to engage in discussion, to exchange thought and opinion, and to speak, write, or print freely on any subject in accordance with the guarantees of Federal and State laws.
- D. The University affirms the right of students as citizens to exercise their freedoms without fear of university interference for such activity.
- E. Students have the opportunity to participate in the formulation of policy directly affecting students through membership on appropriate committees as determined by the President of the University, the student government, and other recognized groups within the University.
- F. Students shall have ready access to established university policies and procedures.
- G. Students, as members of the university community, have the responsibility to participate in any of the disciplinary proceedings and to testify as a witness when reasonably notified. Self-incrimination is not intended or construed.
- H. Students are free to engage in peaceful and orderly protest, demonstration, and picketing at times and in areas designated by the University which do not disrupt functions of the University.
- I. Students are protected from unreasonable searches and seizures.

HUMAN DIGNITY STATEMENT

Midwestern State University is committed to equitable, civilized, and concerned treatment for all individuals without regard for race, gender, creed, disability, or national origin. As members of the academic community, university students enjoy the privileges and share the obligations of the larger community of which the University is a part. Students are entitled to the privileges which accrue to them by virtue of their membership. These privileges carry with them the obligations of responsible citizenship.

FREEDOM OF EXPRESSION - Freedom of discussion, inquiry, and expression is fostered by an environment in which the privileges of citizenship are protected and the obligations of citizenship are understood.

EACH PERSON HAS WORTH AND DIGNITY - It is imperative that students learn to recognize, understand, and celebrate human differences. Universities can, and indeed must, help students become open to the differences that surround them. Differences such as race, religion, age, gender, culture, physical ability, nationality, and lifestyle are learned best in collegiate settings that are rich with diversity, and they must be learned if the ideals of human worth and dignity are to be advanced.

BIGOTRY CANNOT BE TOLERATED - Any expression of hatred or prejudice is inconsistent with the purposes of higher education in a free society. So long as bigotry exists in any form in the larger society, it will be an issue on the college campus. There must be a commitment by the institution to create conditions where bigotry is forthrightly confronted.

RESPONSIBILITY OF STUDENTS - Midwestern State University actively promotes the philosophy that students are responsible for their own lives and learn responsibility when they bear the consequences of their actions and inactions in an environment marked by caring and support.

STUDENT DEVELOPMENT PROGRAMS

The focus on the development of students, organizations, and community emanates from the Student Services Division. A wide variety of programs are planned in conjunction with student groups to foster general student development in personal, social, and cultural realms and to appeal to special interest groups. Annual recurring functions include the Artist-Lecture Series which features outstanding artists and speakers, student leadership workshops, and homecoming. The efforts to enhance student leadership have addressed areas such as interpersonal skills, motivation, communication skills, conflict resolution, team building, and leadership programs.

Other programs under this general umbrella include participation in a National Collegiate Alcohol Awareness Week, Student Success Series, forums on topics such as human sexuality, interpersonal relations, and current events, and student volunteerism. Through orientation programs, incoming students are offered a wide variety of programs which assists them in becoming acclimated to the University environment.

DEAN OF STUDENTS

The Dean of Students is available for general counseling, information, or assistance with any phase of campus life. The Dean of Students' Office, in support of the overall mission of the University, promotes the following precepts:

- Students are our most valuable resource.
- Higher education has a responsibility to assist in the development of the whole person both in and out of the classroom.

Toward this end, programs are offered to meet the needs of a diverse student body.

The Dean's Office also administers the Code of Student Conduct, coordinates withdrawals from the University, issues policy interpretations upon request, supports leadership opportunities for students, advises the Artist-Lecture Series Committee, provides special assistance for notification of faculty in emergency situations (i.e., death in the family), student alerts, and serves as the initial contact for student traffic appeals. For additional information, contact the Dean of Students' Office, Clark Student Center, or call (940) 397-4291.

CLARK STUDENT CENTER

The Clark Student Center is the “living room” of the campus where students, faculty, staff, and guests can enjoy themselves with many of the comforts of home. It promotes learning by providing programs that broaden the learning experiences and enhance the quality of life of the Midwestern State University community. It is also the community center of the campus -- a lounge, recreation area, leadership laboratory, conference center, classroom, place to dine and shop, and much more.

Facilities in the Clark Student Center include lounges, dining rooms, food court, kitchen, banquet room, bookstore, commuter lounge, coffee shop, computer lab, recreation center, career center, multi-cultural center, information desk, student organization work center, meeting rooms, and administrative offices.

The following administrative offices are located in the Clark Student Center: Dean of Students, Director of Student Center, Director of Student Activities, Director of Student Development, Career and Testing Services, Student Center Office, Campus Dining Services, Student Government, Wai-Kun, University Programming Board, Greek Liaison, and Student Organizations.

Most of the facilities and services in the student center are free to students and student organizations. Bulletin

board space and display cases are available for use by student organizations. Meeting rooms can be reserved through the student center office where the campus master calendar is maintained. Student, staff, and faculty IDs are processed and distributed through the student center information desk as well as ticket sales for campus activities such as the Honors Recognition Banquet and the Artist-Lecture Series.

COUNSELING

The Counseling Center provides confidential, professional counseling assistance to students for personal, relationship, academic, and vocational concerns. Counselors can assist with stress management, study skills, depression, time management, test anxiety, testing and assessment, referral, and other student needs. Administration of various interest and personality tests is also available. In addition, the Center provides a Resource Room which contains handouts, relaxation tapes, and study aids. Career exploration is also available with *DISCOVER*, a comprehensive computer guidance system.

All counseling services are free to currently enrolled students. A student may request help directly or be referred by staff or faculty. Adequate time will be provided to assist students with their concerns, although the Counseling Center cannot provide long-term individual counseling. Referral assistance is provided when appropriate.

Students may contact the Counseling Center for an appointment in Hardin South, Room 211 or call (940) 397-4618.

SERVICES FOR DISABLED

It is the policy of Midwestern State University that no otherwise qualified disabled person be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity at the University. The Director of the Counseling Center serves as coordinator of accommodations for students with disabilities and should be contacted concerning initial enrollment, scheduling, and other arrangements. Students are strongly encouraged to contact the Office of Disability Services as soon as possible before registration to ensure adequate assistance time. The Texas Rehabilitation Commission and the Texas Commission for the Blind work closely with the Office of Disability Services to provide support services for students who qualify. The Office of Disability Services may be contacted at (940) 397-4618 or in Hardin South, Room 211. For the telecommunication device for the deaf, call (940) 397-4515.

Additionally, special accommodations for the Quick TASP and the English Usage Exam are arranged by contacting the Office of Disability Services. Documentation must be received five working days prior to the scheduled testing date in order to receive special accommodations. Accommodations will be limited to non-test form issues (i.e., extended test time, separate testing area). Students needing other accommodations or who wish to apply for testing under SB944 should take the regular TASP.

CAREER AND TESTING SERVICES

The Career and Testing Services Office provides a number of programs to assist students, faculty, alumni, and staff with career counseling and information, part-time employment opportunities, and full-time employment. Available services include: web page listing of part-time/full-time listings, calendar of events, testing schedules, seminars and workshops, career development advising, job fairs, education job fair, interest and personality assessments, on-campus recruiting, mock interviews, career resource library, and referrals.

Additionally, the Career and Testing Services Office administers and/or has information on the following exams: American College Test (ACT), College Level Examination Program (CLEP), correspondence exams, English Usage Exam, Examination for the Certification of Educators in Texas (ExCET), General Education Development Test (GED), Graduate Management Admission Test (GMAT), Graduate Record Exam (GRE), Law School Admission Test (LSAT), Medical College Admission Test (MCAT), Miller Analogies Test (MAT), the

Praxis Series Exams, Texas Academic Skills Program Test (TASP), Test of English as a Foreign Language (TOEFL), and university placement exams.

Individuals can access the Career and Testing Services web page at www.mwsu.edu/~career/. Students interested in any phase of career and testing services are invited to contact the Career and Testing Services Office.

STUDENT ACTIVITIES

The primary focus of student activities at Midwestern State University is to provide a well-rounded program of activities--social, recreational, and cultural. In addition, there is an attempt to assist student organizations in developing new and innovative approaches to leadership and activities. A major contributor to the overall programming for students is the University Programming Board. This group of students provides various types of programs through the use of student service fee funds, i.e., films, concerts, dances, forums, and special events. The UPB Office is located in the Clark Student Center and all students are welcome to join and contribute.

STUDENT DEVELOPMENT

The Office of Student Development encompasses five major areas within student life.

Leadership Development. Students are offered the opportunity to build leadership skills that can be utilized both throughout their college career and in their lifelong learning. We offer a Leadership MSU course in the fall semester and a Leadership Conference in January, as well as workshops throughout the semester.

Community Service Station. The Service Station offers students a place to explore volunteer opportunities in the community. The Service Station will pair students with a local business or non-profit organization in need of volunteers, for a one-time event, or for continuous support. It is a great opportunity to get to know the area, and help others in need.

Greek Life. Students are given the opportunity to join one of our many fraternities or sororities on campus. MSU has four NPC sororities, and six NIC fraternities. In addition, MSU offers historically Black and historically Hispanic Greek organizations.

Multicultural Programming. Students are given a chance to explore the many diverse backgrounds represented at MSU. The Minority Unity Council provides diverse programming and activities for our student body.

Wai-Kun Yearbook. The yearbook offers students a tangible way to reminisce on memories from their time at college. You can support the university either by purchasing a yearbook, or by joining the *Wai-Kun* staff.

STUDENT GOVERNMENT

The governing body with the responsibility for effective student government is the Student Government Association of Midwestern State University. The executive authority of the Student Government Association is vested in a President, Vice President, and Secretary. All legislative powers are vested in the Student Senate which consists of senators from student organizations, residence halls, and senators-at-large. Elections are held each spring for the following academic year.

PUBLICATIONS

The Wai-Kun is Midwestern State University's yearbook. It is a pictorial record of the college year including extracurricular as well as academic pursuits. It includes pages and sections for the academic areas, student activities, organizations, and class pictures.

The *Wichitan* is a weekly newspaper which records the activities and reflects the spirit of the University. The publication seeks to present announcements of the coming events, to report the news of happenings in the different phases of university activity, to furnish students and teachers a democratic medium of expression on University problems, and to afford an opportunity for students of journalism to test their talents.

Voices is the campus magazine. It provides a vehicle for the ideas, opinions, and creative efforts of the total university community.

UNIVERSITY HOUSING AND RESIDENCE LIFE

A. General Program

University Housing and Residence Life offers a unique and important component in the Midwestern State University community. The housing and residence life program is intended to augment the educational purposes of the University by providing an environment conducive to meeting the academic, social, and personal/developmental needs of residential students. Students living in the residence halls and university apartments are offered opportunities for personal growth through community living and social, recreational, and educational programming. Resident Assistants provide valuable information regarding college life from the perspective of an experienced upperclassman. The Residence Hall Association, the student government within MSU housing, serves as a forum for student concerns.

B. Housing Policy

The importance of residential living as an integral component of the university experience is the basis for MSU's housing requirement. All students enrolled at Midwestern State University are required to live in university housing and board at the Mesquite Dining Room, unless they:

1. are living in the home of their parent(s)/legal guardian(s) and commuting to class;
2. are married and living with their spouse;
3. have accumulated 60 semester hours of academic credit prior to the first day of classes for the Housing Agreement period;
4. have reached the age of 21 prior to the first day of classes for the Housing Agreement period;
5. are part-time students enrolled for 11 hours or less for the fall or spring semesters; or
6. are enrolled for evening classes only.

IN UNUSUAL circumstances the Director of Housing and Residence Life may grant exceptions to this policy. Regardless of the reason for a request for an exception, all requests must be made in writing (forms are available from the Office of Housing) and filed with the Director of Housing.

Eligibility for residence is offered first to full-time undergraduate students enrolled at the University. Part-time and graduate students may be offered housing if space is available. A housing reservation commitment and contract is for a space in any University residence hall or apartment the University may acquire, lease, or otherwise make available for student housing for the upcoming academic term after execution of the Housing Agreement. The University reserves the right to re-evaluate a student's housing status at any time. The Housing Agreement is with the individual and may not be transferred or assigned by any party other than the Office of Housing.

The student agrees to abide by the policies and regulations of the University and the Office of Housing that are effective or shall become effective during the term of the commitment. The terms and conditions of the policies and regulations are contained in, but not limited to, the MSU Student Handbook and the MSU Housing and Residence Life Handbook.

C. Facilities

Residence halls include Killingsworth (277 capacity; female only), Pierce (233 capacity; male only), McCullough-Trigg (152 capacity; co-ed), and Marchman (31 capacity; male only; single rooms). All are air conditioned with laundry and vending facilities. Special suites for disabled students are available. Social lounges, study areas, recreational areas, exercise rooms, and a computer lab are available to students living in the residence halls. Each hall is under the supervision of a full-time director or graduate assistant who is supported by a staff of Resident Assistants. To enhance students' safety and security, the exterior doors of the halls are locked and only current resident students are issued magnetic access cards. Surveillance cameras and a staffed office in each building augment resident students' security.

Apartments in Bridwell Courts offer upperclass students an alternative to living in the residence halls. The facility includes efficiencies, one-bedroom, and two-bedroom apartments for 40 students. In addition, 14 units are available for family housing. The apartments are under the supervision of a full-time director.

D. Food Services Policy

All students living in the residence halls during the fall and spring semesters are required to obtain a meal plan in the Mesquite Dining Room which is conveniently located in the Clark Student Center adjacent to the residence halls. A student may choose a 10, 14, or 19 meals per week plan. The dining room is managed by a professional food service company which also provides a food court on a cash basis.

VINSON HEALTH CENTER

Prevention is the primary goal of the Vinson Health Center. The health center staff includes a full-time registered nurse, assisted by a full-time licensed vocational nurse. Physician services are provided by local physicians specializing in family practice. The scope of the health center includes treatment of students' acute illnesses and/or injuries. The health center utilizes a focus on preventative medicine to enable students to maintain a state of optimal health. The health center serves as a resource for developmental programming in areas of health promotion, health maintenance and health education. Students may contact the Vinson Health Center by calling (940) 397-4231.

A. Health Data Report

Each student entering Midwestern State University for the first time, regardless of course load or classification, is required to provide the University with a self-declared health data report.

B. Physical Activity Exemption

In cases where an exemption from physical activity is requested, the following must be submitted to the Vinson Health Center:

1. documentation from the student's physician; and
2. a letter from the student requesting the physical activity exemption.

C. Hours

1. The Health Center is open from 7:45 a.m. until 4:45 p.m., Monday through Friday, in fall and spring semesters.
2. The Health Center is open 8:00 a.m. to 1:00 p.m., Monday through Friday, in summer sessions.
3. During a current semester, an enrolled student may obtain an after-hours referral for an illness or injury

- needing immediate care. Students should contact 1) a residence life staff member (for campus residents); 2) University police (for off campus students); 3) intramural official (for intramural injuries only); or 4) athletic trainer (for athletic injuries only).
4. Health services are available only when classes are in session.

STUDENT INSURANCE

Midwestern State University offers an optional student insurance plan which is tailor-made to meet the needs of students. This hospitalization policy covers a participant on campus, during vacation, and at home for a full 12-month period. Application forms and information pertaining to this plan are available at the Vinson Health Center. All international students are required to provide proof of this insurance (including repatriation) or equal coverage (including repatriation) to the designated University official.

STUDENT ORGANIZATIONS

Midwestern State University's student organizations function through the Office of the Director of Student Activities. All registered University student organizations have faculty/staff advisement, general coordination/supervision, and developmental support.

Information regarding present status of all groups, their current officers and membership requirements may be obtained in the Office of Student Activities. Policies, guidelines, and regulations relating to student activities and sponsoring groups may be found in the Student Handbook.

Organizations and councils listed below are active at Midwestern State University.

ACADEMIC ORGANIZATIONS

Accounting Society
American Chemical Society
American Marketing Association
Association for Childhood Education International
Association for Computing Machinery
Association of Social and Behavioral Sciences
Biology Club
Dental Hygiene Association
English Club
Geology Club
Jazz Ensemble
Kinesiology Club
Le Club Francais
Marching Band
Math Club (e^{π})
Media Club
Midwestern Singers
Phi Chi Theta
Pre-Law Society
Pre-Professional Health Science Society
Society of Manufacturing Engineers
Spanish Club
Student Nurses Association
Symphonic Band
University Singers

Wichitan

GOVERNING COUNCILS

Interfraternity Council
Panhellenic Council
Residence Hall Association
Student Government Association

GREEK FRATERNITIES

Alpha Phi Alpha
Kappa Alpha Order
Kappa Sigma
Omega Delta Phi
Phi Sigma Kappa
Sigma Nu
Tau Kappa Epsilon

GREEK SORORITIES

Alpha Kappa Alpha
Alpha Phi
Chi Omega
Delta Sigma Theta
Gamma Phi Beta
Sigma Kappa
Sigma Lambda Alpha

HONOR SOCIETIES

Alpha Kappa Delta
Alpha Lambda Delta
Alpha Psi Omega
Beta Beta Beta
Delta Mu Delta
Kappa Delta Pi
Mortar Board
Order of Omega
Phi Alpha Theta
Phi Alpha
Phi Eta Sigma
Pi Sigma Alpha
Psi Chi
Sigma Delta Pi
Sigma Tau Delta
Sigma Theta Tau
Tau Beta Sigma
Upsilon Pi Epsilon

RELIGIOUS ORGANIZATIONS

Alpha Omega
Baptist Student Ministry
Campus Crusade for Christ
Catholic Campus Ministry

Chi Alpha Christian Fellowship
Latter-Day Saints Student Organization
Reality College Ministry

SPECIAL INTEREST ORGANIZATIONS

Amnesty International
As One Gospel Choir
Asian Student Association
Association for Systems Management
Caribbean and African Students Organization
Circle K International
College Republicans
Communication Club
Der Deutsche Verein
Economic and Finance Society
Environmental Science Club
Habitat for Humanity
International Student Association
League of United Latin American Citizens
Men of Distinction
Minority Unity Council
National Association for the Advancement of Colored People
Northeast Leo Club
Society for Creative Anachronism
University Democrats

SPORTS

Cycling Club

UNIVERSITY COMMITTEES

Artist-Lecture Series
Cheerleaders
Student Ambassadors
University Programming Board
Wai-Kun

INTRAMURAL ACTIVITIES

Midwestern State University sponsors an extensive intramural sports program. Activities are provided for both men and women as well as co-ed sports.

Competition is held in archery, badminton, basketball, basketball free throw, bowling, darts, flickerball, frisbee golf, football, golf, indoor soccer, pickleball, punt-pass-kick, pool, softball, soccer, table-tennis, tennis, track, and volleyball. Co-ed competition is held in volleyball, badminton, and tennis.

Other activities may be scheduled by the Intramural Council.

UPWARD BOUND

Midwestern State University's Upward Bound program is designed to assist low-income, first generation students in attending and becoming successful at the college of their choice. Upward Bound is part of a nation-wide

network of TRIO programs funded by the U.S. Department of Education. The program is open to high school freshmen, sophomores, and juniors from the Wichita Falls Independent School District. All those interested are encouraged to apply. Please call (940) 397-4080 or (940) 397-4076 or see your high school counselor for an application.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Midwestern State University maintains educational records for each student who is or has been officially enrolled.

Areas in which student records are maintained:

- A. Admissions/Academic Records
Office of the Registrar and Admissions
- B. Financial Records
Business Office
- C. Financial Aid Records
Financial Aid Office
- D. Placement Records
Career and Testing Services
- E. Progress Records
Faculty Offices
- F. Disciplinary Records
Dean of Students' Office
- G. Athletics Records
Athletics Office
- H. Occasional Records
University staff person who maintains minutes of faculty or committee meetings or copy of correspondence.

Directory Information.

This is information which may be released to the general public without the written consent of the student. A student may request that the Directory Information be withheld from the public by making written request to the Office of the Registrar and Admissions during the first 12 class days of a fall or spring semester, first 8 class days of a trimester, or the first 4 class days of a summer term. This request will apply only to the current enrollment period. The following items have been designated Directory Information:

- A. Name
- B. Date and Place of Birth
- C. Current and Permanent Address (including E-mail address)
- D. Telephone Listing
- E. Major and Minor Fields of Study
- F. Number of Hours Enrolled in Current Semester
- G. Classification
- H. Participation in Officially Recognized Activities and Sports
- I. Weight and Height of Members of Athletic Teams
- J. Dates of Attendance
- K. Degrees and Awards Received
- L. All Previous Educational Agencies or Institutions Attended.
- M. Photographs

Review of Record.

Students who desire to review their record may do so upon written request of the appropriate record custodian. The Review Request Form must identify as precisely as possible the records to be reviewed.

Challenge to Accuracy of Record-keeping.

Students who desire to challenge the accuracy of their record should follow the procedure outlined below:

Informal Review. Follow the procedure as outlined for Review of Record. The Official will summarize action taken on Review Request form. This should be signed and dated by review official and maintained with student's record. If the Informal Review does not clarify the question of accuracy of record-keeping, the student may request a Formal Review.

Formal Review. The Vice President for Academic Affairs will chair and appoint a committee to hear challenges concerning academic records. The Vice President for Student and Administrative Services will chair and appoint a committee to hear challenges concerning non-academic records. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.

The Vice President will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. If the University's decision is that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, the student will be notified that he has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If MSU discloses the contested portion of the record, it must also disclose the student's statement. If MSU decides that the information is inaccurate, misleading, or in violation of the student's rights of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

Students have a right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent. The following exceptions permit disclosure without consent:

- a. Disclosure without consent is permitted to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- b. The Higher Education Amendments of 1998 allow disclosure of the final results of a student disciplinary proceedings involving students found to have committed a disciplinary offense that would constitute a "crime of violence" (or a nonforcible sex offense) under federal law, specifically the name of the student found to have committed the offense, the violation committed, and any sanction imposed.
- c. The 1998 FERPA amendments also allow institutions of higher education to disclose to a parent or legal guardian of a student under the age of 21 years information regarding the student's violation of any federal, state, or local law, or any institutional rule or policy, related to the use or possession of alcohol or a controlled substance.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Midwestern State University to comply with the requirements of FERPA.

**FEES AND
FINANCIAL AID**

Fees and Financial Information
Benefits of Veterans
Financial Aid
Determination of Residency

FINANCIAL INFORMATION

The question of expense while attending college is of importance to every student. In the student body there are many diverse living styles and a wide range of financial resources. The students must determine their own budget in keeping with their needs and financial condition. It is possible to live simply and to participate moderately in the life of the college community on a modest budget. The best assistance the college authorities can offer students in planning their budgets is to furnish information on certain definite items of expense and acquaint them with others for which they will have to make provisions.

PAYMENT OF FEES

PAYMENT IS DUE AT THE TIME OF REGISTRATION.

One of the following payment options may be selected:

1. Pay the balance in full at registration. The University accepts MasterCard, Visa, and Discover in payment of any or all fees.
2. Installment Plan - Can be used for tuition, fees, room, and board. An installment plan is available during fall semester, spring semester, and trimesters and provides for three (3) payments. The first payment is due at registration and is one-half of total fees, the second payment is due prior to the sixth week of class and is one quarter of the total fees, and the third payment is due prior to the eleventh week of class and is the final one-quarter. A non-refundable fee of \$22.50 is assessed for this payment option. The installment plan is not available for summer terms.
3. Emergency Tuition and Fee Loan - Must be approved by the Financial Aid Office. The maximum amount for an emergency loan cannot exceed 50% of the total required tuition and fees. In addition to the 1% service charge, a \$22.50 loan origination fee will be added to the loan.

Once a payment plan option has been selected, no changes can be made to the payment plan and charges for the plan are non-refundable.

LATE FEES

A late fee of \$30.00 is charged if an installment or tuition and fee loan payment is made after the due date.

NOTE: Midwestern State University reserves the right to change fees in keeping with actions of the Texas State Legislature or the University Board of Regents.

ESTIMATE OF COST PER SEMESTER

Resident students taking 15 semester credit hours

| | |
|---|-------------------|
| Registration Fees 2000-01 | \$1,243.00 |
| *Course Fees (estimated) | 100.00 |
| Vehicle Registration (second decal \$5) | <u>12.00</u> |
| | <u>\$1,355.00</u> |
| Books (estimated) | 450.00 |
| **Room and Board (14 meals per week plan) | <u>1,938.00</u> |
| (10 meals per week plan \$1,910.00) | |

(19 meals per week plan \$2,012.00)

\$3,743.00

Note: These prices are for a semi-private room in Killingsworth or Pierce Hall. The prices for Bridwell Courts, Marchman, and McCullough-Trigg Halls will be higher. Please check with the MSU Housing Office for prices.

Students enrolling in graduate courses will be charged an additional \$10.00 per semester credit hour above the statutory minimum rate (\$40.00) for tuition.

* Course fees are a per semester hour charge based on each class.

**Room and board is subject to change yearly and rates are not available until February prior to the next fall semester. Contact the Housing office for information concerning housing.

**REGISTRATION FEES
(INCLUDES TUITION AND MANDATORY FEES)
REGULAR SESSIONS AND TRIMESTERS
Per Semester**

| Semester Credit Hours | Texas Resident 2000-01 | Non-Resident 2000-01 |
|-----------------------------|---------------------------|-------------------------|
| 20 | 1,588.00 | 5,888.00 |
| 19 | 1,519.00 | 5,604.00 |
| 18 | 1,450.00 | 5,320.00 |
| 17 | 1,381.00 | 5,036.00 |
| 16 | 1,312.00 | 4,752.00 |
| 15 | 1,243.00 | 4,468.00 |
| 14 | 1,174.00 | 4,184.00 |
| 13 | 1,105.00 | 3,900.00 |
| 12 | 1,036.00 | 3,616.00 |
| 11 | 960.00 | 3,325.00 |
| 10 | 878.00 | 3,028.00 |
| 9 | 796.00 | 2,731.00 |
| 8 | 714.00 | 2,434.00 |
| 7 | 632.00 | 2,137.00 |
| 6 | 550.00 | 1,840.00 |
| 5 | 468.00 | 1,543.00 |
| 4 | 386.00 | 1,246.00 |
| 3 | 304.00 | 949.00 |
| 2 | 262.00 | 652.00 |
| 1 | 220.00 | 355.00 |

Full tuition and fees will be charged for each regular session and trimester for which the student is enrolled.

SUMMER SESSION

Per Summer Term

| Semester Credit | Texas Resident | Non-Resident |
|--------------------|----------------|--------------|
|--------------------|----------------|--------------|

| Hours | 2000-01 | 2000-01 |
|-------|---------|----------|
| 10 | 794.50 | 2,944.50 |
| 9 | 725.50 | 2,660.50 |
| 8 | 656.50 | 2,376.50 |
| 7 | 587.50 | 2,092.50 |
| 6 | 515.50 | 1,805.50 |
| 5 | 434.50 | 1,509.50 |
| 4 | 353.50 | 1,213.50 |
| 3 | 272.50 | 917.50 |
| 2 | 191.50 | 621.50 |
| 1 | 130.50 | 325.50 |

*Resident tuition for 2000-2001 will be \$40 per semester hour. The increase is included in these figures.

*Non-Resident tuition for 2000-2001 will be \$255 per semester hour.

Students attending courses taught at off-campus sites only will not be required to pay the Student Union/Center fee or the Medical Service fee. All other fees are required.

Midwestern State University reserves the right to change fees in keeping with the acts by the Texas Legislature or the University Board of Regents.

Registering under the proper residency classification is the responsibility of the student. If there is any question about classification as a resident of Texas, it is the student's obligation to contact the Registrar/Admissions Office prior to registration.

ALL CHARGES ARE SUBJECT TO CORRECTION IF NECESSARY FOLLOWING AUDIT.

OTHER FEES

General:

| | |
|---|---------|
| Installment Fee, 3 payment plan | \$22.50 |
| Late Fee (installment plan and tuition and fee loan) | 30.00 |
| *Auditing Fee (per course audited) | 25.00 |
| Computer Use Fee (per semester hour) | 5.00 |
| Library Use Fee | 2.00 |
| Publication Fee | 5.00 |
| Student Property Deposit (a one-time refundable deposit)..... | 10.00 |
| International Student Advisory Fee | 50.00 |
| International Education Fee | 1.00 |

* Senior citizens 65 years of age or older may audit any course offered by Midwestern without payment of a fee if space is available.

Course Fee (per course per semester hour)

| | | | | |
|-------------|-----------|------------|-----------|-----------|
| ACCT 5.00 | CMPS 6.00 | FREN 5.00 | MCOM 9.00 | PSYC 3.00 |
| AMGT 3.00 | COUN 5.00 | GEOG 3.00 | MENT 7.00 | PUAD 3.00 |
| AMUS 70.00* | CRJU 3.00 | GEOL 10.00 | MGMT 5.00 | RADS 9.00 |
| ART 9.00 | DNHY 9.00 | GERM 5.00 | MKTG 5.00 | RESP 9.00 |

| | | | | | | | | | |
|------|-------|------|-------|------|------|------|-------|------|------|
| BAAS | 3.00 | ECON | 5.00 | HIST | 3.00 | MUSC | 9.00 | SOCL | 3.00 |
| BCIS | 5.00 | EDUC | 5.00 | HSAD | 3.00 | MWSU | 3.00 | SOWK | 3.00 |
| BIBL | 3.00 | ENDR | 7.00 | HUMN | 3.00 | NURS | 9.00 | SPAN | 5.00 |
| BIOL | 10.00 | ENGL | 3.00 | JOUR | 3.00 | PHIL | 3.00 | SPCH | 3.00 |
| BUAD | 5.00 | ENSC | 10.00 | KNES | 8.00 | PHYS | 10.00 | STAT | 3.00 |
| CHEM | 10.00 | FINC | 5.00 | MATH | 7.00 | POLS | 3.00 | THEA | 9.00 |

* per course

Students taking distance learning classes are charged a fee of \$25.00 per credit hour in addition to the course fee.

| | |
|---|-------|
| Late Application/Registration Fee | 25.00 |
| Removal of Incomplete Course Grade..... | 1.00 |
| Returned Check Charge | 15.00 |
| Transcript (each)..... | 3.00 |

Note: No transcripts will be released for students having financial/academic delinquencies at the University.

Vehicle Registration (see explanation)

| | |
|---------------------------------|-------|
| 8 or more semester hours | 12.00 |
| 7 or fewer semester hours | 8.00 |
| Duplicate or second decal | 5.00 |

DEGREE FEES:

| | |
|--------------------------------|-------|
| Graduation Fee..... | 20.00 |
| Thesis Binding (per copy)..... | 15.00 |

Room and Board Charges (see information listed in the “INFORMATION AND DESCRIPTION OF FEES” section.)

TESTING FEES:

| | |
|---|--------|
| ACT Test | 25.00 |
| Correspondence Test..... | 5.00 |
| GED Test (for non-high school graduate) | 50.00 |
| Proficiency Examination..... | 35.00 |
| English Usage | 15.00 |
| TASP Test | 29.00 |
| GRE..... | 99.00 |
| MAT..... | 40.00 |
| LSAT..... | 88.00 |
| CLEP..... | 44.00 |
| MCAT..... | 165.00 |

INFORMATION AND DESCRIPTION OF FEES

Tuition Fee. (Sec. 54.051 Tex. Ed. Code). Tuition for resident students, except as otherwise hereinafter provided, is \$40 per semester credit hour, but the total of such charge shall be not less than \$120 per semester and not less than \$60 per 6-week summer term.

For the academic year Fall 2000 and for the summer session 2001, tuition for non-resident students, except as otherwise hereinafter provided, is \$255 per semester credit hour.

Oklahoma Residents. The Texas Higher Education Coordinating Board authorized Midwestern State

University to charge all residents of Oklahoma the Texas in-state tuition rate, plus an additional \$30 per semester credit hour. Residents of Oklahoma counties that border on Texas may be charged in-state tuition without the extra \$30 per semester credit hour. These counties are: Beaver, Beckham, Byran, Choctaw, Cimarron, Cotton, Ellis, Harmon, Jackson, Jefferson, Love, Marshall, McCurtain, Roger Mills, Texas, and Tillman. The lowered tuition rates may not be used for graduate students.

Thesis Only. Tuition is \$50.00 plus mandatory fees.

Local Tuition (formerly called General Use Fee). (Sec. 55.16 Tex. Ed. Code). The Board of Regents of Midwestern State University is authorized to charge and collect from students and others for the occupancy, services, use, and/or availability of all or any of its property, buildings, structures, activities, operations, or other facilities, in such amounts and in such manner as may be determined by the Board; provided, however, that all local tuition shall be fixed and collected in proportion to the number of semester credit hours for which a student registers, and shall not exceed \$24 per semester hour.

Student Service Fee. (Sec. 54.503 Tex. Ed. Code). The Board of Regents of Midwestern State University is authorized to charge and collect fees from students to cover the cost of student services which the Board deems necessary or desirable in carrying out the educational functions of Midwestern State University. The fees charged and collected will be \$12.00 per semester credit hour with a maximum charge of \$150 for any one semester or summer session.

Student Services include such services as recreational activities, intramural, medical services, intercollegiate athletics, artist-lecture series, cultural entertainment series, musical activities, debating and oratorical activities, student publications, student government, and any other student activities and services specifically authorized and approved by the Board of Regents.

Student Center Fee. (Sec. 54.518 Tex. Ed. Code). The Board of Regents of Midwestern State University is hereby authorized to levy a regular, fixed student fee not to exceed \$15.00 per student for each semester of the long session and not to exceed \$7.50 per student for all or part of each term of the summer session for the purpose of operating, maintaining, improving, equipping, and financing the university center and acquiring or constructing additions to the center.

Student Union Fee. (Sec. 54.515 Tex. Ed. Code). The Board of Regents may charge each student registered at Midwestern State University a student union fee not to exceed \$20 for each regular semester and not to exceed \$10 for each term of the summer session for the sole purpose of financing, constructing, operating, maintaining, and improving a student union building.

The **Student Center Fee** and **Student Union Fee** have been combined into a **Student Union/Center Fee** for a charge of \$35 per semester or \$17.50 for each term of the summer session.

Student Property Deposit. (Sec. 54.502 Tex. Ed. Code). The Board of Regents of Midwestern State University is required to charge and collect fees from students to insure the institution against losses, damages, and breakage in libraries and laboratories. The deposit charged and collected will be \$10.00 at the time of enrollment. The deposit shall be returned on the withdrawal or graduation of a student, less any loss, damage, or breakage caused by the student. The deposit will be refunded only with a written request from the student or students may sign over the property deposit to the MSU Ex-Students Association for alumni programming.

Automobile Registration. (Sec. 51.202 Tex. Ed. Code). All students, faculty members, and employees of the University who park or operate a motor vehicle on university property must register such vehicle and obtain and display as directed, a registration decal. This decal is not a parking permit and does not guarantee available parking space, but simply allows legal operation of a motor vehicle on university property.

Parking space for campus visitors and university guests is located behind and west of Hardin Administration Building.

Medical Service Fee. (Sec. 54.5082 Tex. Ed. Code). The Board of Regents of Midwestern State University is authorized to charge a Medical Services Fee not to exceed \$15.00 for each semester of the regular term and not to exceed \$7.50 for each term of each summer session. The Medical Services Fee is to be used only to provide an on-campus physician and medical services to students.

Incidental Fees. (Sec. 54.504 Tex. Ed. Code). The governing board of an institution of higher education may fix the rate of incidental fees to be paid to an institution under its governances by students and prospective students and may make rules for collection of the fees and for the distribution of the funds.

1. **Graduation Fee.** A fee of \$20.00 must be paid at the time applicant files for graduation. No refunds will be made after the final date for application for graduation or for students graduating in absentia. Caps and gowns may be purchased at the University Bookstore during the three week period prior to graduation.
2. **Library Usage Fee.** A fee of \$2.00 per student for each regular term and \$1.00 per student for each summer term will be collected to cover operating costs of the library that are not currently being met by state appropriations or other local income.
3. **Publication Fee.** A fee of \$5.00 per student for each regular term and \$2.50 per student for each summer term will be collected to cover the expenses involved in the publishing and distribution of class schedules, catalogs, and other published materials.
4. **Computer Usage Fee.** A fee of \$5.00 per semester credit hour will be charged and collected from students to cover the costs of operating, maintaining, and upgrading computer labs available for student use on campus as well as other expenses which the Board of Regents deems necessary or desirable in carrying out the computing functions of Midwestern State University.
5. **International Education Fee.** A fee of \$1.00 per student for each semester will be collected to assist students participating in international exchange or study program.

Reservation and Room Deposit. The housing reservation deposit fee serves as an application fee to reserve a room. Once a student occupies a room, the housing reservation/room deposit is indemnity for the University against housing damages. Within 30 days after the close of the semester and upon written request to the Office of Housing, the room deposit may be refunded by the Business Office. Students wishing to leave their deposits to reserve a room for a later date must notify the Office of Housing.

Room and Board Charges and Refunds. Room and board fees for the fall and spring semesters may be paid in full at the beginning of each semester (at registration) or through a selected payment plan. Refunds are based upon the date of departure as verified by the Office of Housing and only if a Housing Departure Notice has been approved and proper check-out procedures have been followed.

Room rent for the summer terms must be paid in full at the beginning of each term (registration).

IF AVAILABLE, a student may request and be assigned to a private room. The additional fee for a private room, one-half of the current semester room rate, must be paid in full at the time of assignment even if the student selects an optional plan for payment of room and board fees. The additional charge for a private room will be prorated if the student is assigned to a private room after a semester has begun.

If a student is approved by the Director of Housing to move out of university housing and he/she officially checks out of his/her room, a refund of room and board charges will be based upon the date of clearance from Housing. Board refunds are based upon a weekly prorated schedule. Room refunds follow the Registration Fee refund schedule below.

A student has a choice of three meal plans: (1) ten meals per week (minimum required), (2) fourteen meals per

week, or (3) nineteen meals per week. The student selects the plan he/she wishes at the time he/she applies to live in university housing. **A change in meal plan selection can be made at the Housing Office during the second week of the semester.**

For additional information concerning housing requirements, facilities, reservations, deposits, and the current fee schedule, contact the Office of Housing, 3410 Taft Boulevard, Wichita Falls, TX 76308-2099 or at (940) 397-4217.

REGISTRATION FEE REFUNDS

Withdrawal Refunds. A student officially withdrawing from the University is eligible for refund of tuition and fees according to the following schedule:

Regular Semester

| | |
|-----------------------------------|------|
| 1. Prior to first class day* | 100% |
| 2. During the first 5 class days | 80% |
| 3. During the second 5 class days | 70% |
| 4. During the third 5 class days | 50% |
| 5. During the fourth 5 class days | 25% |
| 6. After the fourth 5 class days | None |

Summer Term

| | |
|---|------|
| 1. Prior to first class day* | 100% |
| 2. During the first, second, or third class day | 80% |
| 3. During the fourth, fifth, or sixth class day | 50% |
| 4. Seventh day of class and thereafter | None |

Trimester

| | |
|-----------------------------------|------|
| 1. Prior to the first class day* | 100% |
| 2. During the first 5 class days | 80% |
| 3. During the second 5 class days | 70% |
| 4. During the third 5 class days | 50% |
| 5. During the fourth 5 class days | 25% |
| 6. After the fourth 5 class days | None |

Mini Term (3 week course)

| | |
|----------------------------------|------|
| 1. Prior to the first class day* | 100% |
| 2. During the first class day | 80% |
| 3. During the second class day | 50% |
| 4. After the second class day | None |

*Prior to the first official class day.

Withdrawal refunds will be mailed to the address left with the Business Office within four weeks from the date of withdrawal.

Dropped Course Refunds. A student dropping a course within the first 12 class days of a regular semester, the first 8 class days of a trimester, or the first 4 class days of a summer term is eligible for a refund of applicable tuition and fees for the course dropped, provided the student remains enrolled at the University for that semester or term. If the first class day of the course or courses being dropped is later than the (12th) twelfth class day of the semester, the date for dropping a course or courses and receiving a refund will be extended to the date the class first meets.

Audit fees are refunded in correspondence to dropped courses.

Pro Rata Refunds. The “pro rata” refund applies to any student who is attending the University for the first time, receives Title IV financial aid, and withdraws before completing 60% of the enrollment period. For more information, refer to the Financial Aid section of this catalog or contact the Financial Aid Office.

General. Determining date for refunds is based on the date the application for a refund is received by the Business Office. Refunds will not be made for yearbooks, parking permits, or installment fees without notification from the appropriate office. **Detection of errors during fee assessment is the responsibility of the student.**

EXEMPTIONS FROM REGISTRATION FEES

Hazlewood Act (Sec. 54.203 Tex. Ed. Code)

A Texas veteran may be exempted from certain required fees if the veteran:

1. was a bona fide legal resident of Texas at the time of entry into service and has resided in Texas for a period of not less than twelve (12) months prior to registration;
2. served in the United States armed forces or in certain auxiliary services and received an honorable discharge from the armed forces; and
3. is not eligible to receive educational benefits under federal legislation in effect at the time of registration with the following provisions:
 - (a) A student in default on federal or state loan may not receive Hazlewood benefit.
 - (b) A student may receive partial Hazlewood benefit for an amount equal to the difference in their federal benefits and the amount they otherwise would have received through Hazlewood.

A maximum of 150 credit hours may be attempted using the Hazlewood benefit.

The Hazlewood Act exempts a qualifying student from tuition, general use fee, student union/center fee, publication fee, library fee, computer usage fee, medical service fee, and course fees. The student is responsible for the property deposit fee, student service fee, parking, and other optional fees. To obtain this exemption, the veteran must:

1. Apply for Federal Student Aid through the MSU Financial Aid Office. This process must be repeated each spring term. Forms for Federal Aid are available by January 31 of each year and should be completed by April 1.
2. Request a letter from the Department of Veterans Affairs stating ineligibility for Veterans Educational Assistance. The student may request this letter by calling 1-800-827-1000.
3. Provide the original or certified copy of discharge papers DD214. Certified copies are available only from a county clerk.
4. Complete a Statement of Qualifications available from MSU Veterans Affairs Office.

All required documents must be furnished to the MSU Veterans Affairs Office one month before registration when applying for this exemption.

The above exemption of certain fees also extends to children of members of the armed forces who were killed in action or died while in service, who are missing in action, or whose death is documented to be directly caused by illness or injury connected with service in the armed forces of the United States. Exemption also applies to orphans of members of the Texas National Guard and the Texas Air National Guard killed since January 1, 1946, while on active duty.

Children of Certain Disabled Public Employees (Sec. 54.204 Tex. Ed. Code)

Children of certain firemen, peace officers, employees of the Texas Department of Corrections, and game wardens who have suffered injury resulting in death or disability sustained in the line of duty are exempt from

payment of all dues, fees, and charges. Application for this exemption should be made to the Commissioner, Texas Higher Education Coordinating Board.

Deaf and Blind Students (Sec. 54.205 Tex. Ed. Code)

Certain deaf and blind persons who are Texas residents are eligible for exemption from payment of all dues, fees, and enrollment charges. Application for this exemption should be made to the Commissioner, Texas Higher Education Coordinating Board.

Good Neighbor Scholarship (Sec. 54.207 Tex. Ed. Code)

Certain native-born students from other nations of the American hemisphere may be eligible for exemption of tuition following approval of the State Board of Education.

Honor Graduate (Sec. 54.201 Tex. Ed. Code)

The highest ranking graduate of each accredited Texas high school is eligible for a scholarship which provides full exemption from tuition for both semesters of the first regular session immediately following graduation. When in the opinion of the institution's president the circumstances of an individual case (usually military service) merit such action this exemption may be granted for any one of the first four regular sessions following that individual's graduation from high school. Application for this exemption should be made in the Business Office.

Children of Prisoners-of-War or Persons-Missing-in-Action (Sec. 54.209 Tex. Ed. Code)

Dependent children of any person who is a domiciliary of Texas on active duty as a member of the armed forces of the United States, and who at the time of registration is classified by the Department of Defense as a prisoner-of-war or as missing-in-action are eligible for exemption of tuition and fees. Application for this exemption must be made at the Business Office well in advance of the student's registration.

Students in Foster or Other Residential Care. (Sec. 54.211 Tex. Ed. Code)

A student is exempt from the payment of tuition and fees (except general use fee) authorized if the student:

1. was in foster care or other residential care under the conservatorship of the Department of Protective and Regulatory Services on or after the day preceding the student's 18th birthday; and
2. enrolls in an institution of higher education as an undergraduate student not later than the third anniversary of the date the student was discharged from the foster or other residential care.

These students are exempt from tuition, fees, and charges. Application for this exemption must be made at the Business Office well in advance of the student's registration. Documentation from the Department of Protective and Regulatory Services must be provided upon application.

Aid for Dependent Children (AFDC) Tuition Exemption (House Bill 1479)

This bill allows for a one-year exemption from payment of tuition for AFDC students who meet the following criteria:

1. graduation from a public high school in Texas;
2. completion of high school attendance requirements of Section 21.032 of the Education Code;
3. during the last year in high school, receipt of financial assistance under Chapter 31, Human Resources Code (AFDC), for not less than 6 months;
4. age of less than 22 years at the time of enrollment in college;
5. enrollment in college within 12 months of his/her date of high school graduation;
6. attainment of institution's entrance requirements; and
7. tuition status of Texas resident.

Students should have copies of DHS certificates, indicating their eligibility for AFDC. The DHS certificates can be acquired through the local DHS eligibility office.

Family Unity Program

It is possible for eligible noncitizens to qualify to pay resident tuition rates and qualify as residents for state financial aid through the Immigration and Naturalization Services' Family Unity Program.

A noncitizen is eligible to apply for benefits under the Family Unity Program if he or she, 1) entered the U.S. on or before May 5, 1988, and has been residing in the U.S. since that date; and 2) was the spouse or unmarried child of a legalized alien, and has remained eligible since May 5, 1988 (i.e., continues to be the spouse or unmarried child of a legalized alien).

An individual proving his/her eligibility should provide the University copies of two INS forms I-797, one which indicates an INS-approved "Application for Voluntary Departure under the Family Unity Program," and the other which must indicate either an INS-approved "Immigration Petition for Relative" or a "Visa Petition for Spouse."

Early High School Graduates (House Bill 1479)

This bill provides a tuition exemption totaling up to \$1,000 to students who:

1. have written approval from their parent or parents to receive the award;
2. completed the requirements for graduation from a public high school in no more than 36 consecutive months;
3. have attended high school only in Texas;
4. are bona fide Texas residents; and
5. if attending a private institution, have a commitment from the private institution to provide a matching tuition scholarship.

Eligible students must contact the Coordinating Board, providing proof from the high school that their early high school graduation was with the approval of a parent, that they met the 36 month requirement and have attended high school only in Texas. After confirming the student has not already received the \$1,000 tuition credit, the Coordinating Board will issue the student a certificate of eligibility.

When the student registers, the certificate must be presented to the University; the University will confirm the student's Texas resident status, and if appropriate, grant the student a tuition exemption of up to \$1,000.

Certified Educational Aides (House Bill 571)

The program exempts eligible students attending public colleges or universities in Texas from the payment of tuition and fees (other than class or laboratory fees) per semester of eligibility. Spring term exemptions are conditional upon meeting college academic requirements in the fall. Summer awards are dependent upon the availability of funds. Individuals who receive awards in one year may apply for awards in subsequent years. For more information about this exemption, contact the Financial Aid Office, your school district office, or the Texas Higher Education Coordinating Board.

Disabled Peace Officers (House Bill 640)

This legislation allows the Board of Regents to waive tuition and fees for disabled peace officers. An officer becomes eligible if he/she is a resident of the State of Texas for at least twelve months immediately preceding the beginning of the semester, becomes permanently disabled as a result of an injury suffered during the performance of the duty as a peace officer, and is unable to continue employment as a peace officer because of this disability. The agency which employs the peace officer must certify to the University that the officer was disabled in the line of duty.

TUITION REBATE

Tuition Rebate for Certain Undergraduates (Sec. 54.0065 Tex. Ed. Code)

A qualified student is eligible for a rebate of a portion of the undergraduate tuition the student has paid if the student:

1. is awarded a baccalaureate degree from a general academic teaching institution; and
2. has attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree, including credits and course credit earned exclusively by examination.

TUITION LIMIT

Concurrent Enrollment in Two Public Institutions of Higher Education (Sec. 54.062 Tex. Ed. Code)

When a student registers at more than one public institution of higher education at the same time, the tuition charges shall be determined in the following manner:

1. The student shall pay the full tuition charge to the first institution at which he is registered, and in any event he shall pay an amount at least equal to the minimum tuition.
2. If the minimum tuition charge at the first institution is the same as or greater than the minimum tuition charge at the second institution, then no minimum charge is to be assessed by the second institution but rather only the per hour charge for the courses involved will be assessed by the second institution.
3. The student shall first register at the institution with the lower minimum tuition charge and the second institution shall assess only the difference between the total tuition charges at the first institution and those of the second institution, except that in no case shall the student pay the second institution less than the hourly rates for the courses involved.
4. If a student is considered to be a Texas resident and therefore qualified to pay, he shall be considered a Texas resident at each of the institutions at which he is concurrently registered for the purposes of determining the proper tuition charges.

Application for this program should be made at the Registrar and Admissions Office well in advance of registration. Normally the fee slip from the first institution will suffice as proof of registration at the institution.

BENEFITS OF VETERANS

The Montgomery G.I. Bill (Chapter 30) provides benefits for veterans with at least 24 months of service after June 30, 1985, with an honorable discharge who elected the \$100 deduction in monthly pay for those educational benefits; also certain veterans with Chapter 34 eligibility left beyond December 31, 1989, who remained on active duty after June 30, 1985.

The Montgomery GI Bill--Selected Reserve (Chapter 1606) provides educational benefits for members of the Selected Reserve. Student must have a 6-year obligation and must remain in good standing with Selected Reserve unit.

Post-Vietnam Era Veterans (Chapter 32) may be eligible to receive benefits (1) if they established a contributory fund during active duty with the VA and Department of Defense matching the funds 2-1, or (2) by use of a test or pilot program based on Public Law 96-342, Section 901 or 903, which was offered to some veterans who entered the service between November 1980-1981.

Any person presently on active duty in the Armed Forces of the United States who has served on active duty for at least 181 days may be eligible for educational benefits and should make application on VA Form 22-1990 available in the Office of Veterans Affairs at Midwestern State University, or the Base Education Office, Sheppard Air Force Base.

Public Law 634, Chapter 35, Title 38, U.S. Code, provides educational assistance to sons, daughters, and spouse of a veteran who (1) died of a service-connected disability, (2) is 100% disabled as the result of a service-connected

disability, (3) while on active duty, had been listed for a total of more than 90 days as (MIA) missing in action, (POW) prisoner of war, or was (KIA) killed in action. Application VA Form 22-5490 may be obtained from the Office of Veterans Affairs at Midwestern State University.

Under the provisions of Public Law 894 Chapter 31, Title 38, U.S. Code, veterans who, as a result of a service-connected disability require retraining or other vocational rehabilitation, may be entitled to educational assistance. Application VA 28-1900 may be obtained from the Office of Veterans Affairs, Midwestern State University, or inquiry can be made to the Veterans Administration Regional Office, 701 Clay, Waco, Texas 76799. Their toll free number is 1-800-827-1000.

All students using Veterans Educational Benefits must comply with both the academic standards of the University and the Veterans Administration by maintaining satisfactory progress in the pursuit of the approved program of their choice.

Tutorial assistance is available for veterans pursuing a course of education above the high school level on at least a half-time basis. The veteran student who experiences difficulty in a course should contact his instructor as early in the semester as possible. If the instructor believes that tutorial assistance can be of value, and will make recommendations for suitable selection of a tutor, the Office of Veterans Affairs will help in making arrangements for reimbursement to veterans of a limited tutorial fee per month through the Department of Veterans Affairs.

Further information on these benefits is available through the Office of Veterans Affairs, Midwestern State University, Hardin South, or inquiry can be made by calling the Department of Veterans Affairs toll-free number, 1-800-827-1000.

Receipt of veteran educational benefits does not prevent a student from receiving other student aid or benefits; however, the student must meet the qualifications of the other programs.

Texas veterans who have no eligibility under any existing program of the United States Government may be eligible for exemption of tuition and certain fees under the provisions of the Hazlewood Act. See exemptions from Registration Fees listed in this section.

SCHOLARSHIPS

Scholarships are generally awarded for academic achievement, special abilities as indicated by the applicant's past record (high school and/or college), ACT or SAT scores, participation in extracurricular activities, and other criteria as defined by specific scholarship programs.

Preliminary scholarship information and application forms may be obtained from the School Relations Office, Hardin Administration Building, South Wing.

Applicants should contact the College Dean for information regarding scholarships in the student's major field of study.

APPLICATIONS FOR SCHOLARSHIPS MUST BE FILED ON OR BEFORE APRIL 4 (for the following Fall). LATE APPLICATIONS WILL BE CONSIDERED ONLY IF SURPLUS SCHOLARSHIP FUNDS EXIST.

Scholarship recipients may be held responsible for repayment of all scholarship funds awarded if the student's academic and/or enrollment status changes during the term in which the scholarship is received.

FINANCIAL AID

The Financial Aid Office (FAO) is located in the Hardin Administration Building, South Wing. The phone

number is (940) 397-4214. Correspondence requesting financial aid information should include: anticipated period(s) of enrollment (fall and/or spring semesters, trimesters, or summer terms); student's classification (entering freshman, re-entering freshman, sophomore, transferring student, etc.); previously attended educational institutions; marital or dependency status, and expected major and minor fields of study, if known.

Aid applicants must be accepted for admission to the University and submit all required paperwork to the FAO before any aid commitment can be made. **Summer transient students** are not eligible to receive financial aid.

REFUND AND REPAYMENT POLICY: A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees, and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans, and/or scholarships), all or a portion of the refund will be returned to the financial aid programs. As described below, two formulas exist in determining the amount of the refund. Examples of each refund calculation will be made available upon request.

FEDERAL "RETURN OF TITLE IV AID" POLICY: Mandated by the 1998 Reauthorization of the Higher Education Act, the federal refund formula is applicable to any student receiving Title IV aid, which includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Stafford Loan (Subsidized and/or Unsubsidized) and Federal PLUS Loans (this refund calculation excludes Federal Work-Study). The federal refund formula provides a return of Title IV aid if the student withdraws before completing at least 60% of the semester. The actual refund percentage is equal to the number of calendar days *remaining in the semester* divided by the *total number of calendar days* in the semester. If any refund remains after the required return of the Title IV aid, the refund will then be used to repay other state/institutional grants and/or scholarships, as detailed below in the State Refund Policy. If any financial aid funds are released to the student prior to the student's withdrawal (via a refund check as a result of a credit balance on the student's account), the student may then be required to repay all or a portion of the financial aid funds that had been previously released to the student. A student not receiving Title IV aid will have his/her refund calculated using only the State Refund Policy, as detailed below.

STATE REFUND POLICY: A student who withdraws from the University will receive a pro-rated refund of tuition, fees, and room/board charges, in accordance with the schedule shown on page .

An example of the Federal and State Refund Policies: If a student withdraws on Thursday of the second week of classes of a 110 calendar-day semester, and the charge for tuition and fees was \$5,000 and was paid as follows: \$1,200 student loan, \$1,100 Pell Grant, \$2,000 State Grant, and \$700 paid by the student. Under the Federal "Return of Title IV Aid" policy, \$1,200 would be paid on the student loan and \$730 would be returned to the Pell Grant. In addition to this, under MSU's State Refund policy, \$1,150 would be returned to the State Grant and \$420 would be returned to the student. In summary, of \$5,000 in institutional charges, \$3,500 would be refunded to the various financial aid programs.

DISTRIBUTION OF FUNDS: If a student is entitled to receive a refund in accordance with the Federal and/or State Refund Policy, as described above, the refund must be applied to the appropriate program in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Perkins Loan
4. PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant
7. Other Title IV Aid

8. Other State/Institutional Aid

WITHDRAWAL PROCESS: Any student who desires to withdraw from the University must report to the Dean of Students Office in the Clark Student Center. Following an exit interview with the Dean's Office, the student will be issued a copy of the withdrawal form and the Dean's Office will process the paperwork with the necessary University offices (Business Office, Financial Aid Office, and Registrar's Office).

PRIORITY APPLICATION DEADLINES: For maximum consideration of available funds, application forms should be completed and the results received in the FAO by the following dates:

| | | |
|------------|---|-----------------|
| April 1 | - | Summer |
| June 1 | - | Fall and Spring |
| June 1 | - | Fall only |
| November 1 | - | Spring only |

Applications filed after the above dates will be considered as availability of funds and time permits.

APPLICATION PROCEDURES: For determination of aid eligibility, the Free Application for Federal Student Aid (FAFSA) must be filed YEARLY. The application should be filed at the beginning of each calendar year to allow for processing time (approximately 2-3 weeks). The FAFSA application may also be downloaded via the internet at <http://www.fafsa.ed.gov> and submitted electronically. The student will then be provided additional forms which will be needed to determine financial aid eligibility for available funds. After the application information is confirmed and eligibility determined, the student will receive an award letter which will detail the award(s) the student may be eligible to receive for the upcoming academic year. Contact the FAO for additional details.

SATISFACTORY ACADEMIC PROGRESS: Students applying for financial aid are required to maintain satisfactory progress requirements as indicated below, and must be:

- seeking a baccalaureate (undergraduate) degree, or
- seeking a second baccalaureate (undergraduate) degree.

In accordance with federal law, students enrolled in either the baccalaureate program or second baccalaureate program who are applying for financial aid for the first time at MSU are subject to the same satisfactory progress requirements, as indicated below, including enrollment periods in which financial aid was **not** received.

BACCALAUREATE DEGREE: A student who has not previously received a bachelor's degree and who maintains satisfactory progress is eligible to receive grants and/or loans. To maintain satisfactory progress requirements, a student has financial aid eligibility for a maximum of 186 attempted hours, **including hours accepted in transfer and hours for which no financial aid was received.** However, a student who has any eligibility remaining at the beginning of an enrollment period can be awarded financial aid for the entire enrollment period. These standards, which are monitored at the end of each enrollment period, require a student to maintain a minimum 2.0 semester grade point average (SGPA) and/or a 2.0 cumulative grade point average (CGPA); the combined summer terms are treated as one enrollment period. A student will not be eligible for financial aid unless he/she has earned the minimum number of credit hours (semester and/or trimester) as outlined below:

1. A full-time student who attempts 12, 13, 14, **or more** hours must receive credit for at least 12 hours.
2. A three-quarter time student who attempts 9, 10, or 11 hours must receive credit for at least 9 hours.
3. A half-time student who attempts 6, 7, or 8 hours must receive credit for at least 6 hours.
4. *A less-than-half-time student who attempts 3, 4, or 5 hours must receive credit for at least 3 hours. A student who attempts 1 or 2 hours must receive credit for at least 1 hour.
5. Summer Enrollment: A student who enrolls for either, or both, summer sessions with a combined enrollment

as follows:

- (a) A full-time student who attempts 6, 7, 8, or more hours per summer session must receive credit for at least 6 hours.
- (b) A half-time student who attempts 3, 4, or 5 hours per summer session must receive credit for at least 3 hours.
- (c) *A less-than-half-time student who attempts 1 or 2 hours per summer session must receive credit for 1 hour.

* Students enrolled less-than-half-time may be eligible for Federal Pell Grant funds only and must be enrolled in **at least 3 credit hours**. Additionally, trimester enrollment periods will also affect satisfactory progress. **Contact the FAO for additional details.**

NOTE: Class drops and withdrawals are considered non-completed hours when determining satisfactory progress.

Transfer students admitted on scholastic probation will automatically be placed on FINANCIAL AID PROBATION (see 1 below for criteria to remove Financial Aid Probation status) but remain eligible for financial aid. All hours accepted in transfer will count against the 186 hour maximum for financial aid eligibility.

FAILURE TO MEET SATISFACTORY PROGRESS DIRECTLY AFFECTS FINANCIAL AID ELIGIBILITY AND RESULTS IN THE FOLLOWING:

1. When satisfactory progress is not met, the student will be placed on FINANCIAL AID PROBATION, but remains eligible for financial aid. To remove Financial Aid Probation status, and in accordance with the criteria outlined above, the student must receive credit for the same enrollment status (full-time, three-quarter time, half-time, or less-than-half-time) that was attempted when satisfactory progress was not met. NOTE: A **TRANSFER STUDENT** admitted on scholastic probation remains on Financial Aid Probation, as explained above, until the student receives credit for a full-time enrollment status (at least 12 hours) at MSU, **THEN**
2. If Financial Aid Probation is not removed as indicated above and the student fails to meet satisfactory progress during a subsequent enrollment period(s), the student will be placed on FINANCIAL AID FIRST SUSPENSION, and will **not** be eligible for financial aid. To reinstate his/her aid eligibility, the student must receive credit for a minimum of 12 semester hours within a maximum of two consecutive enrollment periods, in accordance with the criteria outlined above. Credit for these hours must be earned at MSU and at the student's own expense. When the Financial Aid First Suspension status has been cleared, the student will return to Financial Aid Probation After First Suspension but remains eligible for financial aid. To remove Financial Aid Probation After First Suspension status, the student must complete a full-time enrollment status (at least 12 hours) within a maximum of **two consecutive** enrollment periods, **THEN**
3. If Financial Aid Probation After First Suspension is not removed as indicated above and the student fails to meet satisfactory progress during a subsequent enrollment period(s), the student will be placed on FINANCIAL AID SECOND SUSPENSION, and will **not** be eligible for financial aid. To reinstate his/her aid eligibility, the student must receive credit for a minimum of 18 semester hours within a maximum of three consecutive enrollment periods, in accordance with the criteria outlined above. Credit for these hours must be earned at MSU and at the student's own expense. When the Financial Aid Second Suspension status has been cleared, the student will return to Financial Aid Probation After Second Suspension but remains eligible for financial aid. To remove Financial Aid Probation After Second Suspension status, the student must complete a full-time enrollment status (at least 12 hours) within a maximum of **two consecutive** enrollment periods, **THEN**
4. If Financial Aid Probation After Second Suspension is not removed as indicated above and the student fails to meet satisfactory progress during a subsequent enrollment period(s), the student will be placed on FINANCIAL AID DISMISSAL and will no longer be eligible for any financial aid.

An appeal, which must be made in writing and accompanied by supporting documentation, may be made to the Director of Financial Aid if a student feels extraordinary circumstances have affected his/her ability to meet satisfactory progress. If the appeal is denied by the Director of Financial Aid and the student believes the decision of the Director to be inappropriate, the student may request to have the appeal presented before the Financial Aid Advisory Appeals Committee. The student will be permitted to appear before the committee if the student so desires in order to present his/her case. The student may obtain information regarding the Financial Aid Advisory Committee from the FAO.

SECOND BACCALAUREATE DEGREE: A student who has earned a baccalaureate degree and has declared the intent to complete a second baccalaureate degree may be eligible to receive loan funds under the Federal Family Education Loan Program if he/she has been accepted for admission to the University and has provided the FAO with a copy of his/her approved degree plan. ***Financial Aid will only be given for the classes indicated on the degree plan.*** Only students who are enrolled in required credit courses on at least a half-time basis are eligible to receive financial aid. To maintain satisfactory progress, a student has a maximum of 60 attempted semester hours during which he/she may be eligible to receive financial aid. However, a student who has any eligibility remaining at the beginning of a given enrollment period can be awarded financial aid for the entire enrollment period. Previously attempted MSU hours and/or transfer hours which apply to the first baccalaureate degree will **not** be considered as hours attempted toward the second baccalaureate degree. These standards, which are monitored at the end of each enrollment period, require a student to maintain a minimum 2.0 semester grade point average (SGPA) and/or a 2.0 cumulative grade point average (CGPA); the combined summer terms are treated as one enrollment period. A student will not be eligible for financial aid unless he/she has earned the minimum number of credit hours (semester and/or trimester) as outlined below:

1. A full-time student who attempts 12, 13, 14, **or more** hours must receive credit for at least 12 hours,
2. A three-quarter time student who attempts 9, 10, or 11 hours must receive credit for at least 9 hours,
3. A half-time student who attempts 6, 7, or 8 hours must receive credit for at least 6 hours.
4. *A less-than-half-time student who attempts 3, 4 or 5 hours must receive credit for at least 3 hours. A student who attempts 1 or 2 hours must receive credit for at least 1 hour.
5. Summer Enrollment: A student who enrolls for either, or both, summer sessions with a combined enrollment as follows:
 - (a) A full-time student who attempts 6, 7, 8, or more hours per summer session must receive credit for at least 6 hours.
 - (b) A half-time student who attempts 3, 4, or 5 hours per summer session must receive credit for at least 3 hours.
 - (c) *A less-than-half-time student who attempts 1 or 2 hours per summer session must receive credit for 1 hour.

* Students enrolled less-than-half-time in the second baccalaureate program are not eligible to receive financial aid. Additionally, trimester enrollment periods will also affect satisfactory progress. **Contact the FAO for additional details.**

NOTE: Class drops and withdrawals are considered non-completed hours when determining satisfactory progress.

FAILURE TO MEET SATISFACTORY PROGRESS DIRECTLY AFFECTS FINANCIAL AID ELIGIBILITY. When a student fails to meet satisfactory progress, the student will not be eligible to receive financial aid until **credit has been earned for the same number of hours that were attempted when satisfactory progress was not met.** These hours must be completed during a **single enrollment period and at the student's own expense.** An appeal, which must be made in writing and accompanied by supporting documentation, may be made to the Director of Financial Aid if a student feels extraordinary circumstances have affected his/her ability to meet satisfactory progress. If the appeal is further denied by the Director of Financial Aid and the student believes the decision of the

Director to be inappropriate, the student may request to have the appeal presented to the Financial Aid Advisory Committee. The student will be permitted to appear before the committee if the student so desires in order to present his/her case. The student may obtain information regarding the Financial Aid Advisory Committee from the FAO.

GRANTS

(do not require repayment)

Federal Pell Grant: Need must be established by filing the FAFSA. Awarded only to undergraduate students who have not earned a bachelor's degree or professional degree (such as pharmacy or dentistry). Pell Grants provide a foundation of financial aid to which other aid may be added.

Federal Supplemental Educational Opportunity Grant (FSEOG): Need must be established by filing the FAFSA. Available to eligible undergraduate students who have maximum need and are eligible for funds in addition to the Federal Pell Grant.

Texas Public Educational Grant (TPEG): Need must be established by filing the FAFSA. Available to eligible students in addition to, or in place of, the Federal Pell Grant.

Other Federal, State and Institutional Grants: Need must be established by filing the FAFSA. Available to eligible students in addition to, or in place of, the Federal Pell Grant.

LOANS

(require repayment)

Federal Subsidized Stafford Loan: Need must be established by filing the FAFSA prior to processing the loan's Master Promissory Note (MPN) and subsequent annual "serial" notes. The loan funds are obtained and disbursed through the FAO via Electronic Funds Transfer (EFT) in cooperation with the student's bank or other participating lending institution. Repayment of principal and interest begins after the student ceases to be enrolled on at least a half-time basis and a six-month "grace period" has expired.

Federal Unsubsidized Stafford Loan: Not need based but eligibility must be determined by filing the FAFSA prior to processing the loan's Master Promissory Note (MPN) and subsequent annual "serial" notes. The loan funds are obtained and disbursed through the FAO via Electronic Funds Transfer (EFT) in cooperation with the student's bank or other participating lending institution. Student is encouraged to repay accrued interest during enrollment period(s); otherwise, repayment of accrued interest and principal begins after the student ceases to be enrolled on at least a half-time basis and a six-month "grace period" has expired.

Federal PLUS Loan: Not need based but eligibility must be determined by filing the FAFSA prior to processing the loan's Master Promissory Note (MPN) and subsequent annual "serial" notes. Available to the parent of an enrolled, dependent student. The loan funds are obtained and disbursed through the FAO via Electronic Funds Transfer (EFT) in cooperation with the student's or parent's bank or other participating lending institution. Repayment of interest begins within 60 days from the date the loan funds are disbursed. Principal repayment can be deferred under certain conditions.

Federal Perkins Loan: Need must be established by filing the FAFSA. Available to students with a minimum 3.0 cumulative grade point average who meet other particular program requirements. Following a grace period, repayment of principal and interest begins after the student ceases to be enrolled at least half-time. The student will make regular monthly payments to MSU-FAO.

Emergency Tuition and Fee Loan (ETFL): Eligibility must be determined by the Financial Aid Office. Maximum loan may not exceed 50% of tuition and fees. A \$22.50 loan origination fee and a nominal service charge

are added to this loan. Repayment is due as scheduled during the semester, trimester, or summer term(s) in which it is borrowed, or upon official withdrawal from school

PART-TIME EMPLOYMENT

College Work-Study: Need must be established by filing the FAFSA. Federal and state programs offer up to 20 hours per week of on-campus/off-campus employment. Early applicants have the maximum opportunity to receive college work-study funds as part of an overall financial aid package.

Off-Campus/On-Campus Employment: Not need based. Interested students should contact the MSU Career and Testing Services Office (940-397-4215) located in the Clark Student Center, for additional information.

DETERMINATION OF RESIDENCE FOR TUITION PURPOSES

Residence for tuition purposes is determined by state law for state-supported colleges, and as such is subject to change by the Texas Legislature. Additional information may be obtained from the Office of the Registrar and Admissions. The following is furnished to explain the basic rules concerning residence under the present law:

1. The residence status of a student under 18 years of age or who is a dependent is considered to be the same as the parents. If parents are divorced, a minor has the same residence status as the parent with whom he/she is residing. "Dependent" means an individual who is claimed as a dependent for federal income tax purposes by the individual's parent or guardian at the time of registration and for the tax year preceding the year in which the individual registers. The residence of a person other than a parent or a natural or legal guardian, who may furnish funds for payment of tuition, fees, or living expenses shall in no way affect the residence classification of a minor.
2. A student 18 years of age or older who comes from out of state is considered a non-resident for tuition purposes as long as he/she remains in Texas for educational purposes.
3. Residence for tuition purposes is established by domicile residence in the state for 12 months and actions unequivocally indicative of a fixed intention to become a Texas resident.
4. Persons in the U.S. military service and their dependents, who are not Texas residents, are eligible for a non-resident tuition waiver provided they are assigned to a permanent duty station in Texas. Military personnel who have maintained their official Home of Record or legal residence as Texas for at least 12 months prior to registration are considered to be Texas residents. Non-resident military personnel must submit certification of active duty in Texas at each registration to be eligible for waiver of non-resident tuition fees. This section also applies to students who have signed a military contract, with obligation to active duty after graduation, and who are enrolled in an advanced military science (ROTC) program at a Texas institution.
5. An individual who would have been classified as a resident for the first five of the six years immediately preceding registration but who resided in another state for all or part of the year immediately preceding registration shall be classified as a resident student.
6. Residents who move out of state will be classified as non-residents immediately upon leaving the state, unless their move is temporary (generally less than five years) and residence has not been established elsewhere. Conclusive evidence must be provided by the individuals supporting their present intent to return to the state.
7. An alien is considered to be a non-resident unless he/she is in the United States on an immigrant visa. Students on immigrant visas are classified in reference to resident status the same as United States citizens.
8. A student classified as a non-resident retains that classification until he/she petitions for a reclassification and provides clear and unequivocal proof of residence to the Office of the Registrar and Admissions. Such classification will be retained as long as the student is considered to be in the State for the purpose of

attending school. A non-resident who marries a resident must establish his or her own residency by meeting the standard requirements.

9. Review of residence status and reclassifications are made when a student files necessary documentation with the Office of the Registrar and Admissions. Such documentation must be on file no later than the official enrollment date to be valid for any given semester or term and subsequent enrollments.

ACADEMIC INFORMATION

Texas Academic Skills Program
Admission
Course Changes
Grading System
Academic Standards
Degree Information
Academic Foundations and Core Curriculum
Pre-Professional Curricula
Applicability of Catalog Regulations

TEXAS ACADEMIC SKILLS PROGRAM

The Texas State Education Code 51.306 requires that each undergraduate student, other than those exempted*, who enters a public institution of higher education must be tested for reading, writing, and mathematics skills prior to enrolling in any coursework. The Texas Higher Education Coordinating Board shall prescribe circumstances under which a student who has not been tested may enroll in coursework. A student who is permitted to enroll without taking the test prescribed by the board must take the test not later than the end of the first semester of enrollment.

Because of the state requirement that the test be taken prior to enrolling in an institution of higher education, students enrolled in Texas public high schools will be encouraged to take the TASP test as soon as the exit-level TAAS is passed. The student must enroll in a Texas public institution of higher education no later than five years from the date the test is taken.

MSU shall use the Texas Academic Skills Program Test for initial testing. Alternative tests will only be accepted for students transferring from a Texas public institution. An institution may not use performance on the test as a condition of admission into the institution.

The TASP test fees will be paid by the students. Students who believe they qualify for fee waivers for the cost of the TASP test should contact the Financial Aid Office.

Midwestern State University, as well as all state supported institutions in Texas, was required to file a Developmental Plan with the Texas Higher Education Coordinating Board. Included in this plan are MSU's policies for TASP compliance. MSU requires a student whose performance is below the standard for the tested skills to participate continuously in a developmental program. "Continuously" means that during each semester in which a student is enrolled the student must participate and be enrolled in a developmental course or other developmental program provided by MSU. This is required until the student has passed all sections of the TASP test and/or completed all TASP requirements. State policy does not allow developmental courses to be considered as credit toward completion of degree requirements.

A student who fails to remain continuously enrolled in a state-required developmental program may be automatically withdrawn from all college-level courses at the University at the discretion of the College Dean of the developmental course from which the student is dropped. A student withdrawn for noncompliance with TASP policies will receive a refund in accordance with the MSU registration fee refund schedule. On completion of the developmental coursework or program, the student shall retake that portion of the Texas Academic Skills Program Test for which developmental education was required.

A student may not enroll in any upper level course, completion of which would give the student 60 or more semester credit hours or the equivalent, until the student's Texas Academic Skills Program Test results meet or exceed the minimum standards in each skill area for which developmental education was required, or the student has earned a grade of "B" or better in a freshman-level credit course in the subject matter of the assessed deficit. MSU students may attempt the "B" or better courses after successfully completing all developmental coursework in the deficient area. Additionally, transfer students from private or out of state institutions with specified courses completed with a grade of B or better at previous institutions, may use the course(s) to clear the respective section(s) of TASP. For that purpose, the Texas Higher Education Coordinating Board has established a list of courses for each skill area of the test instrument. For more information regarding these courses, or to review the MSU Developmental Plan, the student should contact the TASP Coordinator in the Office of the Registrar and Admissions. A copy of the Developmental Plan is also on file in the office of the Vice President for Academic Affairs.

***Exemptions**

The following groups are exempt from taking the TASP test.

1. Students who earned at least three (3) credit hours of college-level (non-remedial) work prior to September 1, 1989.
2. Students who have reported any of the following scores:
 - a. ACT composite score of 23 or higher with individual math and English scores of no less than 19. Scores can be no more than five years old. Residual ACT (see page) cannot be used for TASP exemption.
 - b. SAT combined score of 1070 or higher on recentered tests taken April 1, 1995 or later, with verbal and math scores of no less than 500.
 - c. Exit-level TAAS scores of 1770 on writing, and a Texas Learning Index (TLI) of 86 on mathematics and 89 on reading. TAAS scores can be no more than three years old.
 - d. Blind and deaf students who have three or more college level credit hours prior to September 1, 1995, are TASP exempt. Effective September 1, 1995, students who are deaf are required to take the Stanford Achievement Test - Hearing Impaired. Blind students are required to take the TASP test with appropriate accommodations.
3. Students who possess a bachelor's degree from a regionally accredited institution.

Temporary Exemptions and Other Special Testing Criteria

1. Non-degree seeking students enrolled on a temporary basis for **one semester** who are also enrolled in a private or out-of-state institution of higher education **may** be given a temporary exemption by providing documentation that they were enrolled in the private or out-of-state institution in the immediately preceding semester.
2. Non-degree seeking students who will be 55 years of age or older on the first class day of a term or semester may receive a temporary exemption, which may be renewed each semester, as long as the student remains non-degree seeking. The student must sign a request for this exemption prior to enrolling each semester.
3. Senate Bill 944 - Students diagnosed by a qualified professional as having dyslexia or related disorders or a specific learning disability in mathematics must register for the TASP test during the regular registration period and request appropriate accommodations, or, if accommodations are not sought, provide notice of the disability by submitting appropriate documentation directly to the Texas Higher Education Coordinating Board. Students determined by the Coordinating Board to meet the criteria and who complete the developmental program prescribed by the institution may be required to retake the test once but may not be referred to additional developmental courses or other developmental programs, or precluded from enrolling in upper level courses because of performance of the TASP test.

NOTE: The Texas Academic Skills Program is subject to change due to legislative action, actions of the Texas Higher Education Coordinating Board, and the MSU Board of Regents. Contact the TASP Coordinator in Hardin South 101 for more information on any of these categories.

UNDERGRADUATE ADMISSION REQUIREMENTS

AUTOMATIC ADMISSION

Students will be admitted if they graduate in the top twenty-five percent of their class from an accredited Texas public high school and if they meet the following conditions:

1. graduated from high school within the two years prior to the academic year for which admission is sought;
and
2. submitted a complete application before the deadline.

Students in this category may be required to enroll in certain courses in the summer after graduation or during the first semester of enrollment. ACT/SAT scores must be submitted.

UNCONDITIONAL ADMISSION - Fall 2000 through Summer 2001

For unconditional admission students must meet the high school unit requirement in number one below and either the percentile or ACT/SAT requirement shown in numbers two and three.

1. Graduation from a high school accredited by a regional accrediting agency or from a high school accredited by the Texas Education Agency. The following preparatory courses are required: 4 units of non-remedial English, 3 units of non-remedial mathematics (Algebra I or above), 2 units of science and 6 units from the following subjects: mathematics, science, U.S. history, U.S. government, world history, world geography, economics, social sciences, foreign languages, fine arts, computer science, business, journalism, speech, and physical education (limit of 2 units from band, choir, or P.E.).
2. High school rank must be 60th percentile or above. (For example, in a class of 100 students the student must rank number 40 or above as class ranks are calculated from number 1 down.)
3. Enhanced ACT composite score of 20 or more (non-enhanced* ACT of 18 or more) or recentered SAT of 950 or greater (840 on SAT taken before April 1995). All beginning freshmen, under 21 at the time of registration, and transfer students, under 21 years of age, who have fewer than 18 earned semester hours, must take the ACT or SAT. Score levels may be waived if high school rank is adequate. Students 21 years of age or older must make acceptable scores on the ACT if they do not meet other admission requirements.

*Non-enhanced ACT includes all tests taken prior to October 28, 1989.

UNCONDITIONAL ADMISSION - Effective Fall 2001

For unconditional admission students must graduate from a high school accredited by a regional accrediting agency or from a high school accredited by the Texas Education Agency and must meet the following high school unit, class rank, and SAT/ACT score requirements:

Units Required

- 4 English (non-remedial)
- 3 mathematics (2 at Algebra I level or above)
- 2 science
- 6 academic electives*

*Academic electives: mathematics, science, U.S. history, U.S. government, world history, world geography, economics, social sciences, foreign languages, fine arts, computer science, business, journalism, speech, and physical education (limit of 2 units from band, choir, or P.E.).

Class Rank and SAT/ACT Scores:

| | |
|-------------|------------|
| 1st Quarter | no minimum |
| 2nd Quarter | 870/18 |
| 3rd Quarter | 950/20 |
| 4th Quarter | 1030/22 |

Students whose high school transcript does not reflect ranking must submit scores of 1030/22 to be considered for unconditional admission.

All beginning freshmen, under 21 at the time of registration, and transfer students, under 21 years of age, who have fewer than 18 earned semester hours must take the SAT or ACT. Students 21 years of age or older will not be required to take the ACT if they graduated in the top half of their class and meet all unit requirements.

CONDITIONAL ADMISSION BY REVIEW - Fall 2000 through Summer 2001

Students may be admitted by review if they meet the high school unit requirements but do not meet the percentile or ACT/SAT scores required for unconditional admission. They must meet either the percentile or ACT/SAT requirement shown below.

1. Graduation from a high school accredited by a regional accrediting agency or from a high school accredited by the Texas Education Agency. The following preparatory courses are required: 4 units of non-remedial English, 3 units of non-remedial mathematics (Algebra I or above), 2 units of science and 6 additional units from mathematics, science, U.S. history, U.S. government, world history, world geography, economics, social sciences, foreign languages, fine arts, computer science, business, journalism, speech, and physical education (limit of 2 units from band, choir, or P.E.).
2. High school class rank between the 60th and 40th percentiles. (For example in a class of 100, the student must rank number 60 or above.)
3. Enhanced ACT composite score between 14 and 19 (non-enhanced* ACT score between 10 and 17) or recentered SAT of 670-949 (SAT score of 560 to 839 taken before April 1995). All beginning freshmen, under 21, and transfer students, under 21 years of age, who have fewer than 18 earned semester hours, must take the ACT or SAT. Score levels may be waived if high school rank is adequate. Students 21 years of age or older at registration must make acceptable scores on the ACT if they do not meet other admission requirements.

OR

4. Completion of the GED examination in lieu of high school diploma. The student must have been out of high school for at least six months and must meet all state requirements for GED testing. The unit requirements will be met if a score of 50 is achieved on all sections of the GED. An average of Test 1 and Test 4 is used for the English score. Applicants who meet minimum state requirements (average of 45 or no score lower than 40; effective January 1, 1997, the state minimum is at least an average of 45 **and** no score lower than 40) and do not meet the unit requirements may be considered on an individual basis. GED students under 21 years of age must submit an ACT or SAT score. Students over 21 years of age must submit an ACT or SAT score if the unit requirements are not met.

Students who **do not** pass TAAS but meet the unit and ACT or SAT requirements must wait six months after their class graduates before they can be admitted on the basis of the GED.

CONDITIONAL ADMISSION BY REVIEW - *Effective Fall 2001*

To be eligible for conditional admission by review, a student must have no more than one high school unit deficiency and an ACT composite score of 16 or higher or a recentered SAT total score of 780 or higher. If the student is eligible for admission by review, the Admissions Committee will base its admission decision on an evaluation of the student's high school GPA, units, and SAT/ACT scores.

The Admissions Committee may determine the allowable course load up to a maximum of 15 hours, restrictions deemed necessary, required or needed developmental courses, and a recommendation concerning study skills courses and available resources.

All beginning freshmen, under 21 at the time of registration, and transfer students, under 21 years of age, who have fewer than 18 earned semester hours must take the SAT or ACT. Students 21 years of age or older will not be required to take the ACT if they graduated in the top half of their class and have no more than one high school unit deficiency.

GED Students - Students who pass the GED examination in lieu of the high school diploma must meet the requirements shown above in #4. All GED students will be reviewed by the Admissions Committee and may be given restrictions with which they must comply.

HIGH SCHOOL CONCURRENT PROGRAMS

There are several programs available for students who are still in high school. If the students qualify for admission under one of these programs, they must also comply with TASP regulations.

Individual Enrollees: Under the following guidelines, the University will consider applications from high school senior students to enroll in regular university freshman level classes concurrently with or during the summer session immediately preceding the last year in high school. The student must

- a. be within two semesters of graduation;
- b. submit composite ACT or SAT scores of at least 20 or 950;
- c. submit a high school transcript reflecting at least a “B” average in English, mathematics, science, and social studies;
- d. not have a failing score on the exit level TAAS;
- e. have parental approval and either principal or counselor recommendation; and
- f. take all sections of the official TASP test unless the student is TASP exempt.

Midwestern State University will mail the grade reports to the student upon completion of each semester. An official high school transcript, showing graduation date and rank, should be sent to Midwestern as soon as it is available. Official Midwestern transcripts will be available when the final high school transcript is received. If a transcript is required prior to graduation, the student should contact the Registrar’s Office.

University/School Programs: Midwestern State University has written agreements governing special concurrent enrollment programs with various area schools. Contact the Office of the Registrar and Admissions for admission information.

Spectrum Program: Spectrum is a competitive scholarship program affording academically talented high school students the opportunity to earn college credits through a summer enrichment program running concurrently with the Summer I term. The program is primarily designed for students who at the time of their application are in the second semester of their junior year; however, students in the second semester of their sophomore year may also apply and are occasionally selected to participate. Contact the Spectrum Coordinator for additional information.

McMurtry Center Summer Workshops: The Larry McMurtry Center for the Arts and Humanities offers intensive residential arts workshops (writing, acting, broadcasting, and studio art) for academically talented high school students. The workshops are designed for students who are in the second semester of their junior year at the time of application. Students in the second semester of their sophomore year may also apply and are occasionally selected to participate. The workshops are offered in the second half of the Summer I term.

SPECIAL ADMISSION

Concurrent Enrollment at Other Institutions: Concurrent enrollment at other institutions will not be allowed without prior written permission of the Vice President for Academic Affairs or his designee.

Admission as an Undergraduate External (Non-degree) Student: The program is intended to streamline the admission process for adults who wish to take only one or two courses for self or professional improvement. Courses taken under this status may not necessarily be applicable to certain University degree programs.

All non-degree students must meet University admission standards and certify such eligibility. In addition, students must meet TASP requirements. Approval for admission is granted on an individual basis. Students who have been denied admission to the University may not register in this category. Students who anticipate enrolling in more than two semesters are encouraged to apply for regular admission. Students have ample time to order transcripts and process admission credentials after the beginning of a semester if late decisions are made.

Non-degree students are limited to a maximum of two courses per fall or spring semester and one course per

summer term. A maximum of nine hours may be earned by students in this category. Such students are required to achieve the same level of academic standards for continued enrollment as other students.

NOTE: Non-degree students are not eligible for financial aid. Students must meet all admission requirements to change from non-degree to degree status.

Individual Approval. Students who do not meet the admission requirements are encouraged to apply for individual consideration. In addition to the high school transcript and ACT/SAT scores, the student should supply information about socioeconomic background, bilingual proficiency, financial status and performance level of high school district, region of residence, family educational background, involvement in community activities, extra-curricular activities, responsibilities while attending school (employment and/or raising children), commitment to a particular field of study, admission to a comparable accredited out-of-state institution, and any other information which might be helpful to the Admissions Committee.

Students who graduate from an unaccredited high school or home study program will be considered for admission on an individual basis. ACT/SAT minimum scores for conditional admission are required. Course selections for students admitted in this category will be carefully monitored.

Academic Fresh Start Elective. At the time of application a resident of this state may apply for admission and enroll as an undergraduate student under the academic fresh start program. If an applicant elects to seek admission under this program, Midwestern State University shall not consider academic credits or grades earned by the applicant ten or more years prior to the starting date of the semester. If the applicant applies and is admitted under this program, the student may not receive any credit for courses undertaken ten or more years prior to enrollment under the fresh start program.

A student electing to be admitted under this program must meet the admissions criteria as any other student seeking admission to the University; i.e., if all of the courses are under the fresh start program, the student must meet the beginning freshman criteria. Official copies of all transcripts are required even if the courses at the other institutions are included in the academic fresh start program.

An applicant seeking admission under the fresh start provisions must complete the appropriate form at the Office of the Registrar and Admissions before registration. The student should carefully consider all provisions of the fresh start program, because after the student has chosen to enroll under this program and has filed the above-mentioned form, the decision cannot be revoked.

ADMISSION BY TRANSFER

The applicant for admission by transfer must be eligible to re-enroll in all colleges attended and must meet the minimum academic standards required of students at MSU. Before a transfer student may register, he/she must submit official transcripts from all post-secondary educational institutions and colleges attended regardless of whether transfer credit was earned. In no case is the student's registration complete until these official transcripts are on file. Midwestern State accepts transfer work from schools accredited by the Commission on Colleges. The student who has earned fewer than 18 semester hours of non-developmental credit at another college must also meet the requirements for freshman admission.

If a student has successfully completed the core curriculum at another school, as verified by the transcript, that block of courses will fulfill Midwestern's academic foundations and core curriculum. A student who has not completed the core curriculum elsewhere will be required to complete Midwestern's core.

After eligibility to re-enroll in all previous institutions attended has been established, the transfer student's scholastic record is then evaluated on the basis of minimum scholastic standards in effect at Midwestern State

University. Students who have been suspended at prior institutions will maintain the suspension in their academic history. For example, a student who was suspended once at a prior school will be assessed a second suspension if the MSU minimum academic standards are not met at the end of the first semester at MSU or upon completion of twelve hours. (See Table of Academic Standards which appears in this section.)

A former Midwestern student, who has attended another school since attending Midwestern, will be considered a transfer student in evaluating credentials for readmission.

Grades of D will be accepted in transfer from accredited colleges. If the student does not present an over-all C average on the courses accepted in transfer, he/she must make up the grade point deficiency on work attempted at Midwestern State University. For example, a student transferring a D in a course would have a grade point deficiency of three. The student must make at least a B in a course at Midwestern to offset the D accepted in transfer.

To qualify for a degree from Midwestern State University a student must have a C (2.0) major, minor, and cumulative grade point average on all work attempted at MSU as well as on all work counted toward the major, minor, and cumulative degree requirements, i.e., C average on MSU work attempted and transfer work accepted. Some programs require more than a 2.0 grade point average on major and minor hours. The student should consult with the academic adviser about specific program requirements.

No more than 66 semester hours, including physical education, from a community college may be applied to a degree program at Midwestern State University.

Any student transferring from a Texas community college to a university shall have the same choice of catalog designating degree requirements as the student would have had if the dates of attendance at the university had been the same as the dates of attendance at the community college.

TRANSFER DISPUTES

The following procedures shall be followed in the resolution of transfer disputes involving lower college courses:

1. If Midwestern State does not accept course credit earned by a student at another institution of higher education, MSU shall give written notice to the student and the sending institution that transfer of the course credit is denied.
2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Coordinating Board rules and/or guidelines.
3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of the denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.

The Commissioner of higher education or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

HOW TO APPLY FOR UNDERGRADUATE ADMISSION

Undergraduate students should complete the following steps at least six weeks prior to the semester for which they seek admission, but no later than the deadline for application published in the University's bulletins. Beginning freshmen are required to apply and have all credentials on file by the application deadline. Students may apply online at www.mwsu.edu or via the Texas Common Application at www.applytexas.org. Students desiring early notification of tentative acceptance should refer to the section on Early Notification of Acceptance. Students who

do not meet application deadlines must register at late registration. A late registration fee will be assessed.

1. **Application for Undergraduate Admission** must be filed with the Office of the Registrar and Admissions by the following deadlines:

| | | |
|------------|---|--|
| Fall | - | August 7 |
| Spring | - | December 15 |
| Summer I | - | May 15 |
| Summer II | - | June 15 |
| Trimesters | - | See trimester calendar or Schedule of Classes. |
2. **Official Transcripts** must be filed from all institutions in which the student has previously enrolled (high school and each college or university). Transcripts must be mailed directly from the institution attended to the Office of the Registrar and Admissions, Midwestern State University. Hand-carried transcripts are not official and will not be accepted under any circumstances.
3. **American College Test (ACT) or Scholastic Aptitude Test (SAT)** scores are required of all beginning freshmen under the age of 21, transfer students under 21 who have fewer than 18 earned semester hours, and those who do not meet the high school rank/unit requirements. These tests are administered throughout the United States and in many foreign countries in September, October, December, February, April, and June. It is recommended that applicants take the examination during the fall semester of the senior year or, at least four months prior to enrollment at MSU. The student should contact ACT or SAT immediately if the test has been taken but the scores were not sent to MSU. High school officials can provide further information.

If it is impossible for the applicant to take the national test, Midwestern State University offers a residual ACT test prior to each semester. There is no pre-registration for this test. A student must report to the test site with a picture ID, #2 pencils, and the test fee. The Office of the Registrar and Admissions receives the results of this test within one to two days after the test date.

Please note that a residual ACT score **cannot** be used for TASP exemption or for athletic eligibility. Other colleges **may not** accept a residual ACT taken at MSU for their admission requirements. Students may not retake a residual ACT within sixty days. For more information about the ACT test, please contact the Office of the Registrar and Admissions, the Career and Testing Services Office, or refer to the academic calendar for test dates.

Early Notification of Acceptance: A beginning freshman student desiring early notification of a tentative acceptance to the University may submit an application, either ACT or SAT scores, and a copy of the official high school transcript reflecting grades through the seventh semester of the senior year. A projected date of graduation and class rank should be indicated on the transcript. Tentative acceptance may be advanced to full acceptance for admission after graduation from high school is verified with the Office of the Registrar and Admissions by submission of an official high school transcript showing date of graduation and rank in class.

Registration Permit: Each new student must have a Registration Permit in order to attend orientation. This permit will be forwarded to the student when the Application for Undergraduate Admission, entrance examination scores, and official transcripts have been received.

Temporary Admission: If it is impossible for a transfer student to obtain official transcripts prior to registration, a tentative enrollment may be permitted under a Temporary Registration Permit. The student must certify that he/she will have an official transcript of all college work attempted sent to the Office of the Registrar and Admissions at Midwestern State University. If the transcripts are not received within three weeks from the first day of classes during the long term, or if the student does not meet the admission requirements when the credentials arrive and are evaluated, he/she may be automatically withdrawn from the University. This action will be posted to the student's permanent academic record as "enforced withdrawal." Tuition and fees will be refunded in accordance with the "Schedule of Refunds" effective on the date of withdrawal as outlined elsewhere in this catalog. A student admitted on a Temporary Registration Permit is responsible for determining his/her admissibility according to MSU admission requirements and course prerequisites and for providing official credentials within the three-week period.

Falsification of Records: Students who knowingly falsify or are a party to the falsifying of any official university record (including such records as transcripts and application for admission, TASP status, student personnel forms, etc.) will be subject to disciplinary action which may include suspension from the University.

INTERNATIONAL STUDENTS

Unconditional Admission - International applicants to Midwestern State University must meet entrance requirements as outlined for all students and the items listed below to be considered for unconditional admission.

Conditional Admission - International applicants meeting all University admission requirements, with the exception of TOEFL scores, may be admitted conditionally with concurrent enrollment in the Intensive English Language Institute. To be considered for conditional admission, undergraduate applicants must score 500-527 on the paper-based TOEFL exam and 173-193 on the computer-based exam. Graduate applicants must score 527-547 on the paper-based TOEFL exam and 197-210 on the computer-based exam. Conditionally accepted students may enroll in a maximum of nine hours AND two to three required Institute courses contingent upon approval of the IELI Director and the Assistant to the Registrar. Successful completion of Institute courses may change their status to unconditional admission.

In addition to the entrance requirements, international applicants must submit the following:

1. An application for admission by the following deadlines:

| | | |
|--------|---|-----------|
| Fall | - | April 1 |
| Spring | - | August 1 |
| Summer | - | January 1 |

Students who do not meet these deadlines will be assessed a late application fee of (U.S.) \$25.00. Students may apply online at www.mwsu.edu or via the Texas Common Application at www.applytexas.org.

2. An evaluation fee of (U.S.) \$50.00. The fee will be refunded only if the student enrolls.
3. Official academic transcripts for all preparatory schools, colleges and universities attended. These documents, along with official translation if in a language other than English, must be sent directly from the institution to the Office of the Registrar and Admissions. (To be acceptable, the transcripts must reflect above average scholastic capabilities.)
4. Official Test of English as a Foreign Language (TOEFL) scores. Undergraduate applicants will be required to score 530 or higher on the paper-based exam and 197 or higher on the computer-based exam. Graduate applicants must score at least 550 on the paper-based exam and 213 on the computer-based exam. TOEFL may not be required if English is the native language. Local English Proficiency examination may be required.
5. An official bank financial statement accompanied by either a letter of sponsorship, an I-134 form, or an MSU Affidavit of Support that shows the availability of financial funding adequate to meet the tuition, living, book, insurance, and incidental expenses of the first academic year. Barring unforeseen circumstances, the availability of funds from the same, or equally reliable source, must be assured for the duration of the program of study.
6. A chest x-ray report documenting negative findings, or proof of negative findings, or proof of a negative T.B. skin test within 90 days of registration. Positive T.B. skin test results must have documentation of a chest clinic clearance. Proof of health insurance, including repatriation and medical evacuation benefits, must also be provided prior to each registration.

NATO personnel stationed in Texas OR their dependents must meet the requirements shown in items 3 and 6. Local English proficiency examinations are required for admissibility in lieu of the TOEFL and will be scheduled upon request. Applicants are required to schedule an appointment with the appropriate person in the Office of the Registrar and Admissions to determine eligibility.

The Office of Housing and Residence Life will forward information to all applicants who indicate on the Application for Admission that they plan to live in university housing.

INFORMATION ON EVENING AND SUMMER PROGRAMS

THE EVENING PROGRAM

Midwestern State University offers a comprehensive academic evening program for individuals who wish to undertake a university educational program on a non-traditional schedule. The University's admission requirements and academic standards apply equally to the evening program. Credits earned in academic evening classes may be applied to undergraduate and graduate degrees without restriction.

Several undergraduate and graduate degree programs are currently offered within the evening program and substantial progress toward the completion of other degrees can be made at night. Contact the appropriate dean's office for information on particular degree programs and the extent of the evening offerings.

THE SUMMER SESSION

Midwestern State University conducts a summer session consisting of two terms. A schedule of undergraduate and graduate classes is offered. Regular faculty members and visiting instructors teach during the summer terms. The facilities of the University are available to summer school students.

The dates for the summer terms are listed in the University Academic Calendar.

COURSE CHANGES, DROPS, AND WITHDRAWALS

Change of Schedule. A student's schedule may be changed on the days designated (see Academic Calendar), subject to the approval of the student's adviser.

The procedure is as follows:

1. The student obtains a drop/add request form from the major college to add a course, drop a course, or to add and drop.
2. After the appropriate signatures have been obtained, the student may use the telephone or web to make a change. Please refer to the class schedule for available dates. After classes start, the form must be taken to the Office of the Registrar and Admissions for processing.

Dropping a Course. After late registration, drop forms may be obtained in the Office of the Registrar and Admissions. After obtaining the signatures of the course instructor, adviser, and Financial Aid Office the completed form is submitted to the Office of the Registrar and Admissions. A student may drop a course during the first ten weeks of a long semester, first six weeks of a trimester, or through the eighteenth class day of a summer term with a grade of W (See Academic Calendar in schedule of classes.). After the above deadlines, a grade of F will be recorded for any class drop.

Official Drop Date. No drop is official until the form is surrendered to the Office of the Registrar and Admissions. The date of submission to the Office of the Registrar and Admissions is the official drop date for grade determination (W, WF, F). An F will result if a student ceases to attend class without completely processing a course drop or withdrawal from the University.

Instructor Drop. An instructor may drop a student any time during the semester for excessive absences, for consistently failing to meet class assignments, for an indifferent attitude, or for disruptive conduct. The instructor

must give the student a verbal or written warning prior to being dropped from the class. An instructor's drop of a student takes precedence over the student-initiated course drop of a later date. The instructor will assign a grade of either WF or F through the tenth week of a semester, the sixth week of a trimester, or the eighteenth day of a summer term. After these periods the grade will be an F. The date the instructor drop form is received in the Office of the Registrar and Admissions is the official drop date.

Withdrawals. Any student who does not intend to continue attending classes at Midwestern State University should officially withdraw rather than stop attending since this latter action results in unnecessary failing grades.

Voluntary Withdrawal from the University. A student who desires to withdraw from the University will report to the Dean of Students. Following an exit interview, the student will be issued a copy of the withdrawal form and the Dean of Students will process the paperwork with the necessary University offices.

Enforced Withdrawal from the University. A student who fails to comply with the stated regulations concerning temporary admission may be required to withdraw after University review. This action will be posted to the permanent record and a statement retained in the academic file.

GRADING SYSTEM AND GRADE REPORTS

All grades are reported by letter without modification of plus or minus. Letter grades have the following significance:

| | | Grade points per Semester hour |
|----|--|-----------------------------------|
| A | indicates excellent work | 4 |
| B | indicates good work | 3 |
| C | indicates satisfactory work | 2 |
| D | indicates passing work | 1 |
| *P | indicates passing work taken for pass/fail credit. Not in effect after Fall 1985. | 0 |
| CR | indicates passing work in designated courses | 0 |
| NC | indicates non-credit in designated courses | 0 |
| F | indicates failing work | 0 |
| | F is given for an unofficial withdrawal or a course dropped after the sixth week of a trimester, the tenth week of class of a long semester or after the eighteenth class day of a summer term. | |
| | F may be given in a course any time during the semester if an instructor drops the student. | |
| *F | indicates failing work taken for pass-fail credit. Not in effect after Fall 1985. | |
| I | indicates incomplete work. A student is expected to complete a course of study during a semester. In an emergency an instructor may assign a grade of I. | |
| | An I in a course numbered 0003-4999 must be converted into a letter grade within 30 days after the beginning of the next long semester or trimester or the I will become an F. | |
| | An I in a course numbered 5000-6993 must be converted into a letter grade within 90 days after the beginning of the next long semester or trimester or the I will become an F. | |
| | Extension of time to remove an incomplete. If it is impossible for an incomplete to be removed within the time period allowed due to extenuating circumstances, Extension of Time forms must be completed by the instructor and approved by the college dean. | |
| | Any exception to these regulations must be approved by the college dean. | |

Procedures for Removing I. To remove an incomplete the student must pay the \$1.00 per course fee in the Business Office and take the receipt to the instructor. The instructor will enter the grade, course title, number, and term on the receipt, authenticate it by signature, and return it to the Office of the Registrar and Admissions.

X indicates **incomplete** thesis

W indicates that the student has withdrawn or dropped officially from a course 1st through 10th week of a semester or through the eighteenth class day of summer term. Students who withdraw or officially drop courses in the trimester program or RADS summer program will receive a W during the 1st through 6th weeks. (See semester schedule for exact dates.) W is not computed in the grade point average.

WF indicates that the instructor dropped the student during the first six weeks of a trimester, first ten weeks of a semester or the first eighteen days of a summer term. (See semester schedule for exact dates.) WF is not computed in the grade point average.

WX indicates administrative withdrawal.

Repetition of Courses. A course in which a grade of A or B has been earned may not be repeated for credit. Students may repeat at Midwestern State University any course in which a grade of C, D, or F was earned. Upon repetition at MSU the official grade is the higher one made. Only the grade earned in the last attempt will be computed in the grade point average although all enrollments will be shown on the permanent record. Repetition of a course with an earned grade of D at MSU taken at another institution will not be accepted in transfer. The D credit at Midwestern State University stands and will be calculated in the MSU GPA and counted toward graduation. Repetition of a course with an earned grade of F at MSU taken in residence at another institution may be accepted in transfer, but the F will continue to be shown on the MSU permanent record and calculated in the MSU GPA. Students may not repeat a course by correspondence which has been failed in residence. **The students are responsible for confirming that the repeat has been indicated on the transcript.** Students who register by telephone or web should complete the form provided by the Office of the Registrar and Admissions so that the repeat can be coded correctly.

A grade of F given for academic dishonesty will be computed in the grade point average even after the course has been repeated.

Grade Reports. Semester grades are mailed from the Office of the Registrar and Admissions directly to students as soon as possible after the close of each semester and each summer term. Fall trimester grades are mailed in December when the semester grades have been processed.

Change in Address. The student must report any changes in name or address to the Office of the Registrar and Admissions, Business Office, and the Financial Aid Office.

Under Texas law the student is responsible for reporting changes in legal residence. This notification is submitted to the Office of the Registrar and Admissions by the student.

ACADEMIC STANDARDS

(Undergraduate)

It is desirable that students maintain at least a C (2.0) cumulative grade point average since that standard is required for graduation.

The following minimum academic standards have been established to assure that students make reasonable satisfactory progress which will result in eligibility for graduation. Students are responsible for knowing their academic standing.

The total hours attempted for the purpose of determining the required minimum grade point average is the sum

of Midwestern State University hours attempted and hours attempted at all other institutions attended including developmental courses.

Earned hours are the hours earned at MSU and hours accepted in transfer. Higher education quality hours are all hours attempted at MSU and elsewhere including developmental courses.

The cumulative grade point average is determined by dividing the total grade points earned at MSU (quality points) by the total hours attempted at MSU (quality hours). Grade point averages will be computed at the end of each semester or term. The academic standing is printed at the bottom of the grade report. Prior to Fall 1996 developmental courses (English 1003, 1013, Math 0003, 1003) were not computed in the grade point average.

TABLE OF ACADEMIC STANDARDS

| <u>Total Hours Attempted (MSU and all other institutions)</u> | <u>MSU Cum. GPA Requirements</u> |
|---|----------------------------------|
| 0-30 | 1.70 |
| 31 and above | 2.00 |

SCHOLASTIC PROBATION

Scholastic probation is a warning that the level of performance must improve if the student expects to continue in the University.

A student whose Midwestern State University cumulative grade point average falls below the standards stated in the Table of Academic Standards will be placed on scholastic probation.

A student on scholastic probation should take no more than 13 semester hours in a regular semester and no more than 6 semester hours in a summer term.

CONTINUED SCHOLASTIC PROBATION

A student on scholastic probation who fails to raise the cumulative grade point average to the level outlined in the Table of Academic Standards but who earns a semester average of 2.0 (possible 4.0) or above will be on continued scholastic probation.

A part-time student whose average is below the stated requirements will be on continued scholastic probation until he/she has attempted twelve semester hours at Midwestern State University. After a student has attempted twelve semester hours at MSU, the regular suspension regulations will apply.

ACADEMIC SUSPENSION AND DISMISSAL

A student on scholastic probation who fails to raise the MSU cumulative grade point average to the required level and who fails to earn a 2.0 semester average will not be in good standing and will be placed on academic suspension. Suspension or dismissal will be posted to the academic record and will remain as a permanent entry.

Should the student be admitted to another institution while on suspension and then seek readmission to MSU, the transferred work must meet MSU academic requirements, or the student will be subject to further academic penalty at the time of readmission (See Admission by Transfer). Work completed at another institution while the

student is on suspension from Midwestern State University will not decrease the suspension period or remove the student from scholastic probation at MSU.

LIMITS ON READMISSION

First Suspension

1. A student suspended at the close of the fall semester is eligible for readmission to the following summer session.
2. A student suspended at the close of the spring semester is eligible for readmission to the following spring semester. A student on first suspension is permitted to attend the following summer session at MSU and may be reinstated for the fall semester if he/she has earned a 2.0 grade point average and a minimum of 6 semester hours during the summer sessions. A maximum course load of 6 semester hours per summer session is permitted.
3. A student suspended at the close of the fall trimester is eligible for readmission to the following spring trimester.
4. A student suspended at the close of the winter trimester is eligible for readmission to the following summer session, fall semester, or fall trimester.
5. A student suspended at the close of the spring trimester is eligible for readmission to the following summer session or winter trimester. Students who choose to enroll in the summer sessions must meet the standards required in #2 above to continue in the fall semester/trimester.
6. At the close of each summer session, only an academic deficiency of probation will be assessed.

Second Suspension is for a period of one calendar year.

Third Suspension results in academic dismissal, which is for a period of two calendar years. The Academic Readmission Committee will not review a petition for reinstatement of a student in this category.

NOTE: It is strongly recommended that a student re-enrolling after a period of academic suspension take only repeats of Midwestern State University courses in which grades of D or F were previously awarded.

READMISSION AFTER ACADEMIC SUSPENSION

A student whose suspension period has passed and who meets all requirements for readmission may re-enroll on scholastic probation. If, at the end of the semester/trimester following readmission, the student's academic performance does not meet the minimum academic standards or he/she does not have a current semester average of at least 2.0, the student will again be suspended. Students who have been on suspension at previous schools will maintain the suspension in their academic history.

Students who have been on suspension will be required to participate in the following programs during the first semester in which they enroll at MSU following their suspension:

1. the Scholastic Support Program offered by the Counseling Center; or
2. EDUC 1003 Skills for Success unless the student has already successfully completed the course.

PETITIONS FOR REINSTATEMENT

Written petitions for early reinstatement for a student on first or second suspension will be submitted to the Registrar's Office for referral to the Academic Readmission Committee. The petition should be submitted at least two weeks prior to registration for the semester to which readmission is sought. A student may only petition for early reinstatement one time.

GENERAL INFORMATION

The following list of commonly used terms and policies is presented to enable the student to become familiar with the vocabulary of the campus. These terms and the rules and regulations accompanying them should be learned by the student early in the college career. This section of the catalog applies to all students.

Adviser. The member of the faculty who guides the student in the selection of courses and in solving problems. An adviser will be assigned to the student who has not selected a major field of study. After the major is selected, the dean of the college in which the student is majoring will appoint an adviser.

The adviser will prepare the degree plan and will guide the student throughout the academic program. The student should feel free to consult the adviser in regard to course of study, other interests, and problems.

Audit of Courses. With the written permission of the instructor of the course concerned, an individual may sit in a class as an auditor without receiving college credit. The auditor's name will not be entered on the class roll, and the instructor will not accept any papers, tests, or examinations. Attendance as an auditor may not be made the basis of a claim for credit in a course. Laboratory and skills courses are not available to the auditor. For cost determination, see Audit Fee in financial information section.

Senior citizens 65 years of age or older may audit any course offered by Midwestern without payment of a fee if space is available. In order to determine the "space availability," enrollment by senior citizens will be handled during late registration only. Proof of age is required for the fee waiver (driver's license, voter registration, birth certificate, etc.).

Vehicle registration is required if vehicles are to be parked on campus streets and/or parking lots.

Authorized Absences. Absences due to required participation in university-sponsored activities must be approved by the college dean or Athletic Director and the Vice President for Academic Affairs. Students with written approval must present a signed letter or memo to each instructor at least two class days prior to the date of the absence. Only prior notification can guarantee lack of penalty for these absences. It is the responsibility of the student to arrange with the instructor to make up all work missed during an authorized absence.

Academically-related activities (class field trips, attendance at conferences, etc.) which result in absences require the cooperation of individual faculty members. Even though such activities are educational in nature they do not qualify as university-sponsored activities. Faculty members who organize such activities should assist their students in contacting and informing relevant faculty of the planned activity. Excused absences for such activities may be given at the discretion of the faculty member whose class is missed.

Procedures for Authorized Absences. The Vice President for Academic Affairs will approve one copy of a request which includes the names of all students involved. The faculty member, upon receipt of the approval, will make copies for each student.

1. Faculty sponsors or coaches should draft a memorandum or letter to the Vice President for Academic Affairs. This memorandum should include information concerning the nature of the event, the date(s) on which students would be absent from class, and the names and social security numbers of the students involved.
2. Upon approval of the vice president, a copy of the memorandum should be given to each student listed.
3. Students should be directed to communicate with their instructor(s) at least two class days prior to the date of the planned absence. Make-up assignments will occur at the convenience of the professor.

Assistance with notification of professors with regard to absences will be provided by the following:

1. Dean of Students Office - For personal emergencies or an illness which requires hospitalization or a prolonged absence a student should notify the Dean of Students.
2. Vinson Health Center - When a student's illness warrants verification, the Dean of Students' Office and/or faculty members will be notified.

Class Attendance. Students are expected to attend all meetings of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. In those classes where attendance is considered as part of the grade, the instructor should so inform students of the specifics in writing at the beginning of the semester in a syllabus or separate attendance policy statement. An instructor who has an attendance policy must keep records on a daily basis. The instructor must give the student a verbal or written warning prior to being dropped from the class. Instructor's records will stand as evidence of absences. A student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

Classification of Students. Students are classified as freshman, sophomore, junior, senior, graduate degree, and post-baccalaureate.

A freshman has fulfilled all admission requirements.

A sophomore has a minimum of 30 semester hours of credit.

A junior has a minimum of 60 semester hours of credit.

A senior has a minimum of 90 semester hours of credit.

A graduate degree student is one who has been officially admitted to graduate work.

A graduate post-baccalaureate student is one who has a bachelor's or higher degree and who is not seeking a master's degree at Midwestern State University. The student may be taking courses for professional development, teacher certification, personal interest, or to transfer graduate credit to another institution. Please refer to the graduate catalog for additional information.

Common Course Numbering System. Midwestern State University has joined with other colleges and universities in Texas in support of the common course numbering system. The purpose of the system is to assist students who are transferring between participating institutions. The system utilizes single unique course alphabetic prefixes and numbers to identify freshman and sophomore level courses which are common between two or more member colleges or universities. Although Midwestern did not change its numbers to the common course system, a crosswalk is provided in the back of the catalog.

Each common course number has an alphabetic prefix which specifies the program area. A four-digit number is also assigned to each course. The first of four digits identifies the academic level of the course. Freshman or first year courses are designated by a "1" and sophomore or second year courses by a "2." The second digit specifies the number of semester credit hours awarded for the completion of the course. The third and fourth digits distinguish the course within a program area. For example, ENGL 1301 would be a three semester credit English course normally taken during the freshman year. See "Course Numbers" for an explanation of Midwestern State's numbering system.

Course Load. A student must have the approval of the college dean or designee to enroll in more than 19 semester hours during the fall and spring semesters. A student will not be allowed to enroll in more than 7 semester hours plus kinesiology during a summer session without approval.

A student's load is based upon the following number of hours:

Fall, Spring, and Trimester (Undergraduate)

| | |
|-------------------|--------------------|
| 12 hours or above | full-time* |
| 9 hours | 3/4 time |
| 6 hours | 1/2 time |
| 3 hours | less than 1/2 time |

*Six hours of student teaching plus a 3 semester hour course = full-time
 RADS 2114, 2216, or 2316 plus a 3 semester hour course = full-time
 Nursing courses - 11 semester hours = full-time

Fall, Spring, and Trimester (Graduate)

| | |
|---------|------------|
| 9 hours | full-time* |
| 6 hours | 3/4 time |
| 3 hours | 1/2 time |

*9 hours or 6 hours plus graduate assistant or graduate teaching assistant status = full-time

Summer Sessions (Graduate and Undergraduate)

| | |
|---------|-----------|
| 6 hours | full-time |
| 3 hours | 1/2 time |

Course Numbers. Courses are numbered according to the year in which it is intended they be taken.

- 1000 courses -- first year, for freshmen
- 2000 courses -- second year, for sophomores
- 3000 courses -- third year, for juniors and in a limited amount for graduate students
- 4000 courses -- fourth year, for seniors and in a limited amount for graduate students
- 5000 courses -- fifth year, for graduate students
- 6000 courses -- for graduate students, primarily seminar and thesis courses

With adviser approval, freshmen and sophomore students may take 3000-4000 level courses if they have met the prerequisites.

The second and third digits are college identification numbers.

The last digit of a course number indicates the semester hour value of the course.

A number in parenthesis immediately following a course title indicates a former catalog number for the same course.

The three numbers in the right margin of each course title indicate (1) the credit value of the course in semester hours, (2) the number of lecture hours each week, and (3) the number of laboratory hours each week. For example, 4(3-2) indicates a four-semester hour course which meets for three hours lecture and two hours laboratory each week for one semester.

Lower Division Courses. A term frequently used to indicate courses with 1000 and 2000 numbers. The student should enroll continuously during the freshman and sophomore years in required lower division courses until all are completed.

Advanced or Upper Division Courses. A term used to designate 3000 and 4000 numbered courses.

Degree Plan. The degree plan is prepared by the student's adviser and approved by the heads of the major and minor program areas. Degree plans of all students seeking Texas teacher certification should be approved by the Teacher Certification Officer.

The degree plan may never supersede catalog requirements. The student is held responsible for meeting all requirements of the catalog selected for graduation. The degree plan should be prepared as soon as the student's degree, major, and minor objectives have been determined but no later than the first semester of the junior year.

The degree plan may be prepared in accordance with the requirements stated in the catalog in effect at the time the student entered the University or of those of any subsequent year provided that the student completes the requirements within six years of the date of the catalog selected and earns a minimum of twelve semester hours during the year it was in effect. All degree requirements of the catalog selected must be met.

The original copy of the signed degree plan will be filed with the Office of the Registrar and Admissions. Copies will be sent to the student and to all those who have signed the degree plan. It is the responsibility of the last person signing the degree plan to make distribution of all copies.

Grade Point Average. This figure, abbreviated GPA, is computed by dividing the total grade points (quality points) earned at Midwestern State University by the total number of quality hours attempted at Midwestern State University. Effective Fall 1996, developmental courses (English 1003, 1013, Math 0003, 1003) are computed in the grade point average. A Midwestern State University grade point average of 2.0 is required for graduation.

Transferred grades are not considered in grade point computation. Transfer students admitted with a grade point deficiency must remove the deficiency with grades earned at Midwestern State University. All transfer work accepted in the major and minor fields plus Midwestern State University work in the major and minor fields must have a 2.0 grade point average.

Honor Rolls. A student completing a semester schedule of at least 12 hours in one semester with no grade lower than A will be included on the Dean's Honor Roll. The courses and grades listed below will not be considered in the minimum 12 hours.

A student who completes a semester schedule of at least 12 semester hours in one semester with a minimum grade point average of 3.5 and no grade lower than C will be included on the University Honor Roll. The courses and grades listed below will not be counted in the minimum 12 hours.

The 12 hours for the Dean's Honor Roll and University Honor Roll may include one physical activity course or marching band course each semester. The 12 hours may not include developmental courses (English 1003 and 1013; Math 0003 and 1003). In addition, the student cannot have semester grades of I, WF or NC.

Personal Identification Number (PIN). The PIN is issued to the student by the college of the major after advisement. It is to be used for accessing the telephone or web. This number should be kept secure by the student for personal privacy protection.

Prerequisite: A condition which must be satisfied prior to enrolling for the course in question. Prerequisites are listed below the course title in the catalog course descriptions.

Problem Course. An individual research course.

The requirements for enrollment in a problem course are as follows:

1. The student must have at least a B average in the area of the proposed problem course or directed readings

- course with an overall average of not less than 2.5.
2. Approval must be obtained from both the college involved and the professor who will direct the course.
 3. Any student below senior standing applying for a problem course will be referred to the college dean of the course concerned for final approval. An applicant of questionable eligibility will be referred to the dean for final approval.
 4. A maximum of six semester hours of undergraduate credit earned in problem courses, conference courses, or other non-scheduled class type courses in any one subject matter area may be counted in the 124 hours required for the bachelor's degree.

Semester Hour. The unit of credit in a course for a semester. The minimum number of semester hours required for graduation with a bachelor's degree is 124 semester hours including kinesiology requirements. Developmental courses are excluded from the 124 hours.

Student Alert. A student alert notice should be initiated by University personnel (faculty and staff) when it becomes apparent that a student is experiencing some difficulty requiring intervention/follow-up by the college dean or Counseling Center. Such behavior demonstrated may be excessive absences, poor test performance, high levels of anxiety, etc.

Transcript Service. Official copies of the Midwestern State University transcript may be obtained from the Office of the Registrar and Admissions. In compliance with PL 93-380, Family Educational Rights and Privacy Act of 1974, transcripts must be requested in writing and the request must bear the signature of the student. The cost for each copy is \$3.00.

Unofficial copies of the Midwestern State University transcript for advisement and degree plan preparation may be obtained upon written request by the student. The cost for each copy is \$3.00. Students should periodically review their records to verify the accuracy of the transcript. Unofficial copies of other documents and non-MSU transcripts may be obtained for a minimal fee.

OFFICE OF VETERANS AFFAIRS

The purpose of the Office of Veterans Affairs is to bring the maximum number of veterans into a systematic program of higher education most suited to their educational and career aspirations.

Information regarding educational benefits for veterans, reservists, and dependents of 100% disabled veterans can be obtained at the Veterans Affairs office at the University.

A special tutorial program is available to the veteran student if needed. See the Fees and Financial Aid section for further information on this subject.

The University provides professional assistance to the student who is receiving VA educational benefits in the area of personal, family, and career problems.

See the section on Benefits for Veterans in the Fees and Financial Aid section of this catalog for additional information.

CREDIT BY EXAMINATION

A brochure stating Midwestern State University's policy concerning credit by examination is available upon request from the Office of the Registrar and Admissions or the Career and Testing Services Office. A maximum of 30 semester hours of credit earned by examination may be applied to the bachelor's degree at Midwestern State University. Credit by examination (DANTES, CLEP, proficiency, and advanced placement) may not be used to satisfy the minimum residence requirements for the degrees or for honors awarded at graduation. Credit will be

posted after nine hours have been earned in residence.

Credit by examination may be earned through the proficiency examination and by satisfactory scores on the College Level Examination Program (CLEP), the College Board Advanced Placement Program, or DANTES.

College Level Examination Program (CLEP) -- Subject Examinations

The College Level Examination Program (CLEP) is a national testing program administered by the Educational Testing Service of Princeton, New Jersey. Midwestern State University will award credit for satisfactory scores on most of the CLEP Subject Examinations. A brochure is available outlining specific course equivalencies and scores required for credit.

No CLEP general exams are accepted.

College Board Advanced Placement Program

High school students with superior academic achievements may earn college credit in several fields through the College Board Advanced Placement Program. Beginning with the 1999 Spring test, the following grades may be awarded for the test scores: 5 = A, 4 = B or Credit, and 3 = Credit. If the student takes both English Composition and Literature and English Language and Composition and scores at least a 3 on both exams, the student will receive six hours of Rhetoric and Composition and three hours of sophomore literature elective credit. The following grades will be awarded for tests given prior to Spring 1999: 5 = A, 4 = B, and 3 = C. Please note that the credit awarded for an exam will correspond with the date the exam was taken. The course, grade, and grade points are posted to the student's permanent record and designated as Advanced Placement credit.

The College Board Advanced Placement Program is administered only through cooperating high schools and only once each spring. Arrangements for the testing are to be made with the high school counselor.

Defense Activity for Non-Traditional Education Support (DANTES)

Credit will be awarded in some programs for DANTES Standardized Subject Tests based on ACE recommendations or on a percentile level which reflects at least 50% of test questions being answered correctly. Acceptable percentile levels are generally at the 40th percentile or above. DANTES SST's are not considered as part of the 12 hour limit on military credits. Credit will not be accepted for business, English, foreign languages, history, or speech courses.

CLEP tests administered and reported by DANTES will be accepted according to MSU's published CLEP guidelines. Midwestern's school code is 9870.

International Baccalaureate Program

Midwestern State University recognizes the value of the International Baccalaureate program and has approved the granting of credit for the IB Higher level exams when a score of 5 or higher is obtained. Credit will be granted for the following Higher level exams: Biology, Business, Chemistry, Economics, English, French, Geography, German, History, Music, Philosophy, Physics, Psychology, and Spanish. MSU does not grant credit for Subsidiary level exams. A maximum of 28 hours will be awarded from the IB Diploma. The hours will only be awarded from the International Baccalaureate transcript.

Grades accepted: 7 & 6 = A, 5 = B for Higher Exams Only

| Higher Exam | Credit Hours | Equivalent MSU Course | Texas Common Course Number |
|-------------------------|---------------------|-------------------------------|-----------------------------------|
| Biology | 8 | Biology 1144, 1544 | 1413, 1411 |
| Business & Organization | 6 | Finance 3733, Management 3013 | N/A |

| | | | |
|------------|---|----------------------------------|------------------------|
| Chemistry | 8 | Chemistry 1141, 1143, 1241, 1243 | 1111, 1311, 1112, 1312 |
| Economics | 6 | Economics 3323, 3333 | N/A |
| English | 6 | English 1113, 1123 | 1301, 1302 |
| French | 8 | French 1134, 1234 | 1411, 1412 |
| Geography | 3 | Geography 3003 | N/A |
| German | 8 | German 1134, 1234 | 1411, 1412 |
| History | 6 | History 1133, 1233 | 1301, 1302 |
| Music | 3 | Music 3723 | N/A |
| Philosophy | 3 | Humanities Core | N/A |
| Physics | 8 | Physics 1144, 1244 | 1401, 1402 |
| Psychology | 3 | Psychology 1103 | 2301 |
| Spanish | 8 | Spanish 1134, 1234 | 1411, 1412 |

To request the International Baccalaureate transcript call (212) 696-4464 or write to:

International Baccalaureate North America
200 Madison Avenue, Suite 2007
New York, NY 10016

Proficiency Examinations

The college dean may allow a currently enrolled student to challenge a course in that college and receive credit by examination. Credit and grade obtained by examination are used in determining the grade point average for the semester in which the examination is taken, and they are used in calculating the cumulative grade point average; however they cannot count toward residency hours or graduation with honors. When an examination for credit is taken, only a grade of C or better will be recorded. Credit earned by proficiency examination will be posted to the academic record after the student has earned 9 semester hours in residence at MSU.

Credit by examination assumes the student has had no formal classroom instruction, either as a regularly enrolled student or as an auditor in the course being challenged. It is the responsibility of the college dean to validate the student's request. If approved, the student pays a \$35.00 testing fee per course at the University Business Office and presents the receipt to the college dean who will make arrangements for the test.

For further information, to obtain a CLEP test registration form, and/or a Credit by Examination brochure, please contact the Office of Career and Testing Services or the Office of the Registrar and Admissions.

CORRESPONDENCE WORK

Midwestern State University does not offer correspondence credit. However, a limited amount (not to exceed 18 semester hours) of correspondence work from an accredited institution may be applied toward the requirements for the bachelor's degree.

A student enrolled in residence must secure the written permission of the dean of the major college prior to enrolling for a correspondence course. The student may make arrangements to take the final examination at Midwestern. The examination is administered by the Assistant Director of Career and Testing Services.

Credit by correspondence for a course failed in residence will not be accepted toward graduation. No graduate credit can be earned through correspondence.

Seniors must make sure transcripts of correspondence work necessary for graduation arrive in the Office of the Registrar and Admissions at least one week prior to graduation.

OTHER NON-TRADITIONAL CREDITS

Credit for U.S. Military Service. Students who have previously served in or are now on active duty in the armed forces may receive academic credit for their military educational experience up to a maximum of 12 semester hours toward a bachelor's degree excepting the BAAS. No credit is allowed toward graduate degrees.

For active service under honorable conditions for a continuous period of at least six months and less than one year, the University will grant 2 semester hours of physical activity credit; for one year or more of continuous active service, 4 semester hours of physical activity credit. Note: This credit will not be allowed if all required activity courses have been completed in residence or if the student is majoring or minoring in kinesiology.

Credits will be allowed for successful completion of technical or specialized schools attended while on active duty (not allowed for reserve duty) to the extent that the material is applicable toward degree requirements at Midwestern State University. Elective credit hours will not be awarded. Transcript evaluations are based upon the recommendations in the American Council on Education publication, *A Guide to the Evaluation of Educational Experiences in the Armed Services*.

Students who have been discharged must submit a copy of the DD 214 or other document to the Office of the Registrar and Admissions and request that an evaluation be made. Students currently on active duty should process a DD 295 through the appropriate installation education office and have it forwarded to the Office of the Registrar and Admissions.

USAFI: Credit will be allowed for college courses completed through the United States Armed Forces Institute (USAFI) by correspondence study only, subject to the usual rules involving credit by correspondence. USAFI credit is not considered as a part of the 12 semester hour maximum listed above.

DANTES: See General Information section under Credit by Examination.

General Comments about Non-traditional Credits. A student whose non-traditional work is not approved for credit in the evaluation process may consult with the college dean for advice concerning proficiency examinations.

No credit is awarded for work experience or on-the-job training except in the BAAS program. (See p.) Work experience may be regarded as a basis for proficiency exams.

Non-traditional work is considered an alternative to regular classroom work when it meets valid educational objectives and degree plan requirements at MSU. The University does not accept non-traditional work which will not apply to the student's degree objective.

Acceptance of such work by the college does not negate degree requirements or limitations found elsewhere in this bulletin.

Undergraduate Transfer of Non-traditional Credits. Credits not earned in regular course work may be accepted toward a bachelor's degree at MSU. Scores for credit by examination, course descriptions or other appropriate documentation may be requested as necessary by the MSU Office of the Registrar and Admissions although another accredited institution may have evaluated and given credit for such work. (Refer to listings under CLEP, DANTES, U.S. Military Credits, etc. for specific guidelines.)

When an accredited institution has determined that a certain examination score or non-traditional work is equivalent to a specifically numbered and titled course at that institution, MSU will accept such work at face value regardless of score if a student has earned or earns a C or better in a subsequent course. If a student has not earned a C or better, or has not taken a subsequent course, MSU required score levels must be met.

Evaluation of this type of work not appearing on a college transcript will be initiated by the Office of the Registrar and Admissions when the student furnishes official documentation for the credit. Credit will be granted upon the approval of the college dean.

The applicability of these credits to the degree plan will be determined by the college dean. Such credits will be posted to the permanent academic record after the student has earned 9 semester hours in residence at MSU.

Credit for Institutes, Certificate Programs, Clock Hour Programs, Registry Examinations, Federal Certifications, and Military Training may be considered for application to the BAAS degree or one of the health sciences programs. Such non-traditional work will be evaluated by the Office of the Registrar and Admissions according to the American Council on Education or other recognized guidelines when valid documentation is presented. Credit based upon the evaluations will be accepted only upon the recommendation of the appropriate college dean and the BAAS Advisory Committee (composed of University faculty), if applicable. Vocational-technical credit must be approved by the college dean. Credit will be limited to 12 hours except in the BAAS program, manufacturing engineering technology, criminal justice, and the health sciences.

Credit for Experiential Learning. A maximum of six hours of credit for experiential learning may be applied to the BAAS degree. Such credit will only be granted through a systematic evaluation of meaningful work or job experience. A student must present to the adviser a narrative describing the length of work and other appropriate details. The BAAS adviser will then approve and propose equivalent learning credit with verification by the relevant employer. The BAAS Advisory Committee will approve such credit prior to the posting of credit.

The following Distance Learning options offer students an opportunity to earn college credit by participating in a variety of non-traditional oriented courses.

Telecourses

Telecourses are offered each semester as an alternative to the traditional classroom experiences. Students are required to attend an orientation session before the semester starts and to take tests on campus (with the exception of students at the Universities Center at Dallas). Telecourses require the regular viewing of professionally-produced video programs, either at home on Vista Cablevision's Channel 2 (MSU-TV2), in MSU's Moffett Library, or at designated places for UCD students. In addition, a copy of the tape can be checked out at the Library for home viewing. The class schedule indicates if the course is a telecourse. Telecourses appear on the transcript in the same manner as all other resident credit.

Interactive Television

Midwestern State University receives and transmits courses via the Trans-Texas Videoconference Network in conjunction with the Texas A & M University System. In addition, MSU has established an independent network which includes Texas State Technical College in Breckenridge, Texas, Vernon Regional Junior College and the Texas A & M Extension Center in Vernon, Texas, the Higher Education Center in Graham, Texas, Western Texas College in Snyder, Texas, and North Central Texas College in Gainesville, Texas. This allows students at a distance to enroll in Midwestern courses via compressed video. Additionally, MSU has cooperative programs with Texas Tech, University of North Texas, Texas Woman's University, Scott & White medical facility in Temple, Texas, and the Baylor School of Dentistry. Graduate programs in Education, Business, Nursing, and Radiologic Sciences are offered as well as undergraduate programs in Applied Arts and Sciences, Respiratory Care, Radiologic Sciences, and Nursing.

Web-based Courses

MSU offers more than 50 courses on the Internet either as a supplement to a traditional classroom format or as a full web-based course. Disciplines such as Business, Education, English, Health Services Administration, Kinesiology, Nursing, Psychology, Radiologic Sciences, and Science offer Internet courses.

Universities Center at Dallas (UCD)

Midwestern State University is an affiliate member of the Federation of North Texas Colleges and offers upper-division undergraduate courses and graduate courses at the campus of the Universities Center at Dallas (UCD). Six universities, including Midwestern State, cooperate in offering upper-division undergraduate and graduate courses at UCD: Texas A & M University - Commerce, Texas Woman's University, the University of North Texas, the University of Texas at Arlington, and the University of Texas at Dallas.

Courses lead to the completion of the following degrees at MSU: Bachelor of Applied Arts and Sciences (BAAS), Bachelor of Science in Respiratory Care, and Master of Science in Nursing. The BAAS degree is an adult completion degree designed for working adults with an associate degree or the equivalent of two years of college work. It also contains an evaluation component for students with non-traditional learning through corporate or military experiences. For details, call UCD at (214) 744-6600, or for information about the BAAS degree, call (940) 397-4400.

DEGREE INFORMATION

UNDERGRADUATE DEGREES

BACCALAUREATE DEGREES

Bachelor of Applied Arts and Sciences

Major in applied arts and sciences

Bachelor of Arts

Majors offered in art, English, geology, history, humanities, international studies, kinesiology, mass communication, mathematics, political science, psychology, sociology, Spanish, and theatre

Bachelor of Business Administration

Majors offered in accounting, business computer information systems, economics, finance, general business, international trade, management, and marketing

Bachelor of Science in Dental Hygiene

Major in dental hygiene

Bachelor of Fine Arts

Majors offered in art and theatre

Bachelor of Music

Majors offered in music (performance) and music (certification)

Bachelor of Science

Majors offered in biology, chemical technology, chemistry, computer science, environmental science, geology, health fitness management, kinesiology, manufacturing engineering technology, mathematics, physics, psychology, and sociology

Bachelor of Science in Criminal Justice

Major in criminal justice

Bachelor of Science in Interdisciplinary Studies

Major in interdisciplinary studies with certification program in elementary teaching; with endorsement/delivery system in kindergarten and special education

Bachelor of Science in Medical Technology

Major in medical technology

Bachelor of Science in Nursing

Major in nursing

Bachelor of Science in Radiologic Science

Major in radiologic science

Bachelor of Science in Respiratory Care

Major in respiratory care

Bachelor of Social Work

Major in social work

GENERAL REQUIREMENTS FOR ALL BACHELOR'S DEGREES

1. Satisfy all admission conditions.
2. The completion of a minimum of 30 semester hours at Midwestern State University. Credit by examination may not be used to satisfy the minimum residence requirements.
3. Twenty-four hours of the last 30 semester hours required for graduation must be completed in residence at Midwestern State University with the exception of the BAAS and distance education programs in health sciences: BSRC, RN/BSN, and BSRS.
4. A maximum of 18 semester hours may be taken by correspondence. Credit by correspondence for a course failed in residence will not be accepted toward graduation.
5. A major of at least 24 semester hours of which 12 must be advanced; 12 advanced semester hours of the major must be completed in residence at Midwestern State University. This requirement does not apply to the BAAS degree.
6. A minor of at least 18 semester hours of which six must be advanced (does not apply to BBA, BM, BFA, BSIS, BSW, and health sciences degrees). Six advanced semester hours of the minor must be completed in residence at Midwestern State University. This requirement does not apply to the BAAS degree.
7. A student must earn a minimum grade point average of 2.0 on the courses attempted at Midwestern State University. A student must also earn a minimum grade point average of 2.0 on the courses attempted at Midwestern State University in the major and a grade point average of 2.0 in courses attempted at Midwestern State University in the minor. A student must have C (2.0) major, minor, and cumulative grade point averages on all work attempted at Midwestern State University as well as on all work counted toward the major, minor, and cumulative degree requirements, i.e., C average on Midwestern State University work attempted and transfer accepted.
8. A minimum of 42 semester hours advanced work (36 semester hours advanced work for BSDH, BSRS, BSMT; 33 semester hours for the BS, RN/BSN, and BSN degrees; and 30 semester hours for the BAAS and BSRC degrees).
9. A minimum total credit of 124 semester hours. Developmental courses are excluded from the 124 hours. Other than kinesiology majors, only two physical activities courses will be counted for the 124 hour requirement.
10. Take the ETS (Educational Testing Service) Academic Profile Test. This test assesses the student's knowledge of the academic foundations. It is used as an assessment measure for accreditation; there is no passing or failing score.
11. Satisfaction of the English usage requirement through one of the following options:
 - a. Pass an English usage examination administered between 60 and 90 hours. Students failing the English usage examination must pass English 2113. (See page .)
 - b. Pass English 2113, English Composition Skills.
12. Completion of academic foundations.
13. Demonstrate computer literacy by taking a proficiency test or earning credit for CMPS 1023, 1043, BCIS 2153, or EDUC 1023.
14. Satisfactory completion of all requirements specified for the degree by the college in which it is offered.
15. Graduation with honors will be accorded to candidates who have completed at least 60 semester hours of work at Midwestern State University with cumulative grade point average as indicated:

| | |
|------------------------|---|
| Cum laude | Midwestern State University cumulative grade point averages of 3.50-3.69 inclusive. |
| Magna cum laude | Midwestern State University cumulative grade point averages of 3.70-3.89 inclusive. |
| Summa cum laude | Midwestern State University cumulative grade point averages of 3.90-4.00 inclusive. |

This recognition is placed on both the permanent academic record and on the diploma. Credit by examination may not be used for honors awarded at graduation. (See page) Honors are not awarded for

a second bachelor's degree.

16. Formal application for the degree is through the Office of the Registrar and Admissions. See Academic Calendar and Application for Degree Candidacy.
17. Payment of fees and satisfaction of all other financial obligations including “exit interviews” as required by loan programs.
18. For May and December graduates, attendance of graduation exercises unless approved by the University President for graduation in absentia.

ACADEMIC FOUNDATIONS AND CORE CURRICULUM

To achieve the goals of academic foundations the faculty of Midwestern State University has developed a core curriculum for all baccalaureate degrees, which each student is expected to complete substantially before beginning academic specialization. The following objectives underlie the design of the core curriculum.

1. The curriculum is designed to provide each student a range of knowledge, skills, and intellectual approaches that will support his/her efforts to develop a full and productive life. To meet this objective the University offers a course of study that contributes to the development of a meaningful career and to the continued growth of the student both as an individual and as a rational and ethical member of society.
2. First, the curriculum emphasizes the acquisition of fundamental skills--skills necessary to learning, judgment, and self-expression. Chief among these are reading, analytical and critical thinking, cogent oral and written expression, computation, and quantitative reasoning.
3. Secondly, the curriculum seeks to develop each student's understanding of him/herself in relation to others through a study of the liberal arts and sciences. Such study provides exposure to the collective knowledge and experience of mankind; each student is introduced to disciplined ways to gather, organize, and communicate this knowledge and experience as they relate to the cultural, social, and physical environment.
4. In the aggregate, the core curriculum provides a substantial base for the second phase of university education; academic specialization to achieve significant mastery in at least one discipline or interdisciplinary field. The core curriculum not only introduces students to a variety of disciplines (and thus to related career options), but more importantly provides a perspective from which to view specialized study in relation to the whole range of human experience and endeavor. As the student proceeds to academic specialization, it becomes the responsibility of each academic program to maintain and nurture this integrating perspective.

CORE REQUIREMENTS

COMMUNICATION - 9 semester hours

ENGL 1113 and 1123
And 3 hours from SPCH 1133 or 1233

MATHEMATICS - 3 semester hours

MATH 1053, 1203, 1233, 1433, 1634, 1734, 2033, 2043

SCIENCE - 6 semester hours

BIOL 1134, 1144, 1234, 1544, 2034
CHEM 1101 and 1103, 1141 and 1143, 1203, 1241 and 1243
GEOL 1134, 1233
PHYS 1144, 1244, 1533, 1624, 2014, 2114, 2644

HUMANITIES & VISUAL AND PERFORMING ARTS - 9 semester hours

6 hours from English, humanities, history, philosophy, or two semesters of a foreign language:

ENGL 2413, 2423, 2613, 2623, 2813, 2823

HIST 1333, 1433, 3133

HUMN 2013, 2023, 2033, 2043, 2053

PHIL 1033, 1533, 2033, 2233, 2633

FREN 1134, 1234

GERM 1134, 1234

SPAN 1134, 1234

3 hours from ART 1213, 1413, MUSC 1033, THEA 1503, MCOM 2213

or

3 hours from ART 1113, 1123, 1313, MUSC 1103, 1603/1601, THEA 1413, 2533

or

3 hours from MUSC 1001 and/or 1021

SOCIAL & BEHAVIORAL SCIENCES - 18 semester hours

HIST 1133 and 1233

POLS 1333 and 1433

ECON 1333 or 2333

And 3 hours from PSYC 1103 or SOCL 1133

INSTITUTIONALLY DESIGNATED OPTION - 3 semester hours

KNES 1011 and a two-hour activity course

or

Two activity courses excluding KNES 1011

or

Two semesters of marching band and one activity course

EXCEPTIONS TO PHYSICAL ACTIVITIES REQUIREMENT

A student may be excused from the physical activities requirement for the following reasons:

1. If the student is a veteran of the U.S. armed forces (discharged under honorable conditions) who has had one year of continuous active military service.
2. If the student has received a physical activities exemption through the Vinson Health Center. Students with disabling conditions should consult their physicians concerning enrolling in the adapted physical education course.

REQUIREMENTS FOR BACHELOR OF ARTS DEGREE

Academic Foundations and Core Curriculum 48 hours (see page)

Additional General Requirements 20 hours

Six hours of literature or humanities (chosen from the list on pages). Two years of one foreign language. International students who are native speakers of a language other than English may satisfy this requirement by petitioning the Foreign Language Program to verify proficiency in another language with the major college dean's

approval. This waiver applies to all degree programs. A foreign language waiver does not exempt a student from the general humanities requirement.

REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE

Academic Foundations and Core Curriculum 48 hours (see page)

Additional General Requirements

All B.S. degree programs must include at least four laboratory science courses, two courses in each of two different laboratory sciences, with the exception of MENT majors who may take four physics courses, (exclusive of Physics 1533, Chemistry 1101, 1103, 1203) and two courses in mathematics (exclusive of 0003, 1003, 1053, 1203, 2033 and 2043). The mathematics requirement does not apply to majors in psychology, sociology, kinesiology, and health fitness management. Statistics 3573 may be used to satisfy three hours of this mathematics requirement. These may be included as part of the major and/or minor.

Requirements for Other Degrees

REQUIREMENTS FOR THE BACHELOR OF
APPLIED ARTS AND SCIENCES DEGREE

See page

REQUIREMENTS FOR THE BACHELOR OF
BUSINESS ADMINISTRATION DEGREE

See page

REQUIREMENTS FOR THE BACHELOR OF FINE ARTS DEGREE

See page for art

See page for theatre

REQUIREMENTS FOR THE BACHELOR OF
MUSIC DEGREE

See page

REQUIREMENTS FOR THE BACHELOR OF SCIENCE
IN CRIMINAL JUSTICE DEGREE

See page

REQUIREMENTS FOR THE BACHELOR OF
SCIENCE IN DENTAL HYGIENE DEGREE

See page

REQUIREMENTS FOR THE BACHELOR OF
SCIENCE IN INTERDISCIPLINARY STUDIES DEGREE

See page

REQUIREMENTS FOR THE BACHELOR OF
SCIENCE IN MEDICAL TECHNOLOGY DEGREE

See page

REQUIREMENTS FOR THE BACHELOR OF
SCIENCE IN NURSING DEGREE

See page

REQUIREMENTS FOR THE BACHELOR OF SCIENCE
IN RADIOLOGIC SCIENCE DEGREE

See page

REQUIREMENTS FOR THE BACHELOR OF SCIENCE
IN RESPIRATORY CARE DEGREE

See page

REQUIREMENTS FOR THE BACHELOR OF
SOCIAL WORK DEGREE

See page

SECOND BACHELOR'S DEGREE

A person who holds a baccalaureate degree from Midwestern State University or another regionally accredited four-year college or university may be awarded a second baccalaureate degree in a different field by:

1. Completing a minimum of 30 semester hours, 18 of which must be advanced, in residence at Midwestern State University.
2. Completing all catalog requirements for the new major field and for the degree sought.
3. A person holding a baccalaureate degree from any college or university other than Midwestern State University will have to meet the English usage requirement.

Honors are not awarded for a second bachelor's degree.

APPLICATION FOR DEGREE CANDIDACY

To graduate at the end of the spring semester, all seniors must pay the graduation fee and file an Application for Degree Candidacy in the Office of the Registrar and Admissions during the fall semester of their senior year (see University Calendar for deadline). Seniors who plan to complete their work at the close of the fall semester should pay and file no later than July 1. Candidates for summer graduation should file by April 1.

Early application is encouraged to allow time for a complete records check prior to the student's enrolling for the last semester/trimester.

In order to be admitted to candidacy for graduation without reservation, a student must have at least five grade points above the number of semester hours attempted on the official record at the time of application. Any student who enters the last semester or summer term in residence without a surplus of five grade points will be admitted with reservation and thereby forewarned that all degree requirements, both qualitative and quantitative, must be met.

COMMENCEMENT

Midwestern State University conducts commencement exercises in December and May. Candidates who complete their work during the summer terms may participate in the December ceremony. Candidates who complete their degree in the fall semester or trimester are required to attend the December commencement unless approved by the University President for graduation in absentia. Candidates who complete their work at the end of the spring semester or trimester must attend the May commencement unless approved by the President for graduation in absentia. All conferred degrees will be posted to the student's permanent record as of the last day of

finals for second summer term or as of the date of the graduation ceremony for December and May.

REQUIREMENTS FOR PRE-PROFESSIONAL CURRICULA

In selecting any pre-professional program, the student should be mindful that the requirements vary with different schools. Therefore, it is always wise for the student to obtain a catalog from the professional school under consideration so that the course of study can be arranged to meet specific requirements.

It is recommended that the student complete work for the bachelor's degree since many professional schools require it as a prerequisite for admission, particularly schools of the medical science.

The pre-professional student should confer with the adviser in planning a course of study. Several pre-professional curricula have been worked out for student guidance. A copy may be obtained from the student's adviser.

Pre-dentistry, pre-engineering, pre-law, pre-medicine, pre-nursing, pre-osteopathy, pre-optometry, pre-pharmacy, pre-physical therapy, and pre-veterinary medicine, are some of the pre-professional programs which may be taken at Midwestern State University.

A student interested in completing a pre-professional program other than those listed above should consult the college dean of a closely related field so that the program can be planned in keeping with catalog requirements of the institution where the student plans to complete the professional training.

GRADUATE STUDIES

The following master's degrees are offered at Midwestern State University:

Master of Arts

Majors offered in counseling, English, history, human resource development, political science, psychology, and training and development

Master of Business Administration

Majors offered in business administration and health services administration

Master of Education

Majors offered in curriculum and instruction, educational leadership, reading education, school counseling, and special education

Master of Public Administration

Major offered in public administration

Master of Science

Majors offered in biology and computer science

Master of Science in Kinesiology

Major offered in kinesiology

Master of Science in Nursing

Majors offered in family nurse practitioner, health services administration, and nurse educator

Master of Science in Radiologic Science

Majors offered in radiologic administration and radiologic education

Graduate minors are available in biology, computer science, early childhood education, educational foundations, English, English as a second language, gifted and talented, history, information processing technology, kinesiology, mathematics, political science, reading education, and special education. A graduate certificate in health services administration is offered by the College of Health Sciences.

For more information about the graduate programs please refer to the Graduate Bulletin.

APPLICABILITY OF CATALOG REGULATIONS

The student may receive a degree from Midwestern State University in accordance with the program requirements stated in the catalog in effect at the time that person enters the University or those of any subsequent year provided the requirements are completed within six years of the date of the catalog selected and the student earns a minimum of twelve semester hours during the two-year period it is in effect. The program requirements must be from one catalog. However, the general requirements for the baccalaureate degree are those which are shown in the current catalog.

THIS CATALOG EXPIRES AND CANNOT BE USED FOR GRADUATION REQUIREMENTS AFTER AUGUST 31, 2007.

Midwestern State University reserves the right to make changes in course offerings, academic policies, academic calendar, tuition, fees, other charges, rules, and regulations as required by the Academic Council, Board of Regents, Texas Higher Education Coordinating Board, Texas Legislature, and state and national testing agencies. The provisions of this catalog are not to be regarded as a contract between the University and its students or applicants.

A separate publication, The Student Handbook, is issued once each year. The rules and regulations stated in the handbook are applicable to all students.

**SPECIAL
ACADEMIC
PROGRAMS**

Bachelor of Science in Medical Technology
Bachelor of Science in Nursing - RN/BSN Track
Bachelor of Science in Radiologic Science
Academic Support Center
Honors Program
The Larry McMurtry Center for the Arts and Humanities

SPECIAL ACADEMIC PROGRAMS

ACADEMIC FOUNDATIONS CURRICULUM FOR DESIGNATED ACADEMIC PROGRAMS

The following basic core and additional requirements apply to the Bachelor of Science in Medical Technology, the Bachelor of Science in Nursing - RN/BSN Track, and Bachelor of Science in Radiologic Science.

Basic Core (27 semester hours)

Political Science 1333, 1433
English 1113, 1123
Mathematics 1053, or 1203, or 1233*
History 1133, 1233
Computer Science 1023, or Education 1023, or Business
Computer Information Systems 2153
Speech Communication - 3 hours

*Math 1233 is required for BSMT.

Additional 18 hours

Select from at least four of the following areas: Social and Behavioral Sciences, Sciences, Fine Arts, Speech Communication (cannot be same course used in Basic Core), Humanities, Economics, and Kinesiology.

BACHELOR OF SCIENCE IN MEDICAL TECHNOLOGY

The Bachelor of Science in Medical Technology degree consists of 130 semester hours. Upon successful completion of an AMA approved curriculum, the student is eligible to take the National Certification examination for Medical Technologist.

Basic Core (27 semester hours)

Additional 18 hours (See above)

Major - MEDICAL TECHNOLOGY

Academic Course Work (50 semester hours)

Biology 1113, 1144; 1134 and 1234 or 2034; 3004, 4023
Chemistry 1141, 1143, 1241, 1243, 3001, 3003; 3302 and 3303.
Statistics 3573

Additional hours to be selected from Biology or Chemistry to bring total to 50 hours.

Practicum (41 semester hours)

Successful completion of a clinical practicum in a medical technology program approved by the Committee on Allied Health Education and Accreditation of the American Medical Association. Forty-one semester hours are awarded in the following areas of instruction: hematology, chemistry, urinalysis, serology, microbiology, blood banking, laboratory rotation.

The coordinator of the medical technology program will receive and approve syllabi and text materials

describing the content of the clinical phase of the medical technology program. Additionally, the coordinator will review test materials and routinely observe the student in the clinical setting before practicum credit is validated. Practicum credit will be posted upon written approval of the University's coordinator of the medical technology program.

BACHELOR OF SCIENCE IN NURSING - RN/BSN TRACK

Nursing Program Chair (J.S. Bridwell Hall)

This program provides educational opportunities to registered nurses who have graduated from hospital-based programs or two-year associate degree programs.

Basic Core (27 semester hours)

Academic Course Work (39 hours)

BIOL 1134, 1234, 3004
NURS 3203
Chemistry 3 hours
PSYC 1103, 3233
PSYC 3313 or equivalent
ECON 1333
SOCL 1133
Fine Arts/Humanities 6 hours

Nursing Major Course Work (58 hours)

NURS 3203, 3303, 3705, 3503, 4107, 4307, PLUS 30 hours of nursing credit will be awarded through the Texas Nurses Association articulation agreement.

BACHELOR OF SCIENCE IN RADIOLOGIC SCIENCE

Valerie Showalter, Chair (J.S. Bridwell Hall)

The purpose of this program is to provide an educational opportunity for working registered technologists in all specialty areas who are unable to attend scheduled classes on campus. Assistance, laboratory experiments, unit, diagnostic, and final tests will be arranged on an individual basis.

Registration process will be arranged for out-of-town students. Applications for admission should reach the University by application deadline (See Academic Calendar). New students may enter the program in the fall, spring, or first summer term.

Basic Core (27 semester hours) (See page)

Additional 18 hours (See page)

Areas of Secondary Emphasis & Electives (12 semester hours)

3 hours - Statistics
9 hours - To be determined with approval of the coordinator.

Major Requirements and Listing of Courses (See page)

ACADEMIC SUPPORT CENTER

Coordinator: Diane Spiller
Assistant Professor of Mathematics

The Academic Support Center, created in 1999, provides opportunities for students to maximize their academic potential at MSU. Classes offered are part of the University's academic curriculum and are 3 hour elective credit courses, generally limited to 20 students.

In order to enhance the academic and social integration of all first year and transfer students at MSU, the following college-level course is recommended:

MWSU 1233 College Connections 3(3-0)

This course focuses on the student's transition to the college environment, development of essential academic skills, and orientation to campus resources and facilities, with an emphasis on the cognitive and behavioral dimensions of learning. Outstanding teachers from different program areas are selected by the Vice President for Academic Affairs and are assisted by a Peer Leader.

For students who would benefit from an intensive program of academic assistance in developing learning strategies and study tools, the following college-level course is recommended:

EDUC 1003 Skills for Success 3(3-0)

This course includes instruction in methods for improving reading comprehension, listening and memory skills, and for developing efficient note-taking and study strategies. Also included is practice in organizing and delivering effective written and oral communication. Students who re-enter the University following academic suspension may be required to enroll in this course.

For more information, please contact Diane Spiller at MSU (940) 397-4701 or diane.spiller@nexus.mwsu.edu.

UNIVERSITY HONORS PROGRAM

Coordinator: Linda Hollabaugh
Assistant Professor of Foreign Languages

Established in 1964, the Honors Program is an academic program for the exceptional student at MSU. Participation in this program recognizes the student's potential to work in a more challenging educational experience, guided by some of Midwestern's most outstanding faculty members, in a classroom environment generally limited to twenty students. Honors classes cover material similar to regular classes but frequently incorporate more discussion and/or other methodology to help students develop and articulate their own perspectives by cultivating verbal and written styles. The classes offered through the Honors Program are generally part of the University's academic core curriculum and should be applicable to all majors. Completing 24 hours of Honors credit as part of an undergraduate degree with a minimum cumulative GPA of 3.25 qualifies a student to graduate with the Honors Program designation.

Admission to the Honors Program is by application and is based upon academic scores or high school class rank for incoming freshmen (a minimum composite SAT score of 1180 or ACT of 26 or upper 10% of graduating class). Individuals may be granted probationary status under special circumstances. Applications may be obtained by contacting the Honors Program office and are due by August 1. Students with 18 academic college credits (at MSU or transferred), having a cumulative grade point average of 3.25 or better, may apply to the Honors Committee for admission. Students who meet the qualifying criteria for the Honors Program may elect to simply cycle in and out of the program, accepting the challenging course work for those classes of greatest interest. Each semester until the eight required Honors courses are completed, Honors students are expected to enroll in at least one Honors course. In addition to the regularly scheduled Honors courses, Honors students may earn credit by initiating special contracts, independent study courses, and/or interdisciplinary courses, subject to the approval of their major program and the Honors Committee.

MSU is a member of the National Collegiate Honors Council and the regional Great Plains Honors Council. These affiliations broaden the scope of opportunities available for study abroad, semester exchange programs, and participation and presentations at conferences.

Participation in the Honors Program is an important consideration for selection of merit scholarship winners including the coveted Clark and Hardin Scholars—Midwestern's highest undergraduate honors. The Honors Program also serves as a factor for admission into campus honorary organizations as well as graduate school and professional programs. In addition, upon successful completion of four Honors courses, scholarships will be awarded for all following semesters to active participants as they complete the requirements for graduation from the Honors Program.

For more information please contact the MSU Honors Program at (940) 397-4534, honors@nexus.mwsu.edu or www.mwsu.edu/htmldocs/departments/honors/honors_program.htm.

THE LARRY MCMURTRY CENTER FOR THE ARTS AND HUMANITIES

The Larry McMurtry Center sponsors a number of academic programs and speakers through the year and features the McMurtry Center Summer Workshop Program for selected high school students. This two-week learning experience introduces students to residential college life while encouraging their talents. Literature and writing or acting and broadcasting are taught by award-winning instructors, guest speakers, authors, and actors. In addition, the Center offers a graduate course when English teachers participate in the summer program.

The McMurtry Center also sponsors a number of awards, programs, and scholarships including:

- **Lone Star Award for Lifetime Achievement** - honoring a Southwestern writer of distinction.
- **International Prize in Literary Translation** - co-sponsored with City University of New York.
- **McMurtry Distinguished Professor of English** - recognizing a Midwestern State University professor in the literary arts for regional and national achievements.
- **High School Fiction Writing Contest** - prizes for exceptional fiction by young writers, given in collaboration with the Wichita Falls Times-Record News.
- **Scholarships for Midwestern State University**- for students majoring in the arts and humanities.
- **McMurtry Center Lecture** - as part of the annual Midwestern State University Artist Lecture Series.

The Center is directed by Dr. Fred Reynolds, an MSU alumnus who is currently a Professor of English at the City College of the City University of New York.

**ACADEMIC
PROGRAMS**

Academic Program Advisers
College of Business Administration
Gordon T. and Ellen West College of Education
Lamar D. Fain College of Fine Arts
College of Health Sciences
College of Liberal Arts
College of Science and Mathematics

ACADEMIC PROGRAM ADVISERS

| Program | Adviser |
|---------------------------------------|---------------------------------|
| Accounting | Dr. Ralph Fritzsch |
| Applied Arts and Sciences | Dr. J. David Martin |
| Art | Mr. Richard Ash |
| Aviation Management | Dr. Michael Preda |
| Biology | Dr. William Cook |
| Business Computer Information Systems | Dr. Carolyn Harris |
| Chemistry | Dr. Rodney Cate |
| Computer Science | Dr. Ranette Halverson |
| Criminal Justice | Dr. Emily LaBeff |
| Dental Hygiene | Ms. Barbara DeBois |
| Economics | Dr. Roy Patin |
| Education | Dr. Ann Estrada |
| English | Dr. Tom Galbraith |
| Environmental Science | Dr. Phillip Voegel |
| Finance | Dr. Roy Patin |
| General Business | Dr. Charles Ramser |
| Geology | Dr. John Kocurko |
| Health Fitness Management | Dr. Steven Snowden |
| History | Dr. Kenneth E. Hendrickson, Jr. |
| Humanities | Dr. Jefferson Campbell |
| International Studies | Dr. Michael Preda |
| International Trade | Dr. Roy Patin |
| Kinesiology | Dr. Steven Snowden |
| Management | Dr. Charles Ramser |
| Manufacturing Engineering Technology | Dr. Jerry Faulk |
| Marketing | Dr. Charles Ramser |
| Mass Communication | Ms. Carla P. Bennett |
| Mathematics | Dr. William Hinds |
| Medical Technology | Dr. William Cook |
| Music | Dr. Ronald Hough |
| Nursing | Ms. Catherine Rudy |
| Philosophy | Dr. Fred Stewart |
| Physics | Dr. Richard Fleming |
| Political Science | Dr. Sam Watson |
| Psychology | Dr. George Diekhoff |
| Radiologic Sciences | Dr. Nadia Bugg |
| Respiratory Care | Dr. William Burke |
| Social Work | Dr. Jan Walker |
| Sociology | Dr. Emily LaBeff |
| Spanish | Dr. Adalberto Garcia |
| Theatre | Ms. Laura Wilson |
| Pre-Engineering | Dr. Jerry Faulk |
| Pre-Law | Dr. Ernest Dover |
| | Dr. Kris Tilker |
| Pre-Medical | Dr. Rodney Cate |
| Pre-Dentistry | Dr. Rodney Cate |
| Pre-Pharmacy | Dr. William Cook |
| Pre-Physical Therapy | Dr. Norman Horner |

COLLEGE OF BUSINESS ADMINISTRATION

Yoshi Fukasawa, Dean (Fowler 225)

MISSION OF COLLEGE OF BUSINESS ADMINISTRATION

The mission of the College of Business Administration is to prepare students for positions of leadership in business, professional, and public sectors of a global society. There is a commitment to first provide students with a broad education based upon the University's Academic Foundations followed by a general exposure to economic institutions and the complex relationships existing between government, business, and consumers. In their upper-level studies, students receive a concentrated education in one of the specialized areas of accounting, business computer information systems, economics, finance, general business, international trade, management, or marketing. Additionally, the College contributes to the further development of the North Texas region through consultation, continuing education, research, and technical assistance. The Bureau of Business and Government Research, Center for Economic Education, and the Small Business Development Center play major roles in this regard. In order to provide quality education and these services, the College of Business Administration maintains highly qualified faculty members who are committed to teaching excellence and staying abreast of new developments through scholarship and professional development.

The B.B.A. degree programs are accredited by the Association of Collegiate Business Schools and Programs.

REQUIREMENTS FOR THE BACHELOR OF BUSINESS ADMINISTRATION

The Bachelor of Business Administration (B.B.A.) degree is offered with majors in accounting, business computer information systems, economics, finance, general business, international trade, management, and marketing.

Minors are offered in business administration, accounting, business computer information systems, and economics. (See pages , , and for specific courses.)

Teacher certification is available in basic business as a primary teaching field and economics as a secondary teaching field through the West College of Education. Students seeking teacher certification should check with the West College of Education concerning the specific requirements for teacher certification early in their college careers.

All candidates for a Bachelor of Business Administration (B.B.A.) degree must complete a course of study consisting of a minimum of 124 hours including kinesiology requirements, if applicable. Candidates must satisfy all general requirements for a bachelor's degree (see page) as well as requirements listed below.

ACADEMIC FOUNDATIONS AND CORE CURRICULUM (see page)

Candidates for the B.B.A. degree must satisfy all academic foundations and core curriculum requirements (see pages).

PRE-PROFESSIONAL COURSES

In order to earn the B.B.A. degree, students must complete all nine (27 semester hours) of the pre-professional courses listed below.

| | | |
|----------|------|--|
| BUAD | 1033 | Business Environment and Public Policy |
| ENGL | 1113 | Rhetoric and Composition |
| ENGL | 1123 | Rhetoric and Composition |
| MATH1203 | | Mathematical Analysis for Business ¹ OR MATH 1233 College Algebra |
| ACCT | 2143 | Financial Accounting |
| ACCT | 2243 | Managerial Accounting |
| BCIS | 2153 | Microcomputer Applications for Business |
| ECON | 2333 | Macroeconomics ² |
| ECON | 2433 | Microeconomics |

¹ It is recommended that business majors enroll in MATH 1203.

² Business Majors should take this option in the Academic Foundations.

PRE-BUSINESS REQUIREMENTS

All entering freshmen and transfer students pursuing a B.B.A. degree in the College of Business Administration will be classified as Pre-Business. Pre-Business students will *not* be allowed to take upper division business courses (3000 and 4000 level) until all of the following conditions have been satisfied:

- At least 48 semester hours of lower division courses (1000 and 2000 level) including all nine of the **pre-professional courses** (27 semester hours) listed above have been completed.
- An overall minimum grade point average of 2.0 must have been earned on all lower division courses completed prior to registering for upper division business courses. (Note: A minimum grade point average of 2.0 must have been earned on all courses taken at MSU in order to graduate.)

PROFESSIONAL BUSINESS CORE

After satisfying the Pre-Business Requirements discussed above, students pursuing the B.B.A. degree may begin taking upper level business courses including those listed in the Professional Business Core. In order to receive the B.B.A. degree, students must successfully complete all ten (30 semester hours) of the Professional Business Core courses listed below.

| | | |
|------|------|-------------------------------------|
| MGMT | 3013 | Organizational Behavior of Business |
| MGMT | 3113 | Management Information Systems |
| BUAD | 3213 | Business Statistics I |
| BUAD | 3223 | Business Communications |
| BUAD | 3233 | Legal Environment of Business |
| BUAD | 3423 | Business Statistics II |
| MGMT | 3453 | Operations Management |
| MKTG | 3723 | Principles of Marketing |
| FINC | 3733 | Business Finance |
| MGMT | 4853 | Strategic Management |

REQUIREMENTS FOR MAJORS IN BUSINESS ADMINISTRATION

Students may select a major in accounting, business computer information systems, economics, finance, general business, international trade, management, or marketing; however, the course of study during the first two years is virtually the same for all business administration majors. (See Pre-Business Requirements above.)

Specific requirements for a major in the undergraduate program are listed below. Each major requires the courses in the Professional Business Core plus other courses specific to the particular major selected. Students must maintain a grade point average of 2.0 or higher for both major and Professional Business Core.

Students pursuing a B.B.A. degree with any major must take a minimum of 40 percent of their semester hours outside the College of Business Administration. College of Business Administration courses are listed as ACCT, BUAD, BCIS, ECON, FINC, MGMT, and MKTG; however, BCIS 2153, ECON 2333, and ECON 2433 may be counted as work outside the College of Business Administration when making this calculation.

Total hours granted for internship in all areas of business administration may not exceed six hours of credit.

Credit by Examination

Course credit by examination may be earned through making a satisfactory test score on the College Level Examination Program (CLEP) or through a proficiency examination covering a particular course. Business students who plan on taking a CLEP or proficiency examination need to secure approval from the Dean of the College of Business Administration. If a student transfers to MSU after taking CLEP examinations, the student must secure approval from the Dean of the College of Business Administration before credit can be awarded toward the student's degree.

Transfer Credit

All transferred credits must be evaluated and accepted by Midwestern State University. Accounting, business, and economics courses taken at junior or community colleges which are offered at Midwestern State University as upper division (3000 or above) courses will not normally be accepted as credit toward the B.B.A. Under special circumstances a student may be allowed to validate such courses by successfully passing a higher level course in the same subject, by successfully completing a College Level Examination Program (CLEP), or by a proficiency examination; however, any such testing requires the prior approval of the College Dean.

REQUIREMENTS FOR MINOR IN BUSINESS ADMINISTRATION (21 semester hours)

ACCT 2143 and 2243, ECON 2433, FINC 3733, BUAD 3213, MGMT 3013, and MKTG 3723.

Completion of the above courses satisfies the common body of knowledge requirements for the MBA program.

NOTE: Students minoring in business administration should take ECON 2333 and BCIS 2153 instead of the other options listed under the Academic Foundations and General Degree Requirements.

COURSES IN BUSINESS ADMINISTRATION (BUAD)

1033. **Business Environment and Public Policy** 3(3-0)

A general survey course emphasizing the interaction of business with the economic, governmental, social, ethical, and international environments. Introduction to the public policy process and issues with focus on ethical and moral considerations. Recommended for students having an interest in majoring or minoring in business.

2203. **Quantitative Business Analysis** 3(3-0)

Prerequisites: BCIS 2153 and MATH 1203 or 1233.

Introduction to the quantitative methods of analysis as applied to business and economic problems. Topics of study include collecting and describing data, graphical analysis, and descriptive statistics.

3213. **Business Statistics I** 3(3-0)

Prerequisite: MATH 1203 or 1233.

Emphasizes the use of statistics in business decision making. Topics of study include probability distributions, sampling and estimation, and hypothesis testing of means.

3223. Business Communications 3(3-0)

Study and applications of the concepts of inter- and intra-organizational communication -- oral and written. Includes listening skills, letters, memos, proposals, resumes, giving instructions, chairing meetings, and interviews.

3233. Legal Environment of Business 3(3-0)

An introduction to the procedures of the American legal system and how law operates in the legal environment of business including ethical considerations and international, economic, political, and social influences. Topics include nature of law, torts, and contracts. This course is an excellent elective for non-business majors and pre-law students.

3243. Commercial Law 3(3-0)

Prerequisite: BUAD 3233 or consent of instructor.

Course deals with Articles 2, 3, and 4 of the Uniform Commercial Code (sales, commercial paper, banking agency, and real and personal property). This course will help students taking the CPA exam. This course is very beneficial for business majors and pre-law students.

3423. Business Statistics II 3(3-0)

Prerequisite: BUAD 3213.

A continuation of BUAD 3213 as an intermediate course in business statistics. Topics of study include selected non-parametric techniques, analysis of variance, an introduction to forecasting, time series analysis, multiple correlation, and regression analysis. Computer software is used throughout the course.

4743. Management and Control of Quality 3(3-0)

Prerequisites: BUAD 3213 and MGMT 3453.

An introduction to quality management systems in both the manufacturing and service sectors. Topics include the economies of quality, impact on management systems, and the use of statistics to control and improve business operations.

4763. International Strategic Decision Making 3(3-0)

Prerequisites: MGMT 3013 and MKTG 3723.

An in-depth examination of problems, strategies, and techniques frequently encountered and utilized by global business managers in structuring, implementing, and monitoring international business activities. Focus will be both global and country-specific. Culture, marketing, legal, forms of organizations, joint ventures, trading blocks, and technology development are among the topics covered.

4873. Seminar in Business 3(3-0)

Prerequisites: Senior standing in Business Administration and consent of instructor.

Seminar discussions and projects dealing with topics in business administration. May be repeated for credit when topics vary.

4883. Problems in Economics and Business 3(3-0)

Prerequisite: Consent of the Chair.

Research in a specific area selected by the student in conjunction with a member of the school faculty. This course is open only to students of high scholastic standing. Enrollment must be approved prior to registration.

ACCOUNTING

Chair: Ralph Fritzsch
Professors: Fritzsch, T. Harris
Assistant Professors: Bauer, Matthews
Instructor: Schram
Professors Emeriti: McInturff, Madera, Tittle

REQUIREMENTS FOR THE B.B.A. WITH A MAJOR IN ACCOUNTING

Academic Foundations and Core Curriculum: (see page)

Pre-Professional Courses: (see page)

Professional Business Core: (see page)

Courses for Major in Accounting: (24 semester hours)

ACCT 3023, 3033, 3043, 3073, 3203, 4043 or 4053, and six accounting elective hours selected from ACCT 4013, 4023, 4083, 4123, 4213, 4333.

Other Program Requirements: (3 semester hours)

BUAD 3243.

Electives to bring total hours to 124 including kinesiology requirements, if applicable.

JOINT MBA/BBA IN ACCOUNTING

This program is an integrated 150 hour combination of the BBA in accounting and the MBA (non-thesis option) involving 114 hours of undergraduate and 36 hours of graduate coursework. Completion of the program results in the awarding of both degrees and fulfills the educational requirements of the Texas State Board of Public Accountancy for certification as a Certified Public Accountant based on the American Institute of Certified Public Accountant's 150 hour program requirements.

Students interested in this program should consult an accounting adviser at the beginning of their junior year regarding special scheduling requirements and must apply for admission to the graduate program in the semester before starting their last 12 hours of undergraduate credit. (See graduate catalog for specific requirements.) If accepted for graduate admission, students may enroll in both graduate and undergraduate courses for the remainder of the program.

REQUIREMENTS FOR JOINT MBA/BBA IN ACCOUNTING

Academic Foundations and Core Curriculum: (see page)

Pre-Professional Courses: (see page)

Professional Business Core: (See page omitting BUAD 3423 and MGMT 4853.)

Undergraduate Accounting Program (omitting one undergraduate accounting elective) (21 semester hours): ACCT 3023, 3033, 3043, 3073, 3203, and 4043 or 4053. ACCT 4123 must be taken as the other accounting elective.

MBA Program Requirements (Non-Thesis Option): (See program requirements in the graduate catalog.) The following 12 hours in accounting must be completed as part of the 15 graduate elective hours required in the non-

thesis route: ACCT 5033, 5043 or 5053, 5083, and 5883 or 5893.

Other Program Requirements (3 semester hours): BUAD 3243.

Electives to bring total hours to 150 plus kinesiology requirements.

Certification as a Certified Public Accountant (CPA)

The Texas State Board of Public Accountancy currently requires the completion of 150 semester hours including 36 hours of accounting. Students intending to become certified should complete ACCT 4123 (Advanced Accounting) and ACCT 4083 (Federal Income Tax II) as their accounting electives. A second auditing course (ACCT 4043 or 4053) and Survey of Accounting Theory (ACCT 5033) should also be completed in addition to other requirements of the major in accounting.

REQUIREMENTS FOR A MINOR IN ACCOUNTING: (18 semester hours)

ACCT 2143, 2243, 3023, 3033, and six advanced hours.

COURSES IN ACCOUNTING (ACCT)

2143. Financial Accounting 3(3-0)

Introduction to fundamental concepts and principles underlying accounting information, the accounting cycle, service and merchandising operations, sole proprietorships and partnerships, and corporations.

2243. Managerial Accounting 3(3-0)

Prerequisite: ACCT 2143.

Accounting for cash flows, financial statement analysis, responsibility and cost accounting, and budgeting.

3023. Accounting Information Systems 3(3-0)

Prerequisites: ACCT 2243 and BCIS 2153.

Microcomputer spreadsheet techniques and accounting; general ledger programs and sub-programs relevant to the basic accounting cycle.

3033. Intermediate Accounting I 3(3-0)

Prerequisite: ACCT 3023 with a grade of "C" or higher.

Financial accounting theory and problems; statement presentations; an intensive course combining theory and practical applications.

3043. Intermediate Accounting II 3(3-0)

Prerequisite: ACCT 3033 with a grade of "C" or higher.

A continuation of Accounting 3033. An intensive course combining theoretical concepts and practical applications of accounting for a wide range of business activities.

3073. Federal Income Tax I 3(3-0)

Prerequisite: ACCT 2243.

General concepts of federal income taxation applicable to individuals and business entities.

3203. Cost Accounting I 3(3-0)

Prerequisite: ACCT 2243.

Theory and procedures used in determining costs of business operations with emphasis on manufacturing accounting for materials, labor, and overhead in job order, process, and standard cost systems.

- 3633. Financial Analysis** (Same as FINC 3633) 3(3-0)
Prerequisites: Completion of Pre-Business Requirements.
The study of financial tools and techniques used in the analysis of financial statements and other information for the purpose of deriving reasonable judgements about past, present, and future conditions of the firm and the effectiveness of its management.
- 4013. Petroleum Accounting** 3(3-0)
Prerequisite: ACCT 3033 or consent of the Chair.
Basic financial accounting and reporting requirements for oil and gas producing companies, physical processes of a petroleum company, and compliance requirements of professional and regulatory organizations.
- 4023. International Accounting** 3(3-0)
Prerequisite: ACCT 2243 or consent of the Chair.
A study of the accounting issues and problems of multinational corporations including comparative accounting standards and the international standard-setting process.
- 4043. External Auditing** 3(3-0)
Prerequisite: ACCT 3043 or concurrent enrollment.
Theory, practice, and procedure of auditing, internal accounting control, auditing standards and principles, and working papers and reports.
- 4053. Internal Auditing** 3(3-0)
Prerequisite: ACCT 2243.
Topics in auditing, theory, and practice. Includes internal controls, auditing procedures for automated accounting systems, and operations.
- 4083. Federal Income Tax II** 3(3-0)
Prerequisite: ACCT 3073.
Survey of federal income tax laws applicable to corporations, partnerships and S-corporations, and fiduciary relationships.
- 4123. Advanced Accounting** 3(3-0)
Prerequisite: ACCT 3043 or concurrent enrollment.
Intensive study of special areas in accounting with emphasis on consolidated statements; other topics include multinational companies, fiduciaries, insolvencies, partnerships, and fund accounting.
- 4213. Cost Accounting II** 3(3-0)
Prerequisite: ACCT 3203.
Continuation of ACCT 3203. Process and standard cost procedures; cost analysis and interpretation for manufacturing and non-manufacturing business.
- 4333. Governmental and Nonprofit Entity Accounting** 3(3-0)
Prerequisite: Three hours of upper level accounting.
Application of accounting principles and systems of budgeting, accounting, and reporting of governmental units and other nonprofit entities.
- 4883. Problems in Accounting** 3(3-0)
Prerequisite: Consent of the Chair.
Research in a specific area selected by the student in conjunction with a member of the accounting faculty. This course is open only to students of high scholastic standing. Enrollment in this course must be approved prior to

registration.

4893. Internship in Accounting

3(3-0)

Prerequisite: Approval by Dean.

Field experience in accounting with local or regional firms. Provides significant accounting work experience involving training and supervision by an employer. A written report and employer evaluation are required. May be repeated for up to six hours of credit.

BUSINESS COMPUTER INFORMATION SYSTEMS

Chair: Carolyn Harris

Professors: Fritzsich, C. Harris

Associate Professor: Harvey

Assistant Professors: Du, Hilbers, Matthews, Swartwout, Thomas

Instructor: Greening

Professor Emeritus: McInturff

**REQUIREMENTS FOR THE B.B.A. WITH A MAJOR IN
BUSINESS COMPUTER INFORMATION SYSTEMS**

Academic Foundations and Core Curriculum: (See page)

Pre-Professional Business Core: (See page)

Professional Business Core: (See page)

Courses for Major in Business Computer Information Systems: (24 semester hours):

BCIS 3113, 3303, 4123, 4133, 4143, plus nine semester hours selected from ACCT 3023, 4053, BCIS 3153, 3403, 4773, MGMT 4033, or 4613.

Electives to bring total to 124 semester hours including kinesiology requirements, if applicable.

REQUIREMENTS FOR MINOR IN BUSINESS COMPUTER INFORMATION SYSTEMS

(18 semester hours)

MGMT 3113 Management Information Systems

One approved programming language (C, C++, COBOL, or Visual Basic)

BCIS 4123 Database Applications for Business

Three advanced BCIS courses approved by BCIS Program Chair

COURSES IN BUSINESS COMPUTER INFORMATION SYSTEMS (BCIS)

1122. Keyboarding

2(2-0)

For students with no previous instruction in typing. Instruction in the operation of microcomputers using the touch method.

2153. Microcomputer Applications

3(3-0)

An introduction to common software programs for business and academic applications. Emphasis is on the use of electronic spreadsheets, preparing the student for subsequent business courses. Other topics include word processing and presentation software.

- 3113. Business Programming Language (formerly 2113)** 3(3-0)
Prerequisite: BCIS 2153.
An introduction to a programming language which has relevance to business applications. Includes language theory and programming logic as well as implementation. May be repeated if topic differs.
- 3153. Advanced Microcomputer Applications in Business** 3(3-0)
Prerequisite: Consent of instructor.
Discussion and applications of recent advances in hardware, software, and/or telecommunications in business. This course may be repeated for credit when topic content changes.
- 3203. Electronic Commerce** 3 (3-0)
Prerequisite: Junior standing.
This course will explore business uses of the tools and technologies needed for Electronic Commerce. Topics include business concepts, opportunities, challenges, and strategies that surround the emergence of electronic commerce. Problems related to the impact of electronic commerce such as social issues, risk, security, authentication, encryption, privacy, and methodologies will be discussed.
- 3303. Business Telecommunications** 3(3-0)
Prerequisite: MGMT 3113.
Telecommunication applications and regulating environment as they apply to business. An introduction to the technical aspects of current telecommunications technology and the managerial aspects of telecommunications in business organizations.
- 3403. Desktop and Web Publishing** 3(3-0)
Prerequisite: BCIS 2153.
This course explores popular software for creating various types of business publications and internet documents. A group project allows students to design newsletters, product information brochures, Web pages, and other documents for local businesses.
- 4123. Database Applications in Business** 3(3-0)
Prerequisites: BCIS 2153 and senior standing.
An examination of database management systems and their applications in business. Emphasis is placed on design, consideration of the end-user, and management of databases. There will be extensive hands-on use of a microcomputer-based database package.
- 4133. Business Systems Analysis** 3(3-0)
Prerequisite: Senior standing.
Study of the analysis phase of the system development life cycle. Emphasis is placed on feasibility studies, requirement analysis, human factors, and preliminary design. Diagramming techniques and CASE tools, and team presentations will be studied and/or utilized.
- 4143. Business Systems Design and Implementation** 3(3-0)
Prerequisites: BCIS 4123 and 4133.
Study of the design and implementation phases of the system development life cycle. Emphasis is placed on detailed, physical design of a system, and its implementation in a microcomputer environment. Students will work in a team environment to develop a prototype computer-based system for a client, either real or hypothetical.
- 4773. Information Resource Management** 3(3-0)
Prerequisite: MGMT 3113.
A study of the management problems associated with the information systems resources utilized in an

organization. Emphasis is placed on how to acquire, organize, monitor, and control these resources. Additional topics include computer law, privacy, auditing, and management of distributed data processing.

4893. Internship in Business Computer Information Systems 3(3-0)

Prerequisite: Approval by Dean.

Field experience in selected areas of information systems with local enterprises and agencies. May be repeated for up to six hours credit. Must be approved and arranged prior to registration.

ECONOMICS, FINANCE, AND INTERNATIONAL TRADE

Chair: Roy Patin

Professors: Fukasawa, Krienke, Martinez, Patin, Rodriguez, Welch

Associate Professors: Harmel, Van Geem

Assistant Professor: Williams

COURSE REQUIREMENTS FOR THE B.B.A. WITH A MAJOR IN ECONOMICS

Academic Foundations and Core Curriculum: (see page)

Pre-Professional Courses: (see page)

Professional Business Core: (see page)

Courses for Major in Economics: (24 semester hours)

ECON 3323, 3333, 3703, BUAD 3423 (from Professional Business Core), plus 12 semester hours of upper level economics.

General University Electives to bring total hours to 124 including kinesiology requirements, if applicable.

REQUIREMENTS FOR A MINOR IN ECONOMICS (18 semester hours)

ECON 2333, 2433, plus 12 semester hours of upper level economics which must include 3323 or 3333.

COURSES IN ECONOMICS (ECON)

1333. General Economics 3(3-0)

A non-theoretical approach to describe economic involvement in relevant social and political matters. A subject matter to help fill the general need for improved economic reasoning. (Students majoring or minoring in business administration should take ECON 2333 instead of this course.)

2333. Macroeconomic Principles 3(3-0)

Scope and methodology of economics. Development of principles useful for understanding aggregate economics and for choosing policy to resolve problems such as unemployment, inflation, recession, poverty, economic stagnation, and resource waste.

2433. Microeconomic Principles 3(3-0)

Economic principles to describe behavior of business firms under conditions of competition or monopoly and to explain what determines product and resource price levels. An application of economic tools to select problems in monopoly, international trade, economic development, and taxation.

- 3323. Intermediate Macroeconomics** 3(3-0)
Prerequisites: Completion of Pre-Business Requirements.
Macroeconomic analysis is studied to identify forces affecting the economy's performance and to present theory useful in policy development to achieve society's economic goals.
- 3333. Intermediate Microeconomics** 3(3-0)
Prerequisites: Completion of Pre-Business Requirements.
An analysis of the overall functioning of the price system and of the modern business firm in a private enterprise, market-oriented economy. The relation of price, quantity, and profit under competition and imperfect competition.
- 3703. Money, Banking, and Monetary Theory** 3(3-0)
Prerequisites: Completion of Pre-Business Requirements.
Historical development, present organizational structure, and operational importance of the money and banking systems with introduction to monetary theory as a tool for choosing appropriate economic policy.
- 3713. History of Economic Thought** 3(3-0)
Prerequisites: Completion of Pre-Business Requirements.
The significance, influence, and development of economic doctrines from ancient times to modern thought.
- 3743. Public Finance** 3(3-0)
Prerequisites: Completion of Pre-Business Requirements.
A critical analysis of government acquisition and disbursement of revenues; detailed attention to the various taxing programs, the economic effects of governmental debt, and the significance of governmental expenditures for national defense, public works, social security benefits, resource development, and education.
- 4033. Quantitative Methods** (same as MGMT 4033) 3(3-0)
Prerequisites: Completion of Pre-Business Requirements, BUAD 3213.
Methods and application of operations research including topics such as linear programming, queuing, simulation, PERT, networks, transportation, and Markov analysis.
- 4633. Contemporary Economics Issues** 3(3-0)
Prerequisites: Completion of Pre-Business Requirements.
Content will vary at different offerings. Topics will be selected as needed to keep students abreast of contemporary economic issues. Courses may be repeated for credit approval when topics vary.
- 4643. International Economics and Finance** (same as FINC 4643) 3(3-0)
Prerequisites: Completion of Pre-Business Requirements.
International trade theory and practice, historical survey, balance of payments, and world economic problems.
- 4723. Comparative Economic Systems** 3(3-0)
Prerequisites: Completion of Pre-Business Requirements.
Examination of economic characteristics and institutions related to economic freedom, growth, business enterprise, government planning, taxation expenditure, and transfer payments in the U.S., France, United Kingdom, West Germany, and Japan.
- 4743. Industrial Organization** 3(3-0)
Prerequisites: Completion of Pre-Business Requirements.
The implications as to how the structure of business organization, the conduct of buyers and seller, and the involvement of government affect economic performance and welfare in the society.

4883. **Problems in Economics** 3(3-0)

Prerequisites: Completion of Pre-Business Requirements, consent of the Chair.

Research in a specific area selected by the student in conjunction with a member of the school faculty. This course is open to students of high scholastic standing. Enrollment must be approved prior to registration.

REQUIREMENTS FOR THE B.B.A. WITH A MAJOR IN FINANCE

Academic Foundations and Core Curriculum: (see page)

Pre-Professional Courses: (see page)

Professional Business Core: (see page)

Courses for a Major in Finance: (24 semester hours)

FINC 3353, 3733 (from Professional Business Core), 4643, 4653, 4733, plus nine semester hours (three courses) selected from ECON 3323, 3333, 3743, FINC 3413, 3633, or up to six semester hours selected from advanced accounting.

Other Requirements: (3 semester hours)

ECON 3703.

General University Electives to bring total hours to 124 including kinesiology requirements, if applicable.

COURSES IN FINANCE (FINC)

1733. **Personal Finance** 3(3-0)

A study from the consumer's point of view of individual and family financial problems with emphasis on budgeting, credit purchases, insurance, social security, taxes, investments, and sources of consumer information.

3353. **Financial Institutions and Markets** 3(3-0)

Prerequisites: Completion of Pre-Business Requirements.

The structure, internal operation, regulation, supervision, and interaction of financial institutions and markets within the United States.

3413. **Real Estate** 3(3-0)

Prerequisites: Completion of Pre-Business Requirements.

Real estate principles and practices and market forces affecting real estate finance, sales, and brokerage; urban land use, and location analysis; the impact of government policies upon the real estate industry.

3633. **Financial Analysis** (Same as ACCT 3633) 3(3-0)

Prerequisites: Completion of Pre-Business Requirements.

The study of financial tools and techniques used in the analysis of financial statements and other information for the purpose of deriving reasonable judgements about past, present, and future conditions of the firm and the effectiveness of its management.

3733. **Business Finance** 3(3-0)

Prerequisites: Completion of Pre-Business Requirements, BUAD 3213.

An introduction to the principles of business financial management on both a national and international basis. Primary emphasis on time value of money, risk, and return, asset valuation, capital budgeting, cost of capital, short and long-term financing, and dividend policy.

3753. **General Insurance** 3(3-0)
Prerequisites: Completion of Pre-Business Requirements.
Designed to acquaint the student with the general principles of insurance and their application to the business situation; fundamentals of the major types of insurance, including life, casualty, surety, fire, and marine.
4643. **International Economics and Finance** (same as ECON 4643) 3(3-0)
Prerequisites: Completion of Pre-Business Requirements.
International trade theory and practice, historical survey, balance of payments, and world economic problems.
4653. **Financial Management** 3(3-0)
Prerequisites: Completion of Pre-Business Requirements, FINC 3733.
The financial management of the corporation with emphasis on the development of analytical and decision-making techniques. Topics include financial planning, capital budgeting, evaluation of alternative sources of short-term, intermediate and long-term funds and determination of the best combination of these sources, and the financing of growth and development.
4733. **Investments** 3(3-0)
Prerequisites: Completion of Pre-Business Requirements, FINC 3733.
Study of various investment markets with special emphasis on corporate and government securities; the effect of investment control by the federal government evaluated from viewpoint of the public and the investor.
4893. **Internship in Finance** 3 (3-0)
Prerequisite: Consent of the instructor.
Field experience in finance with local or regional firms. Provides significant finance work experience involving training and supervision by an employer. The maintenance of a weekly log, a written report, and an employer evaluation is required. May be repeated for up to six hours of credit. Total hours granted for internships in all areas of business may not exceed six hours of credit.

REQUIREMENTS FOR THE B.B.A. WITH A MAJOR IN INTERNATIONAL TRADE

Academic Foundations and Core Curriculum: (see page)

Pre-Professional Courses: (see page)

Professional Courses: (see page)

Courses for a Major in International Trade: (24 semester hours)

GEOG 3003, ECON 3323 or 3333, 4633, 4643, 4723, MKTG 4643, BUAD 4763 and three semester hours selected from ACCT 4023, HIST 4433, 4643, POLS 3533, 3653, 4333, 4653, 4933, or ECON 4883*.

* International Studies may be substituted for 3-6 hours of course work in major. See your adviser for details.

Other Requirements: A two semester (8 hours) foreign language sequence.

General University Electives to bring total to 124 semester hours including kinesiology requirements, if applicable.

Chair: Charles Ramser
Professors: Fritzsche, Krienke, McCullough, Patterson, Ramser
Associate Professors: Harvey, Porter, Tilker
Assistant Professors: Bultena, Duan, Thomas, Walker
Instructor: Schram
Professors Emeriti: Boutwell, McWhorter, Moeller, Rountree

REQUIREMENTS FOR THE B.B.A. WITH A MAJOR IN MANAGEMENT

Academic Foundations and Core Curriculum: (see page)

Pre-Professional Courses: (see page)

Professional Business Core: (see page)

Courses for Major in Management: (24 semester hours)

MGMT 3013 (from Professional Business Core), 3783 or 4843, 4213, 4413, 4513, 4613; plus either, FINC 4653, or MKTG 4753; and one of the following: ECON 3703, 4643, 4703, or MGMT 4033.

Electives to bring total to 124 semester hours including kinesiology requirements, if applicable.

COURSES IN MANAGEMENT (MGMT)

3013. **Organizational Behavior in Business** 3(3-0)
Prerequisites: ACCT 2143 and ECON 2333.
A study of human relations as applied to people at work in all forms of organizations. Topics to be covered include the fundamentals both of organization and of organizational behavior, including leadership, motivation, group dynamics, structure, systems, communications, conflict, power, change, and stress. Also includes historical development of management, as well as the topics of ethical, international, and technological management.
3113. **Management Information Systems** 3(3-0)
Prerequisites: Completion of Pre-Business Requirements.
Introduction to management information systems and the importance of systems in achieving organizational goals. Includes topics such as systems concepts, time-sharing, telecommunications, distributed data bases, and associated software and hardware.
3453. **Operations Management** 3(3-0)
Prerequisites: ACCT 2243 and MGMT 3013.
Study of concepts, issues, and techniques for systems of production. Development of a basic understanding of the manufacturing function in industry.
3783. **Entrepreneurship** 3(3-0)
Prerequisite: MGMT 3013.
Study of entrepreneurship: how to go about starting, financing, and running a successful new business. Topics covered will include: characteristics of successful entrepreneurs, the idea, business plan, sources of capital, self-development, recruiting, forecasting, and financial planning. A term project will involve the development of a business plan for an actual proposed new business.
4033. **Quantitative Methods** (same as ECON 4033) 3(3-0)
Prerequisite: BUAD 3213.

Methods and application of operations research including topics such as linear programming, queuing, simulation, PERT, networks, transportation, and Markov analysis.

4213. Human Resource Management (Personnel) 3(3-0)

Prerequisite: MGMT 3013.

Personnel and human resource policies and practices related to procuring and training employees, development, careers, job analysis, basic compensation, equal opportunity, and fairness. Also looks at human resource philosophy and the national/international arena.

4413. Human Resource Perspectives 3(3-0)

Prerequisite: Senior standing in business, or consent of instructor.

Human resource policies and practices relating to benefits, performance appraisal, rewards, motivation, communications, labor relations, and health and safety. Problem solving, applications orientation with emphasis on human resource manager's job.

4513. Employment Relations 3(3-0)

Prerequisite: Senior standing in business or consent of instructor.

A case-oriented analysis of current issues in the broad field of employment relations, including the relationship between labor unions and management. Issues include fair employment and compensation practices, human utilization and motivation, development, individual rights, collective bargaining, laws, guidelines, and executive orders.

4613. Supervisory Management 3(3-0)

Prerequisite: MGMT 3013.

A study of the art of working with and through people as a first level manager or supervisor or team leader. Topics include the role of supervisory management; the management functions of planning/decision making, organizing, delegation, motivation, counseling, discipline, and control; and change, stress, and time management. Historical, ethical, and international dimensions will be considered.

4713. Simulation Models in Business 3(3-0)

Prerequisite: MGMT 3113.

A study of the construction and analysis of computer based modeling systems. Topics include manufacturing, distribution, and service based systems.

4843. Management of Small Enterprises 3(3-0)

Prerequisite: Senior standing in business administration or consent of instructor.

A study of small business management issues that arise during the early years of a new business. Comprehensive look at the business functions as they relate to small enterprises.

4853. Strategic Management 3(3-0)

Prerequisite: Graduating senior in business administration or consent of instructor.

Formulation and implementation of top-level managerial strategy. Topics include internal/external analysis, business, corporate, and international strategy, competitive dynamics, acquisition/restructuring, strategic leadership, and innovation. Students apply course concepts by developing a strategic case analysis and by participating in a computer business simulation.

4893. Internship in Business Administration 3(3-0)

Prerequisite: Approval by Dean.

Field experience in selected areas of business administration with local or regional organizations. May involve a specific project or theoretical integration with the "real world." May be repeated for up to six hours credit. Must be approved and arranged prior to registration.

REQUIREMENTS FOR THE B.B.A. WITH A MAJOR IN MARKETING

Academic Foundations and Core Curriculum: (see page)

Pre-Professional Business Core: (see page)

Professional Business Core: (see page)

Courses for Major in Marketing (24 semester hours)

MKTG 3723 (from Professional Business Core), 3823, 4143, 4203, 4743, 4753 plus six semester hours selected from MKTG 3803, 4223, 4233 4253, 4643 or MGMT 3783.

Other Requirements: (3 semester hours)

Three hours of advanced economics.

Electives to bring total to 124 semester hours including kinesiology requirements, if applicable.

COURSES IN MARKETING (MKTG)

3723. **Principles of Marketing** 3(3-0)
Prerequisites: Completion of Pre-Business Requirements, ACCT 2143, ECON 2333, and 2433.
A description and analysis of business activities designed to plan, price, promote, and distribute products and services to customers. Topics studied include the marketing environment, consumer buying habits and motives, types of middlemen, marketing institutions and channels, governmental regulations, advertising, and current marketing practices.
3803. **Marketing on the Internet** 3(3-0)
Prerequisites: BCIS 2153, MKTG 3723.
An introduction to the World Wide Web as an online marketing tool. Includes coverage of user characteristics and behavior, Web technology, design, and management of Web pages as a distribution and marketing communication medium.
3823. **Consumer Behavior** 3(3-0)
Prerequisite: MKTG 3723.
An exploration and evaluation of the extensive body of research evidence pertaining to the consumer, and an assessment of the marketing implications of the various processes and facets of consumer motivation.
4143. **Marketing Research** 3(3-0)
Prerequisites: BUAD 3213, MKTG 4753 or concurrent enrollment, and senior standing in business administration.
Emphasizes the importance and use of marketing research in U.S. businesses. Includes a detailed analysis of the research process from the formulation of the problem to the preparation of the research report. Each student will complete a research project.
4203. **Promotion Management** 3(3-0)
Prerequisite: MKTG 3723.
An overview of the broad field of promotion. Including promotional program selection, media selection, and determination of advertising effectiveness and coordination of the advertising function with the other promotional

tools of personal selling and sales promotion.

4223. Retailing 3(3-0)

Prerequisite: MKTG 3723.

Philosophy and techniques of modern retail merchandising; store location, traffic studies, store layouts and arrangements, store organization, merchandising budget system, and store policies.

4233. Current Marketing Topics 3(3-0)

Prerequisite: MKTG 3723.

Content will vary each semester course is taught. Topics are selected in order to keep marketing majors abreast of contemporary marketing topics. Course may be repeated for credit when topics change.

4253. Advanced Marketing Research 3(3-0)

Prerequisite: MKTG 4143.

Topics include the application of statistical sampling, chi-square, analysis of variance, cross-tabulation, and correlation analysis in solving marketing research problems.

4643. International Marketing 3(3-0)

Prerequisite: MKTG 3723.

A survey of international marketing, world markets, political restraints in trade, and international marketing practices.

4683. Public Relations (same as JOUR 4683) 3(3-0)

See journalism section. May be counted as marketing.

4743. Advanced Marketing Problems 3(3-0)

Prerequisites: MKTG 3723 and senior standing in business administration.

The utilization of oral and written cases in solving problems in the areas of marketing management and marketing strategy. Emphasis is placed on simulated problem solving and decision making in the marketing environment.

4753. Marketing Management 3(3-0)

Prerequisites: MKTG 3723 and BUAD 3213 or concurrent enrollment.

Marketing management including a study of qualitative and quantitative market analysis, product distribution, sales management functions, sales organization, sales promotion functions, and sales control.

4893. Internship in Marketing 3(3-0)

Prerequisite: Approval by Dean.

Field experience in selected areas of marketing with local or regional businesses. May be repeated for up to six hours credit. Must be approved and arranged with professor prior to registration, and the total hours of combination of any internships cannot exceed six hours.

GENERAL BUSINESS

REQUIREMENTS FOR THE B.B.A. WITH A MAJOR IN GENERAL BUSINESS

Academic Foundations and Core Curriculum: (see page)

Pre-Professional Courses: (see page)

Professional Business Core: (see page)

Courses for Major in General Business (24 semester hours)

ACCT 3073, 3633 or 3023; BUAD 3243; ECON 3323 or 3333; FINC 3753 or 4653 or 4733; any two courses from MGMT 3783, 4033, 4213, 4613, and 4843; MKTG 4223 or 4253 or 4753; and three hours of electives in the College of Business Administration.

Electives to bring total to 124 semester hours including kinesiology requirements, if applicable.

REQUIREMENTS FOR THE B.B.A. WITH A MAJOR IN GENERAL BUSINESS AND TEACHING CERTIFICATION

Students seeking a major in general business and teaching certification should check with the West College of Education concerning specific requirements for teaching certification, and then the students should work closely with their respective advisers in the Colleges of Business Administration and Education. Program requirements for the B.B.A. with teaching certification will total approximately 140 credit hours plus kinesiology requirements, if applicable.

AUXILIARY PROGRAMS

Bureau of Business and Government Research

John E. Martinez, Ph.D., Director

The Bureau of Business and Government Research is an integral part of Midwestern State University. The principal purposes of the Bureau are:

1. to provide assistance in research conducted by the faculty and students in the University;
2. to conduct and encourage research related to the local community; and
3. to promote public understanding of contemporary economic, business, and government issues.

The Bureau of Business and Government Research at Midwestern State University is a member of nationwide Association for University Business and Economic Research.

The Mamie Raborn Center for Economic Education

The Mamie Raborn Center for Economic Education was established in 1982 to increase the economic understanding of the public school students and teachers, the university community, and the citizens of the North Texas area. In cooperation with the Texas Council on Economic Education and the Joint Council on Economic Education the Center provides: (1) teacher training programs, (2) economic education materials, and (3) economic education services to the community.

The scope of the Center was broadened in 1993 to encompass international business, international trade, and international entrepreneurship. The Center serves to facilitate the development and coordination of appropriate programs for the dynamic global economy and to improve international access to Midwestern State University education resources in Business Administration.

Small Business Development Center

Jeannie Hilbers, C.P.A.
Director

The MSU Small Business Development Center provides assistance to small businesses. Clients include those already in business and those who want to start a new enterprise. The Center provides business and technical advice in one-on-one counseling. Special seminars and workshops are developed and presented as needed. Assistance in international trade, government contracting, and technology transfer is also offered. In the process of working with clients, a data base is being assembled that reflects the economic activity of our geographic area. This data will be useful in better understanding our small business sector.

Bridwell Professorship of Accounting

The Bridwell Professorship of Accounting was established in 1990 by the Bridwell Foundation to bring outstanding scholarship to Midwestern State University. The professor holding this position is recognized in the accounting profession for his academic achievements.

Dr. Tommy Harris, the Bridwell Professor of Accounting, came to Midwestern State University in 1993 from Lamar University. Dr. Harris has written and presented many papers in the accounting field and has received numerous honors for teaching excellence. He is both a certified management accountant and a certified public accountant. After employment in public accounting, Dr. Harris earned his Ph.D. degree from Louisiana State

University and now has over 25 years of college teaching experience. He is an active participant and has held a wide variety of positions in the Institute of Management Accountants.

Bridwell Professorship of Finance

The Bridwell Professorship of Finance was established in 1990 by the Bridwell Foundation to bring outstanding scholarship to Midwestern State University. The professor holding this position is recognized in the finance profession for his academic achievements.

Dr. Roy P. Patin, Jr., the Bridwell Professor of Finance, came to Midwestern State University in 1992 from McNeese State University. Dr. Patin has written numerous articles and has served as a finance consultant. He has work experience with Exxon Oil Company and Dow Chemical Company. He has held administrative positions in higher education and has taught at McNeese State University, Clemson University, and Mississippi State University.

GORDON T. AND ELLEN WEST COLLEGE OF EDUCATION

Emerson Capps, Dean (Ferguson 201)

EDUCATION

Ann Estrada, Chair (Ferguson 206)

Professors: Barber, Land, Newton

Associate Professors: Capps, Coe, Dowd, Estrada, Gore, Kitchen, Menard

Assistant Professor: Griffiths

Certification Officer: Darter

Professors Emeriti: Darter, Dickerson, Furr, Hill, Smith

The Gordon T. and Ellen West College of Education offers teacher certification for elementary and secondary teachers. Students who wish to become elementary teachers (Grades 1-8) graduate with a Bachelor of Science in Interdisciplinary Studies (BSIS). Students who wish to become secondary teachers (Grades 6-12) pursue a Bachelor of Science, Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Music, or Bachelor of Business Administration with a major and/or minor in appropriate teaching fields.

The program requirements listed are those in effect at the time this catalog was published. Changes may be mandated or recommended by the State Board for Educator Certification or other accrediting organizations or by the Teacher Education Committee. Students should contact the West College of Education for information regarding program changes.

Students already holding a bachelor's degree who wish to seek teacher certification should contact the Certification Officer, 201A Ferguson, for an assessment of their degree and specific program requirements.

State Board for Educator Certification Mandated Changes

We anticipate that the State Board for Educator Certification will mandate changes in the levels of teacher certification and the requirements for certification including changes in teaching field requirements after this catalog is published. Please inquire with the Dean of the College of Education to determine if such changes have been made.

Admission to the Teacher Certification Program: The Teacher Education Committee expects all teacher education students to be above average scholars; therefore, to be considered for admission to the Teacher Certification program, the applicant must have:

1. an application on file (forms available in Education Office);
2. three letters of recommendation (forms available in Education Office);
3. satisfactory scores on the Texas Academic Skills Program (TASP), or equivalent, in reading, writing, and mathematics;
4. at least 60 semester hours of credit;
5. a cumulative grade point of 2.75;
6. a grade point of 2.5 in freshman and sophomore English (excluding any remedial courses) with a minimum of 9 hours completed at the time of admission; and
7. a satisfactory screening interview.

When the above steps have been successfully completed, the student's application to the teacher education program is submitted to the Teacher Education Committee. The Teacher Education Committee has the authority to

accept or reject an applicant to teacher certification based on the applicant's file and other relevant information. Admission to the Teacher Education Program is highly selective. Should limitations on resources require restrictions to be placed on the number of students admitted in a given semester or year, the Teacher Education Committee will admit students according to the level of distinction achieved.

All students must satisfy the basic skills testing requirement (Texas Academic Skills Program test) and have 60 credit hours prior to enrolling in any professional education course (EDUC 3153, 3163, 3433, 4143, 4153, 4166, 4173, 4176, 4203, 4213, 4223, 4273, 4423, 4466, 4473, 4983). Students should complete all requirements and file for admission by the time they have completed 60 hours of credit. Students having 60 hours of credit but who have not been admitted to the program are limited to taking 6 semester hours of professional education.

Undergraduate students seeking teacher certification shall have their official adviser appointed by the Dean of the West College of Education. The Certification Officer will advise post-baccalaureate candidates.

Admission to Student Teaching. Students should make application for student teaching by October 15 for the spring semester and by March 15 for the fall semester. Consideration for admission requires a 2.6 grade point average (programs in the College of Liberal Arts require a 2.75*) and the dean's approval in professional education and each teaching field. A grade of "D" in a course required for certification cannot be used in a student's major, minor, or professional education course. Students may be required to pass qualifying exams in their respective colleges prior to being admitted to student teaching. Forty-five hours of field experiences, at least one-half at the appropriate teaching level, must be completed before student teaching begins.

*Teaching fields in the College of Liberal Arts include Composite Social Studies, English, English/Language Arts, French, History, Political Science, Sociology, and Spanish.

Student teachers seeking elementary certification must have completed Education 3153, 3163, 4203, 4213, and 4143 prior to student teaching. Education 4153 may be taken immediately prior to or during student teaching.

Student teachers seeking secondary certification must have completed Education 3153, 3163, and 3433 prior to student teaching. Education 4273 may be taken during or before student teaching. Education 4423 may be taken immediately prior to or during student teaching.

Student teaching will be full days for 12 weeks except for elementary student teaching with early childhood endorsement (8 weeks plus 6 weeks).

Recommendation for Certification. University recommendation for teacher certification will be made upon completion of the approved program, satisfactory scores on the state competency examinations (ExCET), and approval by the Teacher Education Committee. Recommendation for certification will not be made for a student receiving a grade below C in student teaching. Application for certification is made in the Education Office and requires completion of a form, successful scores on the ExCET, and a \$75 check or money order.

Upon receipt of the University recommendation, the State Board for Educator Certification screens all applicants for Texas certificates for a record of felony or misdemeanor conviction through the Texas Department of Public Safety. "In accordance with Article 6252-13c, Texas Civil Statutes, the Commissioner of Education may suspend or revoke a teaching certificate, or refuse to issue a teaching certificate for a person who has been convicted of a felony or misdemeanor for a crime which directly relates to the duties and responsibilities of the teaching profession."

Bachelor of Science in Interdisciplinary Studies (BSIS)
Elementary Certification

The BSIS is designed for initial certification of elementary teachers. The degree program has three main parts: the Academic Foundations, the Interdisciplinary Major, and Professional Education.

Academic Foundations and Core Curriculum plus additional requirements 66-68 hours

| | |
|---|-----|
| English 1113, 1123 plus 6 hours of Sophomore Literature | 12 |
| Speech 1233 | 3 |
| Foreign Language Two semesters of one foreign language | 8 |
| History 1133, 1233 | 6 |
| Political Science 1333, 1433 | 6 |
| Natural Sciences Two laboratory courses | 6-8 |
| Education 1023 or Computer Science 1023 | 3 |
| Math 2033, 2043 (Structures of the Number System) | 6 |
| Fine Arts - Art 1413 or Music 1033 | 3 |
| Social Science - 3 hours from Sociology 1133 or Psychology 1103 | 3 |
| Economics 1333 or 2333 | 3 |
| Education 4673 | 3 |
| Kinesiology Two activity courses | 3-4 |

Professional Education for Elementary Education 18 hours

The Professional Elementary Education block includes student teaching and field experience in schools and provides beginning skills for teaching. Initial certification is the first step in a teacher's career path for professional development.

| | |
|---|---|
| EDUC 3153 Educational Psychology | 3 |
| EDUC 3163 Classroom Management | 3 |
| EDUC 4143 Elementary Classroom Techniques I | 3 |
| EDUC 4153 Elementary Classroom Techniques II | 3 |
| EDUC 4166 Student Teaching in Elementary School | 6 |

Interdisciplinary Major 48 hours

Within the interdisciplinary major of 48 hours, students will choose a teaching field emphasis and take a variety of courses which broaden and strengthen the academic preparation for teaching in the elementary classroom. Teaching fields are available in eleven disciplines, in two composite fields, and in special education as a delivery system. The total hours in the teaching field plus the number of elective hours is 30.

A: Teaching Field Emphasis* (Academic Fields) **18-30**

NOTE: Numbers in parentheses indicate hours required for each teaching field.

Art (21), Biology (23-24), Earth Science (20), English (18), History (21), Kinesiology (18 + 5 activity classes), Life/Earth Science (28), Mathematics (18), Music (20), Social Studies (30), Spanish (32), Special Education

(24), Speech Communication (18), Theatre (18).

B: Interdisciplinary Combination of Courses

18

| | |
|--|---|
| ART 4303 or MUSC 4813 | 3 |
| ENGL 3013 Children's Literature | 3 |
| KNES 2213 First Aid and Safety | 3 |
| EDUC 4203 Developmental Reading in Elementary School | 3 |
| EDUC 4213 Teaching Reading and Language Arts | 3 |
| EDUC 4223 Diagnosis and Correction of Reading Difficulties | 3 |

C: Electives

0-12

Art 1413, 4303, English 3003, Geography 3003, History 1333 or 1433, 3003, Kinesiology 4513**, 4663, Music 1033, 4813, Physics 1533, Spanish 3333, Speech 1133, Theatre 1503, 4423 (may not duplicate credit used in academic foundations or interdisciplinary courses)

**Required for Special Education

To complete their 48 hour major, students will take the number of elective hours shown below in parenthesis by teaching field from the above list of courses.

Art (9), Biology (7), Earth Science (10), English (12), History (9), Kinesiology (3), Life/Earth Science (3), Mathematics (12), Music (10), Social Studies (0), Spanish (6), Special Education (6), Speech Communication (12), Theatre (12).

***Requirements for Elementary Teaching Fields**

Art: 1113, 1123, 1413, 3 hours from 3413, 3423, 4433, plus 9 hours selected from painting, printmaking, ceramics, sculpture, metalsmithing, or drawing of which 6 must be advanced (must have at least 9 advanced hours).

Biology: 1144, 2034, 1544, 3 courses from 3024, 3333, 3434, 3534.

Earth Science: GEOL 1134, 1233, 3023, 3133, 3734, PHYS 1533.

English: 6 hours of sophomore literature; 3 hours from 3513, 4513, 4523, 4753, or 4763; plus 9 hours of which 6 must be advanced.

History: 1133, 1233, 1333, 1433, 3003; 3 advanced hours in American history; 3 advanced hours from Far Eastern, European, or Latin American history.

Kinesiology: 2 activity courses, 2 majors activities, 1011, 1053, 3363, 3653, 4513, 4663, plus one of the following: 4103, 4643, 4703, 4853. General requirements must include BIOL 1134 and 1234.

Life/Earth Science: BIOL 1144, 1544; GEOL 1134, 3133; PHYS 1533; plus 3 courses from BIOL 3333, 3434, 3534, GEOL 3023.

Mathematics: 2033, 2043, 1233, 3113 or 3293, 3133, STAT 3573.

Music: 1000 (4 semesters), 1601/1603, 4813, 2 semester hours from 1111 Beginning Piano or 1121 Piano Class (keyboard students take MUSC 4612, Practicum in Vocal Accompanying, offered fall semester on alternate years only), Major ensemble (4 semesters), Primary Performing Area (4 semester hours - must concurrently

enroll in ensemble), plus 3 hours from 3723, 3733, 3743, 4823, 4843, 4893 (must have at least 9 advanced hours, 3 of which may be upper level major ensemble).

Social Studies: ECON 2333, 2433; GEOG 3003, 3013, HIST 1333 or 1433, 3003, 3 advanced hours of American History, plus 3 advanced hours of HIST; POLS 1333, 2523.

Spanish: 1134, 1234, 2133, 2233; 3013 or 3023; 3333, 4133, 4433, plus 6 advanced hours.

Special Education (Delivery System): EDUC 3613, 4663, 4793, 4933, 4953, 4963, 4973, and KNES 4513.

Speech Communication: 1233, 2133, 3013, 3023, 4133, and THEA 4423.

Theatre: SPCH 1233, THEA 2133, 3433, plus 9 hours of which 6 must be advanced.

ENDORSEMENTS

Early Childhood

Requirements for the early childhood endorsement on the Elementary Provisional Certificate include 12 hours (with a cumulative grade point average of at least 2.6) in courses specifically devoted to the education of the young child. Early childhood endorsement may be added to elementary or vocational home economics certificates which required a degree. Passing the ExCET in early childhood is required before receiving certification.

Courses required - EDUC 4103, 4123, 4133, and 4183.

Early Childhood Special Education

Requirements for the early childhood special education endorsement on the Elementary Provisional Certificate include 18 hours (with a cumulative grade point average of at least 2.6) in courses specifically devoted to the young child who has a disability. The early childhood special education endorsement may be added to elementary, special education, all-level, or vocational home economics certificates which required a degree. Passing the ExCET in early childhood is required before receiving certification.

Courses required - EDUC 3613, 4103, 4123, 4133, 4663, and 4953. Three semester hours of student teaching with handicapped children ages 0 through 8, or one year of successful teaching experience on a permit in any early childhood for the handicapped classroom in a school accredited or approved by the Texas Education Agency.

English as a Second Language and Gifted and Talented

These endorsements are available at the graduate level. With permission, students within one semester of graduation may begin coursework on these graduate endorsements. See graduate catalog.

SECONDARY TEACHER CERTIFICATION

Secondary teacher certification is based on bachelor's degrees offered in 19 academic areas of the University. In addition to the requirements for the degree, students seeking certification take 18 hours of Professional Education and a course in reading. The requirements for secondary teacher certification may be slightly different from those of the degree without teacher certification but include academic foundations, a major field, usually a minor field, and special program requirements for the degree and major. Certain major/minor combinations are allowed under the approved certification programs. Careful planning and advisement with both the major college and the West College of Education are important.

Professional Education for Secondary Certification. The professional secondary education block includes student teaching and field experience in schools and provides beginning skills for teaching. Initial certification is the first step in a teacher's career path for professional development.

Teaching Fields. Students have several certification options for their major and minor teaching fields. Students should be very careful that the major and minor in which they are interested are approved.

Option I. Students have a major of 36 hours and a minor of 18 hours (must have 12 hours in a supporting field). Students who elect Option I are certified only in their major field.

BA: Art, English, History, Kinesiology, Mathematics, Political Science, Spanish, Theatre Arts

BS: Biology, Chemistry, Kinesiology, Mathematics, Physical Science

Option II. Students are certified to teach in both their major of at least 30+ hours and their minor of at least 24+ hours.

Option III. Certification of those who wish to be certified in basic business is based on the Bachelor of Business Administration.

Option IV. Students may be certified in an integrated teaching field which allows them to teach in a number of subjects. This is achieved by taking a major in one field and a composite minor in several related subjects. Three teaching fields are available in Option IV.

English/Language Arts

BA in English with Journalism, Speech, and Reading

Social Studies

BA in History with Political Science, Economics, and Geography

BA in Political Science with History, Economics, and Geography

Composite Science

BS in Biology with Chemistry, Physics, and Geology

All-Level Certification is available in three disciplines for students who wish to teach grades 1 - 12.

BM: Music All Level Option I

BFA: Art All Level Option I

BS: Kinesiology All Level Option II

BA: Kinesiology All Level Option II

Bachelor of Arts with Secondary Certification

| | |
|--|---------------|
| Academic Foundations and Core Curriculum plus additional requirements | 63-67 |
| English 1113, 1123 plus 6 hours of Sophomore Literature | 12 |
| Speech 1133 | 3 |
| Foreign Language | 12-14 |
| History 1133, 1233 | 6 |
| Political Science 1333, 1433 | 6 |
| Natural Sciences - two laboratory courses | 6-8 |
| Education 1023 or Computer Science 1023 | 3 |
| Math 1233 | 3 |
| Fine Arts - 3 hours from art, music, theatre | 3 |
| Social Science - Sociology 1133 or Psychology 1103 | 3 |
| Economics 1333 or 2333 | 3 |
| Education 4673 | 3 |
| Kinesiology (2 activities) | 3-4 |
| Professional Education for Secondary Certification | 21 |
| EDUC 3153 Educational Psychology | 3 |
| EDUC 3163 Classroom Management | 3 |
| EDUC 3433 Secondary School Curriculum | 3 |
| EDUC 4423 Secondary School Methods | 3 |
| EDUC 4466 Student Teaching in Secondary School | 6 |
| EDUC 4273 Reading in the Secondary Content Areas | 3 |

Major Teaching Fields for Bachelor of Arts

Option I: Those seeking a Bachelor of Arts degree may choose one of the following fields which requires 36+ hours in a major and 18+ hours in a minor (must include 12 hours in a supporting field). Required courses for major are listed below (certification in major field only).

Art (36 hours): 1113, 1123, 1313, 4403, 9 hours of art history from 3413, 3423, 4433, 4443; plus 15 advanced hours.

English (36 hours): 1113, 1123; 6 hours of sophomore literature; 3503, 3513, and 3533; 3 hours from 4773, 4853, 4863, 4873, or 4883; and 12 additional hours (excluding 2113 and 3013) to include 3 hours of 3000 level courses and 6 hours of 4000 level courses.

History (36 hours): 1133, 1233, 1333, 1433, 3003, 3133, 4433; 3 advanced hours American history; 3 advanced hours European history; 3 advanced hours Far Eastern history or Middle Eastern history; 3 advanced hours Latin American history, plus 3 advanced hours.

Kinesiology (38-40 hours): 2 activity courses, 2 major activity courses; KNES 1011, 1053, 2213, 3603, 3653, 4103 or 4643, 4513, 4671, 4693, 4703, and two of the following one of which must be upper level: KNES 2353, 2403, 2413, 4033, 4333, 4853. General requirements must include BIOL 1134 and 1234.

Mathematics (39 hours): 1233, 1433, 1634, 1734, 2534, 3133, 3293, 3433, 3533, 3833, 4133, 4143.

Political Science (36 hours): 1333, 1433, 2523, 3213, 3313, 3533, 3653, 4853; 3 hours from 4133, 4213, 4223,

4233, 4243, 4953; 3 hours from 3233, 3443, 3843, 3933, 4013, 4163, 4443; plus 6 advanced hours.

Spanish (38 hours): 1134, 1234, 2133, 2233; 3013 or 3023; 3003, 3333; 3 hours from 3133, 3233, 3533, 3633; 4133 or 4233, 4433, and 6 additional advanced hours.

Theatre Arts (36 hours): 1413, 1513, 1613, 2133, 2533, 3433, 3543, 4433, 4443, 4483; 3 hours from 3423, 3463, 3473, 4463, 4473; plus 3 advanced hours.

Option II: Those seeking a Bachelor of Arts degree may choose two teaching fields with 30+ hours in a major and 24+ hours in a minor. Required courses and possible minors are listed below. See page for minor teaching field requirements.

Art (33 hours): 1113, 1123, 1313, 4403; 6 hours of art history from 3413, 3423, 4433, 4443; plus 15 advanced hours.

Minors: Chemistry, Computer Science, Economics, English, History, Life/Earth Science, Mathematics, Physical Science, Physics, Political Science, Sociology, Spanish, Speech, Theatre.

Earth Science (33 hours): GEOL 1134, 1233, 2134, 3023, 3133, 3234, 3534, 3734, 4001, GEOG 3003.

Minors: Art, Chemistry, Computer Science, Economics, English, History, Mathematics, Physical Science, Political Science, Sociology, Spanish, Speech, Theatre.

English (36 hours): 1113, 1123; 6 hours of sophomore literature; 3503, 3513, and 3533; 3 hours from 4773, 4853, 4863, 4873 or 4883; and 12 additional hours (excluding 2113 and 3013) to include 3 hours of 3000 level courses and 6 hours of 4000 level courses.

Minors: Art, Biology, Chemistry, Computer Science, Economics, History, Kinesiology, Life/Earth Science, Mathematics, Music, Physical Science, Physics, Political Science, Sociology, Spanish, Special Education, Speech, Theatre.

History (33 hours): 1133, 1233, 1333, 1433, 3003, 3133, 4433; 3 advanced hours American history, 3 advanced hours Latin American history, 3 advanced hours Far Eastern history or Middle Eastern history, plus 3 advanced hours.

Minors: Art, Biology, Chemistry, Computer Science, Economics, English, Kinesiology, Life/Earth Science, Mathematics, Music, Physical Science, Physics, Political Science, Sociology, Spanish, Special Education, Speech, Theatre.

Kinesiology (31-33 hours): 2 activity courses, 2 major activity courses, KNES 1011, 1053, 2213, 3603, 3653, 4103 or 4643, 4513, 4693, 4703. General requirements must include BIOL 1134 and 1234.

Minors: Art, Biology, Chemistry, Computer Science, Economics, English, History, Life/Earth Science, Mathematics, Music, Physical Science, Physics, Political Science, Sociology, Spanish, Special Education, Speech, Theatre.

Mathematics (39 hours): 1233, 1433, 1634, 1734, 2534, 3133, 3293, 3433, 3533, 3833, 4133, 4143.

Minors: Biology, Chemistry, Computer Science, English, History, Physical Science, Physics, Political Science, Spanish, Speech, Theatre.

Political Science (30 hours): 1333, 1433, 2523, 3213, 3313, 3533, 3653, 4853; 3 hours from 4133, 4213, 4223, 4233, 4243, 4953; 3 hours from 3233, 3443, 3843, 3933, 4013, 4163, 4443.

Minors: Art, Biology, Chemistry, Computer Science, Economics, English, History, Kinesiology, Life/Earth Science, Mathematics, Music, Physical Science, Physics, Sociology, Spanish, Special Education, Speech, Theatre.

Spanish (38 hours): 1134, 1234, 2133, 2233; 3013 or 3023; 3003, 3333; 3 hours from 3133, 3233, 3533, 3633; 4133 or 4233, 4433; and 6 additional advanced hours.

Minors: Art, Biology, Chemistry, Computer Science, Economics, English, History, Kinesiology, Life/Earth Science, Mathematics, Music, Physical Science, Physics, Political Science, Sociology, Special Education, Speech, Theatre.

Theatre (33 hours): 1413, 1513, 1613, 2133, 2533, 3433, 3543, 4483, 3 hours from 3423, 3463, 3473, 4463, 4473, 3 hours from 4433, 4443, plus 3 advanced hours.

Minors: Art, Chemistry, Computer Science, Economics, English, History, Life/Earth Science, Mathematics, Physical Science, Physics, Political Science, Sociology, Spanish, Speech.

Option IV - Composite Teaching Fields

English/Language Arts - ENGL 1113, 1123, 6 hours sophomore literature, 3503, 3513, and 3533; 3 hours from 4773, 4853, 4863, 4873, or 4883, and 12 additional hours (excluding 2113 and 3013) to include 3 hours of 3000 level courses and 6 hours of 4000 level courses.

Minor in Communication includes SPCH 1133, 2133, 3013, MCOM 1113, JOUR 1243; JOUR 3633 or 3653; EDUC 4223 and 4273.

Social Studies with History Major - HIST 1133, 1233, 1333, 1433, 3003, 3133, 3 hours American History, 3 hours European History, 3 hours Far Eastern or Middle Eastern History, 3 hours Latin American History, POLS 1333, 1433, 2523, 3313 plus 6 advanced hours; ECON 2333 and 2433; GEOG 3003 and 3013.

Social Studies with Political Science Major - POLS 1333, 1433, 2523, 3313, 3533, 3653, 4853; 3 hours from 4133, 4213, 4223, 4233, 4243, 4953; 3 hours from 3233, 3443, 3843, 3933, 4013, 4163, 4443; plus 3 advanced hours, HIST 1133, 1233, 1333, 1433, 3003, plus 3 advanced hours of HIST; ECON 2333, 2433, GEOG 3003, 3013.

Bachelor of Science with Secondary Certification

| | |
|--|--------------|
| Academic Foundations and Core Curriculum plus additional requirements | 63-64 |
| English 1113, 1123 plus 6 hours of Sophomore Literature | 12 |
| Speech 1133 | 3 |
| History 1133, 1233 | 6 |
| Political Science 1333, 1433 | 6 |
| Natural Sciences - two laboratory science sequences | 15-16 |
| Math 1233 and 3 additional hours* | 6 |
| Education 1023 or Computer Science 1023 or 1043 | 3 |
| Fine Arts - 3 hours from Art, Music or Theatre | 3 |
| Social Science - 3 hours from Sociology 1133 or Psychology 1103 | 3 |
| Economics 1333 or 2333 | 3 |
| Education 4673 | 3 |
| Kinesiology (2 activities) | 3-4 |

*Only Math 1233 is required for Kinesiology majors.

| | |
|---|-----------|
| Professional Education for Secondary Certification | 21 |
| EDUC 3153 Educational Psychology | 3 |
| EDUC 3163 Classroom Management | 3 |
| EDUC 3433 Secondary School Curriculum | 3 |
| EDUC 4423 Secondary School Methods | 3 |
| EDUC 4466 Student Teaching in Secondary School | 6 |
| EDUC 4273 Reading in the Secondary Content Areas | 3 |

Major (First Teaching Field) for Bachelor of Science

Option I - Those seeking a Bachelor of Science degree may choose one of the following fields which requires 36+ hours in a major and 18+ hours in a minor (must have 12 hours in supporting field). Required courses for major are listed below (certification in major field only).

Biology (39 hours): 1144, 1544, 3054, 3064, 3144 or 3044, 3234, 3331, 3333, 3534, 4001, 3 hours from 3434, 3643, plus 3 advanced hours. General requirements must include CHEM 1141, 1143, 1241, 1243, 3001, 3003.

Chemistry (36 hours): 1141, 1143, 1241, 1243, 3001, 3003, 3011, 3013, 3302, 3303, 3603, 2 hours of CHEM 4001 plus 10 advanced hours. Requires mathematics minor.

Kinesiology (38-40 hours): 2 activity courses, 2 major activity courses, KNES 1011, 1053, 2213, 3603, 3653, 4103 or 4643, 4513, 4671, 4693, 4703, and two of the following one of which must be upper level: KNES 2353, 2403, 2413, 4033, 4333, 4853. General requirements must include Biology 1134 and 1234.

Mathematics (39 hours): 1233, 1433, 1634, 1734, 2534, 3133, 3293, 3433, 3533, 3833, 4133, 4143.

Physical Science (37 hours): CHEM 1141, 1143, 1241, 1243, plus 7 advanced hours, exclusive of organic and introductory environmental chemistry; PHYS 1144, 1244, 1533, 3034, 3134, GEOL 3133. Minor in GEOL 1134, 1233, 2134, 3023; GEOG 3003, 3013.

Option II - Those seeking a Bachelor of Science degree may choose two teaching fields with 30+ hours in a major and 24+ hours in a minor. Required courses and possible minors are listed below. See minor teaching field

requirements below.

Biology (32 hours): 1144, 1544, 3054, 3064, 3234, 3144, 3331, 3333, 3534, 4001, 3 hours from 3024, 3434, 3643. General requirements must include CHEM 1141, 1143, 1241, 1243, 3001, 3003.

Minors: Chemistry, English, History, Mathematics, Physical Science, Physics, Political Science, Speech.

Chemistry (32 hours): 1141, 1143, 1241, 1243, 3001, 3003, 3011, 3013, 3302, 3303, 3603, 2 hours of CHEM 4001 plus 6 advanced hours.

Minors: Computer Science, English, History, Mathematics, Physical Science, Political Science, Spanish, Speech.

Mathematics (39 hours): 1233, 1433, 1634, 1734, 2534, 3133, 3293, 3433, 3533, 3833, 4133, 4143.

Minors: Biology, Chemistry, Computer Science, English, History, Physical Science, Physics, Political Science, Spanish, Speech, Theatre.

Kinesiology (31-33 hours): 2 activity courses, 2 major activity courses, KNES 1011, 1053, 2213, 3603, 3653, 4103 or 4643, 4513, 4693, 4703. General requirements must include BIOL 1134 and 1234.

Minors: Art, Biology, Chemistry, Computer Science, Economics, English, History, Life/Earth Science, Mathematics, Music, Physical Science, Physics, Political Science, Sociology, Spanish, Special Education, Speech, Theatre.

Option IV

Science (72 hours) - BIOL 1144, 1544, 3024, 3054, 3064, 3234, 3331, 3333, 3534, 4001, 6 advanced hours of Biology; CHEM 1141, 1143, 1241, 1243, 3001, 3003; PHYS 1144, 1244; GEOL 1134, 1233, 3023, 3133.

Minor (Second Teaching Field) for Option II

Second teaching fields approved with a first teaching field may be used with that teaching field for either the BA or the BS.

Art (24 hours): 1113, 1123, 4403, six semester hours of art history; and nine advanced semester hours.

Biology (26 semester hours): 1144, 1544, 3054, 3064, 3333, 3534 and a field course selected from 3024, 3434, 3643. Requirements must include CHEM 1203 **or** 1141, 1143, 1241, and 1243.

Chemistry (24 hours): 1141, 1143, 1241, 1243, 3001, 3003, 3302, 3303, and seven advanced hours, exclusive of organic and introductory environmental chemistry.

Computer Science (27 hours): 1043, 1053, 2013, 2083, 2133, and twelve advanced hours.

Earth Science (24 hours): GEOL 1134, 1233, 2134, 3023, 3743 plus seven hours of which six must be advanced.

Economics (24 hours): 2333, 2433, 3323, 3333, 3703; 3743 or 4743; plus six advanced hours.

English (27 hours): 1113, 1123, 6 hours of sophomore literature, 3503, 3513, and 3533; 3 hours from 4773, 4853, 4863, 4873, or 4883, and 3 advanced hours exclusive of 3013.

French (32 hours): 1134, 1234, 2133, 2233, 3133, 3233, 3333, 4013, 4533, plus 3 additional advanced hours (may include a repeat of 4013 or 4533 if topics change).

History (30 hours): 1133, 1233, 1333, 1433, 3003, 3133, 4433, three advanced hours in American history; three advanced hours in European history; three advanced hours in Latin American history, Far Eastern history or Middle Eastern history.

Kinesiology (31-33 hours): 2 activity courses, 2 major activity courses, KNES 1011, 1053, 2213, 3603, 3653; 4103 or 4643; 4693; two of the following, one of which must be advanced: KNES 2403, 2413, 4033, 4333, 4703, 4853. General requirements must include BIOL 1134 and 1234.

Life/Earth Science (27 hours): BIOL 1144 or 2034, and 1544; GEOL 1134, 3133; PHYS 1533; nine hours from BIOL 3024, 3133, 3333, 3434, 3534, 4683, GEOL 3023, 3534, 3734.

Mathematics (26 hours): 1233, 1433, 1634, 1734, 3133, 3293, 3833, STAT 3573.

Music (24-25 hours): 1601/1603, 1611/1613; 3733, 3743; 4823; 4843; one course from 4853 or 4862; plus two hours (two semesters) of private lessons.

Physical Science (26 hours): CHEM 1141, 1143, 1241, 1243; PHYS 1144, 1244 or 1625, 2645; plus eight hours of which six must be advanced in chemistry and/or physics, exclusive of organic and introductory environmental chemistry.

Physics (24 hours): 1624, 2644, 3034, 3134, plus eight advanced hours.

Political Science (24 hours): 1333, 1433, 2523, 3313, plus twelve hours of which nine must be advanced.

Sociology (24 hours): 1133, 2233, 3433, 3733, 4133; and nine semester hours from 3023, 3403, 3633, 3783, 4543, 4733.

Spanish (32 hours): 1134, 1234, 2133, 2233, 3003; 3013 or 3023; 3333, 3 advanced hours of Spanish or Spanish-American literature courses taught in Spanish; 4133 or 4233, and 4433. Additional advanced courses in Spanish strongly urged.

Special Education (24 hours): EDUC 3613, 4223, 4663, 4793, 4933, 4953, 4963, 4973.

Speech Communications (24 hours): SPCH 1133, 1233, 2133, 3013, 3023 and 4133, MCOM 3313 and 4153.

Theatre (24 hours): 1413, 1513, 1613, 2533, 3433, 4483, three hours from 3463, 3473, 4473, plus three advanced hours.

BUSINESS

Bachelor of Business Administration with Teacher Certification

Option III Basic Business

| | |
|--|--------------|
| Academic Foundations and Core Curriculum plus additional requirements | 63-65 |
| English 1113, 1123 plus 6 hours of Sophomore Literature | 12 |
| Speech 1133 | 3 |
| History 1133, 1233 | 6 |
| Political Science 1333, 1433 | 6 |
| Natural Sciences - two laboratory courses | 6-8 |
| Business Computer Information Systems 2153 | 3 |
| Finance 3733 | 3 |
| Management 3113, 3453 | 6 |
| Math 1233 or 1203 | 3 |
| Fine Arts - 3 hours from art, music, or theatre | 3 |
| Social Science - SOCL 1133 or PSYC 1103 | 3 |
| Economics 2333 | 3 |
| Education 4673 | 3 |
| Kinesiology (2 activities) | 3 |
| Option III - Major in General Business | 54 |
| Accounting 2143, 2243, 3023 | 9 |
| Business Administration 3213, 3223, 3233, 3243, 3423 | 15 |
| Business Computer Information Systems 3403 | 3 |
| Economics 2433, 3323 or 3333 | 6 |
| Finance 3413 or 3753 | 3 |
| Management 3013, 4853 | 6 |
| Marketing 3723 and 3823 or 4223 | 6 |
| Finance 1733 or Management 4213 | 3 |
| Advanced Elective in Business Administration | 3 |
| Professional Education for Secondary Certification | 21 |
| EDUC 3153 Educational Psychology | 3 |
| EDUC 3163 Classroom Management | 3 |
| EDUC 3433 Secondary School Curriculum | 3 |
| EDUC 4423 Secondary School Methods | 3 |
| EDUC 4466 Student Teaching in Secondary School | 6 |
| EDUC 4273 Reading in the Secondary Content Areas | 3 |

ART

Bachelor of Fine Arts with Teacher Certification

Option I - Art All Level

| | |
|---|--------------|
| Academic Foundations and Core Curriculum plus additional requirements | 63-65 |
| English 1113, 1123 plus 6 hours of Sophomore Literature | 12 |
| Speech 1133 | 3 |
| History 1133, 1233 | 6 |
| Political Science 1333, 1433 | 6 |
| Natural Sciences - two laboratory courses | 6-8 |
| Math 1233 | 3 |
| Education 1023 or Computer Science 1023 | 3 |
| Fine Arts - Art 1413 | 3 |
| Art 1113, 1123, 1313, 1323 | 12 |
| Social Science - Sociology 1133 or Psychology 1103 | 3 |
| Economics 1333 or 2333 | 3 |
| Education 4673 | 3 |
| Kinesiology (2 activities) | 3-4 |
| Major in Art | 54 |
| Design and Basic Art - 1113, 1123, 1313, 1323, 1413, 2013, 2153, 2313, 2523, 2613, 2813, 4303, 4403 and 4513 or select one additional course outside your two major areas. | 27 |
| Art History - 9 hours from 3413, 3423, 4433, 4443; | 9 |
| Studio - 18 hours of which 12 must be advanced and equally divided between one 2-dimensional and one 3-dimensional studio area | 18 |
| Painting 2323, 3333, 4313, 4323 | |
| Printmaking 3143, 3153, 4143, 4153 | |
| Ceramics 2623, 3613, 4523, 4613 | |
| Metals and Jewelry 3813, 3823, 4813, 4823 | |
| Photography 2013, 3013, 3023, 4013, 4023 | |
| Commercial Art 2723, 3713, 3723, 4713, 4723 | |
| Sculpture 2823, 3623, 3633, 4623 | |
| Professional Education for Secondary Certification | 21 |
| EDUC 3153 Educational Psychology | 3 |
| EDUC 3163 Classroom Management | 3 |
| EDUC 4143 Elementary Classroom Techniques I | 3 |
| EDUC 4423 Secondary School Methods | 3 |
| EDUC 4173 Student Teaching, Elementary, All-Level | 3 |
| EDUC 4473 Student Teaching, Secondary, All-Level | 3 |
| EDUC 4273 Reading in the Secondary Content Areas | 3 |

MUSIC

Bachelor of Music with Teacher Certification

Option I - Music All Level, Vocal Emphasis

| | |
|---|--------------|
| Academic Foundations and Core Curriculum | 48-50 |
| English 1113, 1123 plus 6 hours of Sophomore Literature | 12 |
| Speech 1233 | 3 |
| History 1133, 1233 | 6 |
| Political Science 1333, 1433 | 6 |
| Natural Sciences - two laboratory courses | 6-8 |
| Math 1233 | 3 |
| Education 1023 or Computer Science 1023 | 3 |
| Fine Arts - requirement met by courses in major area | 0 |
| Social Science - Sociology 1133 or Psychology 1103 | 3 |
| Economics 1333 or 2333 | 3 |
| Education 4673 | 3 |
| Kinesiology (2 activities) | 3-4 |
| Major in Music | 64 |
| Theory 1601/1603, 1611/1613, 2603, 2613, 3632, 3662 | 18 |
| Instrumental classes 3141, 3161, 3181, 3291 | 4 |
| History 3723, 3733, 3743 | 9 |
| Conducting 4843, 4862 | 5 |
| Diction 1211, 1221 | 2 |
| Choral Literature 3862, 3872 | 4 |
| Foundations 4823, 4873 | 6 |
| Applied Music | 7 |
| Ensemble | 7 |
| Advanced Electives | 2 |
| Piano Proficiency and Recital Attendance | |
| Professional Education for All-Level Certification | 21 |
| EDUC 3153 Educational Psychology | 3 |
| EDUC 3163 Classroom Management | 3 |
| EDUC 4143 Elementary Classroom Techniques I | 3 |
| EDUC 4423 Secondary School Methods | 3 |
| EDUC 4173 Student Teaching, Elementary, All-Level | 3 |
| EDUC 4273 Reading in the Secondary Content Areas | 3 |
| EDUC 4473 Student Teaching, Secondary, All-Level | 3 |

MUSIC

Bachelor of Music with Teacher Certification Option I - Music All Level, Instrumental Emphasis

| | |
|---|--------------|
| Academic Foundations and Core Curriculum | 48-50 |
| English 1113, 1123 plus 6 hours of sophomore literature | 12 |
| Speech 1233 | 3 |
| History 1133, 1233 | 6 |
| Political Science 1333, 1433 | 6 |
| Natural Sciences - two laboratory courses | 6-8 |
| Math 1233 | 3 |
| Education 1023 or Computer Science 1023 | 3 |
| Fine Arts - requirement met by courses in major area | 0 |
| Social Science - Sociology 1133 or Psychology 1103 | 3 |
| Economics 1333 or 2333 | 3 |
| Education 4673 | 3 |
| Kinesiology (2 activities) | 3-4 |
| Major in Music | 64 |
| Theory 1601/1603, 1611/1613, 2603, 2613, 3632, 3662 | 18 |
| Instrumental classes 3141, 3161, 3181, 3281, 3291 | 5 |
| History 3723, 3733, 3743 | 9 |
| Conducting 4843, 4853 | 6 |
| Foundations 4823, 4873 | 6 |
| Applied Music | 7 |
| Ensemble | 7 |
| Advanced Electives | 6 |
| Piano Proficiency and Recital Attendance | |
| Professional Education for All-Level Certification | 21 |
| EDUC 3153 Educational Psychology | 3 |
| EDUC 3163 Classroom Management | 3 |
| EDUC 4143 Elementary Classroom Techniques I | 3 |
| EDUC 4423 Secondary School Methods | 3 |
| EDUC 4173 Student Teaching, Elementary, All-Level | 3 |
| EDUC 4273 Reading in the Secondary Content Areas | 3 |
| EDUC 4473 Student Teaching, Secondary, All-Level | 3 |

KINESIOLOGY

Bachelor of Arts with Teacher Certification **Bachelor of Science with Teacher Certification** Option II - All Level

Academic Foundations and Core Curriculum plus additional requirements

For BA with certification, see page

63-67

For BS with certification, see page

63-64

Major - Kinesiology

37

Kinesiology (BA or BS Option II) - 2 activity courses, 2 major activity courses, KNES 1011, 1053, 2213, 3603, 3653, 4103 or 4643, 4663, 4693, 4703, and one course from the following: KNES 3363, 4033, 4513, 4853. General requirements must include Biology 1134 and 1234.

Minor - At least 24 hours of which 12 must be advanced from second teaching fields. (This does not qualify person to teach minor.)

Professional Education for All-Level Certification

21

| | | |
|-----------|---|---|
| EDUC 3153 | Educational Psychology | 3 |
| EDUC 3163 | Classroom Management | 3 |
| EDUC 4143 | Elementary Classroom Techniques I | 3 |
| EDUC 4423 | Secondary School Methods | 3 |
| EDUC 4173 | Student Teaching, Elementary, All-Level | 3 |
| EDUC 4473 | Student Teaching, Secondary, All-Level | 3 |
| EDUC 4273 | Reading in the Secondary Content Area | 3 |

COURSES IN EDUCATION (EDUC)

1003. **Skills for Success** 3(3-0)
Assistance in developing individualized learning strategies and study tools (based on learning style and behavioral profile assessments). Instruction in methods for improving reading comprehension, listening and memory skills, and for developing efficient note-taking and study strategies. Practice in organizing and delivering effective written and oral communications.
1023. **Computer Applications for Education** 3(2-2)
Experience organizing and manipulating data with computers, including hands-on experience with word processing, databases, spreadsheets, graphics, desktop publishing, and graphing. Focus on computer applications for classroom including hardware and software selection, computer environments, telecommunications, and ethics.
3153. **Educational Psychology** 3(2-2)
Concepts of learning theory and applications, motivation, and measurement and evaluation. Field experience arranged through the instructor.
3163. **Classroom Management** 3(2-2)
The management of the classroom to optimize student learning. The development of management skills such as active listening, reality therapy, and conflict resolution.
3433. **Secondary School Curriculum** 3(2-2)
Development of the modern secondary school curriculum: philosophy, organization, and management of the American school system with emphasis upon Texas and local structure; legal and ethical aspects; instructional resources. Field experiences arranged through the instructor.
3613. **Exceptional Individuals** 3(2-2)
A study of the etiology of and concepts relating to exceptional individuals. Field experience included.
4103. **Education of Young Children: Introduction** 3(3-0)
An introductory overview of the field including a study of the history of early childhood education. Emphasis on characteristics of young children and their needs.
4123. **Early Childhood Development: Language and Literacy** 3(3-0)
Emphasis on how young children's language and literacy develop and the application of developmentally appropriate practice in planning for instruction.
4133. **Early Childhood and Kindergarten Curriculum** 3(3-0)
Prerequisite: EDUC 4103.
Planning the learning environment, developing learning activities, organizing the school day, and interpreting children's growth to parents. Emphasis on developmentally appropriate practice.
4143. **Elementary Classroom Techniques I** 3(2-2)
Prerequisites: EDUC 3153 or 3163, MATH 2033.
Focuses on elementary pedagogy with emphasis on math and science instruction, effective practices, legal aspects and professionalism, curriculum, and lesson design. Field experience arranged through the instructor.
4153. **Elementary Classroom Techniques II** 3(2-2)
Prerequisite: EDUC 4143.
Centers on the models approach to instruction, evaluation, and grading with emphasis on social science themes, integration of technology, and interdisciplinary planning.

4163. **Student Teaching in Elementary School** 3 semester hours
Prerequisites: Senior standing and approval of the dean.
Used when a student pursues elementary certification with an endorsement. Teaching under supervision in a public elementary school; meets full day for six weeks, including orientation; orientation and supervision by college instructor.
4166. **Student Teaching in Elementary School** 6 semester hours
Prerequisites: Senior standing and approval of the dean.
Teaching under supervision in a public elementary school; meets full day for twelve weeks, including orientation; orientation and supervision by college instructor.
4173. **Student Teaching, Elementary All-Level** 3 semester hours
Prerequisites: Senior standing and approval of the dean.
Teaching art, music, or physical education under supervision in a public elementary school; meets full day for six weeks, including orientation; orientation and supervision by college instructor.
4176. **Internship** 6 semester hours
Prerequisites: Senior standing and a minimum of five years experience as a teacher's aide and approval of the dean.
Teaching under supervision in a public school; meets full day for twelve weeks, including orientation; orientation and supervision by college instructor.
4183. **Student Teaching in Early Childhood and Kindergarten** 3 semester hours
Prerequisites: Completion of 6 hours of early childhood course work, senior standing, and approval of the dean.
Student teaching for early childhood and kindergarten endorsement; meets full day for six weeks.
4193. **Practicum in Early Childhood** 3(1-4)
Prerequisite: EDUC 4103.
Laboratory experience with young children.
4203. **Developmental Reading in Elementary Schools** 3(2-2)
Prerequisite: EDUC 3153 or concurrent enrollment.
Strategies for developing literacy and organizing a literacy-centered classroom. Major portion of the class will be spent in public school classrooms.
4213. **Methods of Teaching Reading and the Language Arts** 3(3-0)
Prerequisite: EDUC 3153 or concurrent enrollment.
The integration of reading, listening, speaking, and process writing; lesson planning and peer teaching, collecting and organizing teaching materials. Field experience included.
4223. **Diagnosis and Correction of Reading Difficulties** 3(2-2)
Prerequisite: EDUC 4203 or 4273.
Teaching strategies for classroom teachers to use for the continuous diagnostic and prescriptive teaching of reading. Includes experiences with children with reading difficulties.
4243. **Internship I** 3(0-6)
Prerequisites: A bachelor's degree, a Texas Probationary Teaching Certificate, and approval of the dean.
Teacher of record with a mentor in a public school; meets full day for a semester; includes supervision by a college instructor.

4253. **Internship II** 3(0-6)
Prerequisite: EDUC 4243.
Teacher of record with a mentor in a public school; meets full day for a semester; includes supervision by a college instructor.
4273. **Reading in Secondary Content Areas** 3(3-0)
Prerequisite: EDUC 3153 or concurrent enrollment.
Strategies and materials for diagnosing students' content reading needs; instructional techniques and modifications for engaging all students in content subjects.
4423. **Methods of Teaching in the Secondary Schools** 3(2-2)
Prerequisites: EDUC 3153, 3433.
Includes practical applications of instructional methods, instructional technology, classroom management, and discipline.
4463. **Student Teaching, Secondary** 3 semester hours
Prerequisites: Senior standing and approval of the dean.
Teaching under supervision in a secondary school; meets full day for six weeks including orientation; used for certification in additional teaching field.
4466. **Student Teaching in the Secondary School** 6 semester hours
Prerequisites: Senior standing and approval of the dean.
Teaching under supervision in a public secondary school; meets full day for twelve weeks, including orientation; orientation and supervision by college instructor.
4473. **Student Teaching, Secondary All-Level** 3 semester hours
Prerequisites: Senior standing and approval of the dean.
Used only when all-level students desire secondary certification in a minor; teaching under supervision in a public secondary school; meets full day for six weeks, including orientation; orientation and supervision by college instructor.
4573. **Measurement and Evaluation** 3(3-0)
Prerequisite: EDUC 3153.
Elementary statistical techniques and their application to test scores; typical methods of measuring intelligence, aptitudes, reading and achievement, construction, and utilization of teacher made tests.
4663. **Developmental Disabilities** (formerly Individuals with Moderate Disabilities) 3(2-2)
Special problems related to the understanding of individuals with mild developmental disabilities will be stressed.
4673. **Multicultural Education** 3(3-0)
A study of cultural diversity, including minority group concerns, class, racism, sexism, and biases which operate in society. Emphasis upon multicultural perspective in interpersonal relations. Characteristics and learning styles of those at-risk are examined.
4793. **Teaching Individuals with Emotional/Behavior Disorders** 3(3-0)
(formerly Individuals with Mild Disabilities)
Prerequisite: EDUC 3613 or 5733 or consent of instructor.
Developing and implementing behavior management plans and improving academic instruction through the use of cognitive and behavioral approaches.

4903. **Problem Course** 3 semester hours
Prerequisites: Senior standing and approval of dean.
Designed for advanced students to work in appropriate areas not otherwise available. May be repeated for credit.
4933. **Identification and Appraisal of Exceptional Individuals** 3(2-2)
Prerequisites: Six hours in special education including EDUC 3613 or 5733.
This will provide the trainee with a working understanding and interpretation of diagnostic and descriptive materials on an individual, and techniques for appraising and influencing the handicapped student's functioning in the classroom.
4953. **Teaching Individuals with Moderate, Mental, and Physical Disabilities** 3(2-2)
Prerequisite: EDUC 3613 or 4663.
Study of techniques and methodology for teaching moderately developmentally disabled students. Procedures related to Individual Educational Program planning, transition planning, and the selection of appropriate service delivery models for persons who have moderate disabilities are included.
4963. **Teaching Individuals with Mild Disabilities** 3(2-2)
Prerequisite: EDUC 3613 or 4793.
Study of techniques and methodology for teaching mildly developmentally disabled students. Procedures related to Individual Educational Program planning, transition planning, and the selection of appropriate service delivery models for persons who have mild disabilities are included.
4973. **Practicum in Special Education** 3(1-4)
Prerequisites: Twelve credits of special education, consent of chair, and admission to the teacher education program.
Provides tutoring experiences for the student in one or more special education settings. May be repeated for credit with approval of chair.
4983. **Student Teaching in Early Childhood Education for the Handicapped** 3 semester hours
Prerequisites: Completion of 15 hours of early childhood education for handicapped course work, senior standing, and approval of the dean.
Student teaching for the early childhood education for the handicapped endorsement; meets full day for six weeks.

WEST FOUNDATION PROFESSORSHIPS OF EDUCATION

The West Foundation of Wichita Falls supports the West Professor of Education, Dr. Michael Land. Additionally, the West Foundation funds an MSU faculty member, Dr. Mary Ann Coe, in the Gordon T. and Ellen West College of Education who is assigned to teach undergraduate students and assist in-service teachers at the West Foundation Elementary School.

WEST CENTER FOR TEACHING EXCELLENCE

The West Center for Teaching Excellence sponsors a variety of programs to enhance the quality of teaching. Since 1984, over 3,000 teachers have participated in West Foundation sponsored professional development activities. Thirty West Foundation undergraduate scholarships and thirty West Foundation graduate scholarships are provided each year. The West Foundation has sponsored short workshops and conferences as well as graduate courses. The first computer lab in the Gordon T. and Ellen West College of Education was established through West Foundation funding and the West Foundation continues to support that lab.

KINESIOLOGY

Steven Snowden, Chair (D.L. Ligon Coliseum 134A)

Professor: Henderson

Associate Professors: Dudley, Snowden

Assistant Professors: Kilgore, Sandford

Instructors: Angell, Brown, Burks, Butler, Ferguson,
Greenwood, Lott, Peetz, Pifer, Ray, Stane, Wiggins

Professors Emeriti: Flatt, Gillespie, Stockton

The program in kinesiology offers degree programs which prepare students for a variety of jobs in education, sport-related, and allied health fields. B.A. and B.S. degrees are available for students pursuing teacher certification. Teaching certificates may be obtained in kinesiology at one of the following levels; secondary (first or second teaching field), all/level (first teaching field), or elementary (on the B.S.I.S. degree). A B.S. with a major in Health Fitness Management is offered to students wishing to pursue careers in corporate fitness or sports administration. A Licensed Athletic Trainer certification program is offered for the individual desiring a career in sports medicine.

BACHELOR OF SCIENCE AND BACHELOR OF ARTS WITH A MAJOR IN KINESIOLOGY

The requirements for the Bachelor of Arts and Bachelor of Science degrees with a major in kinesiology are as follows:

Academic Foundations and Core Curriculum (See page)

Bachelor of Arts (See page)

Bachelor of Science (See page)

Program Requirements

Major (36-50 semester hours)

Kinesiology Core (23 hours)

KNES 1011, 1053, 2213, 3603, 3653, 4103 or 4643, 4703, and two “majors only” activity courses beyond the university core requirement.

Professional Emphasis (13-27 semester hours)

Each track within the program has additional specific course requirements beyond the Kinesiology core.

Minor (25 semester hours)

KNES 1101, 1053, 3603, 3653, 4103, any two of the following, one of which must be advanced: 2353, 2403, 2413, 3363, 4033, 4643, and three major activity courses beyond the university core requirement.

TEACHER CERTIFICATION REQUIREMENTS:

(See certification requirements, page)

HEALTH FITNESS MANAGEMENT

The requirements for the Bachelor of Science degree with a major in Health Fitness Management are as follows:

Academic Foundations and Core Curriculum - 48 semester hours (See page)

Major (44-48 semester hours)

Kinesiology Core (23 hours) and the following: KNES 2333, 2353, 4033, 4333, 4523, 4813, 4991 or 4993, and 4671 or 4673.

Minor - Health Fitness Management students must select a minor in either biology or business administration as follows:

BIOLOGY (22 semester hours) BIOL 1134, 1234, 3234, 3144, 3333, 3 hours advanced electives. Additional requirements: CHEM 1141, 1143, 1241, and 1243.

BUSINESS ADMINISTRATION (24 semester hours)* BUAD 2203, ACCT 2143, 2243, ECON 2433, FINC 3733, BUAD 3213, MGMT 3013, and MKTG 3723.

*NOTE: Students minoring in Business Administration should take ECON 2333 instead of the other options listed under the Academic Foundations. Students who have credit for a statistics course may take BUAD 3233 instead of BUAD 3213.

LICENSED ATHLETIC TRAINER EMPHASIS

Texas or National Athletic Trainer Licensure requires the following courses be taken as part of the bachelor's degree: Kinesiology core (23 hours); KNES 1203, 2333, 3303, 3903, 4003, 4803, 4813, and 6 hours of clinical internship. Upon completion of all course requirements, students apply for the State Board Examination and Licensure through the Texas Department of Health and for the National examination through the NATA Board of Certification

PROFESSIONAL DEVELOPMENT REQUIREMENTS

It is the philosophy of the faculty in kinesiology that opportunities for growth occur both in and out of the classroom. We strongly encourage the personal and professional growth of each student through involvement in diverse activities. Our mission is to provide a well-rounded education using a variety of methods and sources. To this end, each kinesiology major is expected to earn 10 professional development points during their tenure at Midwestern State University. Points may be earned through a variety of professionally oriented activities. These points must be earned prior to internship/student teaching. Points are available in areas such as; professional memberships or leadership, obtaining professional endorsements or certifications, community volunteer work, extracurricular educational activities, and sport and physical activity involvement.

ACTIVITY COURSES (KNES)

COEDUCATIONAL ACTIVITIES

- 1002 **Archery**
- 1011 **Fundamentals of Physical Activity and Health**
- 1022 **Bowling**
- 1032 **Varsity Sports**
- 1052 **Golf**

- 1062 **Conditioning Activities**
- 1082 ***Adapted Physical Education** (by permission only)
- 1092 **Dance Activities**
- 1102 **Sailing**
- 1112 **Jogging & Physical Fitness Appraisal**
- 1122 **Angling & Casting**
- 1132 **Tumbling**
- 1142 **Badminton**
- 1152 **Soccer**
- 1162 **Weight Training**
- 1172 **Softball**
- 1182 **Volleyball**
- 1192 **Flag Football**
- 1202 **Basketball**
- 1212 **Step Aerobics**
- 1242 **Sport Shooting**
- 1272 **Backpacking**
- 1292 **Walking and Aerobic Fitness**
- 1322 **Canoeing**
- 1342 **Beach Volleyball**
- 1402 **Racquetball**
- 1822 **Tennis**
- 1832 **Kickboxing Aerobics**
- 1852 **Fencing**

COURSES IN KINESIOLOGY (KNES)

- 1053. **Foundations of Kinesiology** 3(3-0)
 Philosophical, psychological, and sociological basis for sport and exercise including historical origins and the role of sport in modern society.

- 1203. **Contemporary Health Topics** 3(3-0)
 Prerequisites: Admission to Athletic Training Program and permission of instructor.
 Study of the physiological basis for health and disease with emphasis on current health topics including mental health, alcoholism, drug abuse, and social diseases.

- 2213. **First Aid and Safety** 3(3-0)
 Safety in the home, school, on the playground, and in traffic. Study of the physiology of injury and practice in first aid, bandaging, and care of common injuries. Students must pass a national CPR certification exam.

- 2333. **Nutrition** 3(3-0)
 Prerequisites: One year of biology.
 A directed study of the effects of diet on health and physical activity. Topics addressed include nutrient metabolism, weight control, health-related fitness, supplementation, pharmacology, and drug interactions. Same as BIOL 2333.

- 2353. **Officiating** 3(3-0)
 Rules of selected sports, their interpretation, and the mechanics of sports officiating. The course is designed to develop the skills and knowledge required for admission to the Southwest Officials Association in football, basketball, and other sports.

- 2403. Fundamentals of Team Sports** 3(3-0)
 Study of a variety of team sports, focusing on coaching theories, practice organization, offensive and defensive strategies, skill progressions, and team management.
- 2413. Fundamentals of Individual Sports** 3(3-0)
 Study of a variety of individual and dual sports, focusing on coaching theories, practice organization, individual strategies, skill progressions, and team management.
- 2801. Clinical Practicum** 1 semester hour
 Prerequisite: Permission of instructor.
 A study of the training room, its practices, and procedures.
- 2901. Clinical Practicum** 1 semester hour
 Prerequisite: Permission of instructor.
 A study of the training room, its practices and procedures.
- 3303. Care and Prevention of Athletic Injuries** 3(3-0)
 Prerequisite: KNES 2213.
 Physical conditioning of athletes, diets, pre-seasonal medical examinations, treatment of athletic injuries, and common problems associated with the training of athletes.
- 3363. Motor Development** (formerly 2363) 3(3-0)
 Prerequisite: One semester of anatomy and physiology.
 Motor and physical development from birth to adulthood, with an emphasis upon childhood. The course includes a study of the neurological, physiological, intellectual, social, and emotional factors that influence gross and fine movement abilities.
- 3603. Tests and Measurement** 3(3-0)
 Prerequisite: Three hours of math beyond 1003.
 Study of wide variety of testing instruments for evaluating human health and performance. Study of descriptive statistical methods used in constructing tests, interpreting, and evaluating test results.
- 3653. Physiology of Exercise** 3(2-2)
 Prerequisites: BIOL 1134, 1234.
 An investigation of the physiological principles basic to health and human performance, emphasizing skeletal muscle energy metabolism, muscular contraction, cardiovascular function, and oxygen transport. Includes active learning experiences demonstrating important physiological processes. Laboratory required.
- 3801. Clinical Practicum** 1 semester hour
 Prerequisite: Permission of instructor.
 A study of the training room, its practices, and procedures.
- 3901. Clinical Practicum** 1 semester hour
 Prerequisite: Permission of instructor.
 A study of the training room, its practices, and procedures.
- 3903. Administration of Athletic Training** 3(3-0)
 Prerequisite: Permission of instructor.
 A professional preparation course where the student will learn the proper documentation involved with all aspects of operating an athletic training room. These will include S.O.A.P. notes, daily treatment logs, rehabilitation

progress, insurance, and other related and necessary documentation.

- 4003. Evaluation of Athletic Injuries** 3(3-0)
Prerequisite: KNES 4643.
An allied health course in which the student will learn common evaluation techniques of athletic injuries as they relate to sports competition. The major course focus is evaluation of the head, spine, back, abdomen, and major joints of the body.
- 4033. Sport Psychology** 3(3-0)
An introduction into theory, research, and applications of the cognitive, emotional, and behavioral dynamics of sport, physical activity, and health.
- 4103. Mechanical Kinesiology** 3(3-0)
Prerequisite: KNES 4643 or permission of instructor.
Study of forces which act on the human body and the effects which these forces produce. Practice in recognition and correction of incorrect movement patterns through cinematographic analysis.
- 4333. Outdoor Education** 3(3-0)
Prerequisite: Permission of instructor.
Instruction and practice in sports not generally offered in traditional school programs such as sailing, canoeing, backpacking, camping, angling, and shooting.
- 4513. Physical Activity for Exceptional Individuals** 3(3-0)
A comprehensive study in planning and providing sport and exercise opportunities for individuals with physical, mental, and emotional disabilities. Sports and dance events, such as wheelchair sports and Special Olympics, will be included as well as a study of the kinesthetic and physiological differences of movement for handicapped individuals.
- 4523. Organizational Management in Health and Fitness Practice** 3(3-0)
Prerequisite: Kinesiology majors of at least junior standing or by permission of instructor.
Study of selected concepts of administrative processes, systems, and styles with application to various fitness and allied health environments. Includes program, facility, fiscal, and personnel management.
- 4603. Research** 3(0-6)
Prerequisites: Junior or senior standing in kinesiology and permission of instructor.
Research activities in faculty research efforts in biomechanics pedagogy or physiology.
- 4643. Anatomical Kinesiology** 3(3-0)
Prerequisite: BIOL 1134 or concurrent enrollment.
The application of gross anatomy to the study of human movement. An emphasis will be placed on understanding the interrelated kinetics of normal and abnormal motions of the musculoskeletal system as they influence mobility and function.
- 4663. Fundamentals of Elementary Physical Education** 3(2-2)
Prerequisites: Junior or senior standing and KNES 1011.
Study of the theoretical and practical knowledge and skills necessary to competently plan and implement developmentally appropriate physical education activities for elementary school students. The student will learn necessary planning and teaching methodologies, as well as skill progressions for fundamental motor skills. Lab required. Course required prior to all-level or elementary student teaching in kinesiology.
- 4671. Internship in Kinesiology** 1 semester hour

Prerequisites: Major in kinesiology and permission of instructor.

Students must complete 48 hours of observation or work in an approved setting which offers professional experience in kinesiology.

4673. Internship in Kinesiology 3 semester hours

Prerequisites: Completion of 15 hours of major and permission of instructor.

Students must complete 144 hours work in an approved setting which offers professional experience in kinesiology.

4676. Internship in Kinesiology 6 semester hours

Prerequisites: Completion of 15 hours of major and permission of instructor.

Students must complete 288 hours in an approved setting which offers professional experience in kinesiology.

4693. Fundamentals of Secondary Physical Education 3(2-2)

Prerequisites: Junior or senior standing and KNES 1011.

Study of the theoretical and practical knowledge and skills necessary to competently plan and implement appropriate physical education activities for secondary school students. The student will implement appropriate physical education activities for secondary school students. The student will learn necessary planning and teaching methodologies, as well as rationale for providing non-traditional content at the secondary level. Lab required. Course required prior to secondary student teaching in kinesiology.

4703. Exercise Testing, Prescription, and Programming 3(2-2)

Prerequisites: KNES 2213, 3653.

A study of the benefits and risks of exercise testing in healthy populations, athletic populations, children, at risk individuals, and patients with cardiovascular and metabolic disease. A complementary focus of the course is the biological, mechanical, and behavioral aspects of prescribing and administering exercise programs to a variety of populations. Includes guided experiences with field-based and clinical test technologies.

4801. Clinical Practicum 1 semester hour

Prerequisite: Permission of instructor.

A study of the training room, its practices, and procedures.

4803. Therapeutic Modalities 3(3-0)

Prerequisite: Permission of instructor.

An investigation into the physics, application, and purposes for the use of therapeutic modalities both in the athletic setting and in the clinical setting. Modalities will include ultrasound, electrical muscle stimulation, microcurrent, therapeutic heat, and cryokinetics.

4813. Therapeutic Exercise 3(3-0)

Prerequisites: KNES 4643 and permission of the instructor.

Theory and practice of methods of rehabilitating injured athletes and patients in order to return them to participation in exercise and sports in a safe and healthy manner.

4853. Curriculum Development and Administration of Physical Education Programs 3(3-0)

Prerequisite: KNES 4663 or 4693.

Introduction of curriculum models based on philosophical statements, yearly programs, unit plans, and lesson plans. Selection of activities based on current trends, legislation, and community resources. Administrative aspects include budgeting, public relations, legal liability, and scheduling.

4901. Clinical Practicum 1 semester hour

Prerequisite: Permission of instructor.

A study of the training room, its practices, and procedures.

4991, 4992, 4993. **Topics in Kinesiology**

1-3 semester hours

Prerequisites: Junior or senior standing in kinesiology and consent of instructor.

Specialized studies in the scientific and applied areas of the exercise sciences.

(Continued in Document 2 of the 2000-2002 Undergraduate Bulletin.)