



CATALOG 08-10

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University of Science and Arts of Oklahoma

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University Catalog 2008-10

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MISSION

The University of Science and Arts of Oklahoma is the state's public liberal arts college. Its mission is to provide the public with a distinctive and accessible liberal arts and sciences education. In combining an interdisciplinary core curriculum with superior instruction in major fields of study, USAO aims to provide a thorough education that prepares students for meaningful, purposeful lives.

Objectives -- USAO has adopted the following set of objectives consistent with its mission and the functions assigned by the Oklahoma State Regents for Higher Education:

1. To provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. This program will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.
2. To offer programs of study approved by the State Regents for Higher Education, culminating in the Bachelor of Arts, Bachelor of Science, and Bachelor of Fine Arts degrees.
3. To offer a limited number of career, professional, and specialized degree programs which would be especially strengthened when combined with an interdisciplinary, liberal arts foundation.
4. To provide a learning environment suited to the needs of academically and artistically talented students while offering students the advantages of an interdisciplinary, liberal arts program.
5. To assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.
6. To operate on a flexible trimester plan which will permit some students to complete a baccalaureate degree in three years and allow all students to progress in their academic programs at a rate which they desire.
7. To foster scholarly activities appropriate to the nature and the needs of the university.
8. To provide cultural, educational, and professional opportunities and services which enrich the university and the community.

Accreditation

NORTH CENTRAL ASSOCIATION OF COLLEGES AND SCHOOLS
Since 1920

NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER EDUCATION

OKLAHOMA STATE DEPARTMENT OF EDUCATION

COUNCIL ON EDUCATION OF THE DEAF

NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC

Member of

AMERICAN COUNCIL ON EDUCATION

AMERICAN ASSOCIATION OF STATE COLLEGES AND UNIVERSITIES

ASSOCIATION OF AMERICAN COLLEGES AND UNIVERSITIES

AMERICAN ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION

COUNCIL OF PUBLIC LIBERAL ARTS COLLEGES

AMERICAN ASSOCIATION OF GOVERNING BOARDS

AMERICAN ASSOCIATION OF COLLEGES AND UNIVERSITIES

2008-2010 Calendar

FIRST TRIMESTER—FALL 2008

<i>August</i>	<i>16</i>	<i>Residence Halls Open, 8:00 a.m.</i>
	<i>18-21</i>	<i>Freshmen Orientation</i>
	<i>21</i>	<i>Convocation</i>
	<i>22</i>	<i>Registration</i>
	<i>25</i>	<i>First Day of Classes</i>
	<i>26</i>	<i>Fees for Late Registration Begin</i>
	<i>29</i>	<i>Enrollment Closes. Last day to Add or Drop Course</i>
<i>September</i>	<i>01</i>	<i>Labor Day Holiday, Offices Closed</i>
	<i>25</i>	<i>Teacher Education Oral English Screening, 1-3 p.m.</i>
	<i>26</i>	<i>Last Day to Withdraw with an Automatic "W"</i>
<i>October</i>	<i>16-17</i>	<i>Fall Break</i>
<i>November</i>	<i>07</i>	<i>Teacher Education Oral English Screening, 10-12 p.m.</i>
	<i>14</i>	<i>Last Day to Withdraw from a Course</i>
	<i>26-28</i>	<i>Thanksgiving Holiday, Offices Closed</i>
<i>December</i>	<i>01</i>	<i>Last Day of Classes for MWF</i>
	<i>02</i>	<i>Last Day of Classes for TT</i>
	<i>03-05</i>	<i>Exam Days</i>
	<i>05</i>	<i>Commencement, 8:00 p.m.</i>
	<i>09</i>	<i>Grades Due, 4:00 p.m.</i>
	<i>22-26</i>	<i>Christmas Holidays, Offices Closed</i>

SECOND TRIMESTER–SPRING 2009

January	01	<i>New Year's Day Holiday, Offices Closed</i>
	01	<i>Residence Halls Open, 8:00 a.m.</i>
	01	<i>Registration</i>
	02	<i>First Day of Classes</i>
	05	<i>Fees for Late Registration Begin</i>
	12	<i>Enrollment Closes. Last Day to Add or Drop Course</i>
	29	<i>Teacher Education Oral English Screening, 1-3 p.m.</i>
February	06	<i>Last Day to Withdraw with an Automatic "W"</i>
March	06	<i>Teacher Education Oral English Screening, 10-12 p.m.</i>
	16-20	<i>Spring Break, Offices open, no classes</i>
April	03	<i>Last Day to Withdraw from a Course</i>
	13	<i>Last Day of Classes for MWF</i>
	14	<i>Last Day of Classes for TT</i>
	15-17	<i>Exam Days</i>
	17	<i>Commencement</i>
	21	<i>Grades Due, 4:00 p.m.</i>

THIRD TRIMESTER–INDEPENDENT STUDY 2009

April	19	<i>Residence Halls Open, 1:00 p.m.</i>
	20	<i>Registration, No Late Registration</i>
	20	<i>Independent Study Begins, May 5-Week Classes Begin</i>
May	22	<i>Independent Study Ends</i>

SUMMER TERM–2009

May	25	<i>Memorial Day Holiday, No Classes, Offices Closed</i>
	25	<i>Residence Halls Open, 1:00 p.m.</i>
	26	<i>Registration</i>
	26	<i>First Day of Classes</i>
	27	<i>Fees for Late Registration Begins</i>
	29	<i>Enrollment Closes. Last Day to Add or Drop Course</i>
June	12	<i>Last Day to Withdraw with an Automatic "W"</i>
	26	<i>Teacher Education Oral English Screening, anytime 10-12</i>
July	03	<i>Independence Day Holiday, No Classes, Offices Closed</i>
	24	<i>Last Day to Withdraw from a Course</i>
	28	<i>Last Day of Classes</i>
	29-31	<i>Exam Days</i>
August	04	<i>Grades Due, 4:00 p.m.</i>

FIRST TRIMESTER--FALL TERM 2009

August	15	<i>Residence Halls Open, 8:00 a.m.</i>
	17-20	<i>Freshmen Orientation</i>
	20	<i>Convocation</i>
	21	<i>Registration</i>
	24	<i>First Day of Class</i>
	25	<i>Fees for Late Registration Begin</i>
	28	<i>Enrollment Closes. Last Day to Add or Drop Course</i>
September	07	<i>Labor Day Holiday, No Classes, Offices Closed</i>
	24	<i>Teacher Education Oral English Screening, 1-3 p.m.</i>
	25	<i>Last Day to Withdraw with an Automatic "W"</i>
October	15-16	<i>Fall Break, No Classes, Offices Closed</i>
November	06	<i>Teacher Education Oral English Screening, 10-12 p.m.</i>
	13	<i>Last Day to Withdraw from a Course</i>

	25-27	<i>Thanksgiving Holiday, No Classes, Offices Closed</i>
	30	<i>Last Day of Classes for MWF</i>
<i>December</i>	01	<i>Last Day of Classes for TT</i>
	02-04	<i>Exam Days</i>
	04	<i>Commencement</i>
	08	<i>Grades Due, 4:00 p.m.</i>
	21-25	<i>Christmas Holiday, Offices Closed</i>

SECOND TRIMESTER--SPRING TERM 2010

<i>January</i>	01	<i>New Year's Day Holiday, Offices Closed</i>
	03	<i>Residence Halls Open, 8:00 a.m.</i>
	04	<i>Registration</i>
	04	<i>First Day of Classes</i>
	05	<i>Fees for Late Registration Begin</i>
	08	<i>Enrollment Closes. Last Day to Add or Drop Course</i>
	28	<i>Teacher Education Oral English Screening, 1-3 p.m.</i>
<i>February</i>	05	<i>Last Day to Withdraw with an Automatic "W"</i>
<i>March</i>	05	<i>Teacher Education Oral English Screening, 10-12</i>
	15-19	<i>Spring Break, Offices open, no classes.</i>
<i>April</i>	02	<i>Last Day to Withdraw from a Course</i>
	19	<i>Last Day of Classes for MWF</i>
	20	<i>Last Day of Classes for TT</i>
	21-23	<i>Exam Days</i>
	23	<i>Commencement</i>
	27	<i>Grades Due, 4:00 p.m.</i>

THIRD TRIMESTER--INDEPENDENT STUDY 2010

<i>April</i>	25	<i>Residence Halls Open, 1:00 p.m.</i>
	26	<i>Registration, No Late Registration</i>
	26	<i>Independent Study Begins, May 5-Week Classes Begin</i>
<i>May</i>	28	<i>Independent Study Ends</i>

SUMMER TERM--2010

<i>May</i>	31	<i>Memorial Day Holiday, Monday Offices Closed</i>
	31	<i>Residence Halls Open, 1:00 p.m.</i>
<i>June</i>	01	<i>Registration</i>
	01	<i>First Day of Classes</i>
	02	<i>Fees for Late Registration Begin</i>
	07	<i>Enrollment Closes. Last Day to Add or Drop Course</i>
	11	<i>Last Day to Withdraw with an Automatic "W"</i>
	25	<i>Teacher Education Oral English Screening, 1-3 p.m.</i>
<i>July</i>	05	<i>Independence Day Holiday, No Classes, Offices Closed</i>
	23	<i>Last Day to Withdraw from a Course</i>
<i>August</i>	03	<i>Last Day of Classes</i>
	4-6	<i>Exam Days</i>
	10	<i>Grades Due, 4:00 p.m.</i>

STUDENT SERVICES

Student Services staff members at USAO are dedicated to helping students accomplish academic and personal goals. USAO recognizes that students are individuals who may need assistance in clarifying or establishing goals as well as help in eliminating the barriers that may hinder their academic progress. Student Services is constantly evolving to complement our academic programs and enhance the total educational experience. More information on services listed below may be obtained by visiting the Student Services office located on the 3rd floor Student Center or calling at 574-1278.

Student Handbook – The Office of Student Services compiles and publishes the *USAO Student Handbook*, which contains information vital to students and answers questions about university life, including the Student Association Constitution and the student code of conduct. All students are encouraged to become familiar with the contents of the *Student Handbook*.

Student IDs – The Office of Student Services provides a photo ID card for each first-time enrollee at no charge. A fee is charged for all subsequent ID cards. The ID policy is subject to change; consult the Office of Student Services during the enrollment process for any changes.

Parking Services – On campus parking and traffic is supervised by the Security and Parking Enforcement department. Parking permits may be obtained from the Office of Student Services – 3rd floor of the Student Center. There is no fee for an initial parking permit. The hours of operation are 8:00 am to 5:00 pm Monday through Friday.

Security – Campus security and safety is an important feature of campus life. USAO is committed in providing students nationwide a safe environment in which to learn and to keep students, parents and employees well informed about campus security. These goals were advanced by the Crime Awareness and Campus Security Act of 1990. The Campus Security department is committed to ensuring that USAO is in full compliance with that Act, and enforcement of the Act is a priority of the department.

Academic Learning Resource Lab – Located on the 3rd floor of the Student Center, provides a location for academic resources supportive learning such as videos, tutorials, and software.

Counseling Services – The Counseling Office located on the 3rd floor of the Student Center provides services and activities to the USAO community which promotes the development of healthy lifestyles and the acquisition of problem-solving and decision-making skills. The Counseling Office is staffed by a licensed mental health professional that provides counseling for personal, social, family, and academic concerns. Through this, we strive to influence the positive development of students' social, emotional, intellectual, spiritual, physical, and vocational lives.

Career Services – The Career Services Office, located on the 3rd floor of the Student Center, is available to assist all interested students in finding employment throughout their collegiate career as well as upon graduation. Guidance is offered in career planning and job searches including assistance in creating and updating resumes, writing cover letters, enhancing interview skills, exploring internship opportunities and completing job applications properly. USAO also participates in an annual spring "Career Pursuit" career fair in partnership with other area liberal arts universities as well as other career fairs throughout the year.

Health Services – A health professional and support staff provides referral, primary health care, and some nonprescriptive medications. The Health Service office (Troutt Hall 120) conducts seminars and counseling on health issues. Materials on a wide variety of hygienic needs are available to students through this office, as is health insurance information.

Residential Living – The Office of Student Services is responsible for student housing on campus and provides students with information about various aspects of residential life, including dates for dormitory check-in/check-out and security deposits.

Meal Plans – The Office of Student Services coordinates all on-campus food services. Meal plans are required with housing contracts.

Disability Services – USAO is committed to providing equal opportunities for higher education to academically qualified individuals who are disabled. The coordinator for disability services (Student Center 301) will serve as a liaison in arranging reasonable accommodations.

Students must register their disabilities with the coordinator for disability services a minimum of two weeks prior to enrollment to discuss any special arrangements that may be needed. Registration with Disability Services entails: (1) completion of a waiver to authorize the release of information regarding their disability to professors and other campus personnel providing services for the student and (2) presentation of documentation from a qualified professional who is licensed or certified to diagnose the disability in question and provide recommendations regarding accommodations. Acceptable documentation should be current and reflect:

- A specific diagnosis
- Level of severity of the disability
- Functional limitations due to the disability
- Recommended academic accommodations.

Student Association – As a student at the University of Science and Arts of Oklahoma you are already a member of the Student Association. We hope that as a student of USAO you take advantage of the opportunities that the Student Association offers to you such as running for a student government office or participate in the yearly activity of DROVERSTOCK.

Clubs and Organizations – Expanding social skill is very important to the development of the whole student here at USAO. The office of Student Services encourages all students to join a student club or organization. A list of clubs and organizations is available in the Student Services Office.

Aquatics and Wellness – USAO promotes a healthy lifestyle and provides aquatic and fitness facilities for USAO individuals to enhance their physical development. USAO houses an indoor pool for instruction and open swim opportunities. Lawson Court fitness center houses Cybex training equipment for use as part of a Lawson Court housing contract. Lawson Court fitness center memberships are available for USAO constituents who do not reside at Lawson Court.

ADMISSIONS POLICIES

Admission to, retention in, transfer among, and graduation from colleges and universities in the State System of Higher Education

Regular Admission Requirements

Any student who is a graduate of an accredited high school or has achieved a high school equivalency certificate based on the General Education Development (GED) tests, and has met curricular requirements and performance criteria listed below is eligible to enroll at USAO.

1. High School Curricular Requirements

Units/Yrs Course Areas

- | | |
|----|--|
| 4 | English (<i>grammar, composition, literature</i>) |
| 2 | Lab Science (<i>biology, chemistry, physics, or any lab science certified by the school district; general science with or without a lab may not be used to meet this requirement.</i>) |
| 3 | Mathematics (<i>from algebra I, algebra II, geometry, trigonometry, math analysis, pre-calculus, calculus, Advanced Placement statistics</i>) |
| 3 | History and Citizenship Skills (<i>including 1 unit of American history, and two additional units from history, economics, government, geography, or non-Western culture</i>) |
| 3 | Electives (<i>from foreign language, computer science, or any other mentioned above</i>) |
| 15 | Required Units (<i>subject to change under state requirements</i>) |

While these curricular requirements will normally be met by students in grades 9 - 12, advanced students who complete these courses in earlier grades will not be required to take additional courses for purposes of admission.

Students must meet all curricular requirements to be admitted. Students with a deficiency in a non-basic course (excludes English, mathematics, and sciences) who present an ACT reading subscore of 19 or higher may be admitted as a regular admission student. These students will be required to complete an additional three-hour collegiate course in the relative subject area to make up the high school deficiency.

The 15 high school units are required for admission. In addition, the following subjects are recommended for college preparation:

- 2 additional units: Fine Arts (music, art, drama, speech)
- 1 additional unit: Lab Science (as described above)
- 1 additional unit: Mathematics (as described above)
- 4 recommended units

The GED recipient's high school class must have graduated for him/her to be eligible for admission.

2. High School Performance Criteria

"Performance criteria" refers to the grades a student earns in required courses, class rank, and standardized test scores. One of the following is required for admission for the 2008-2009 Academic year:

- a. a minimum composite ACT score of 23 or combined critical reading and mathematical scores on the SAT of 1050,
- b. a grade point average of 3.00 or higher on a 4.0 scale in four years of high school study and scholastic ranking among the top 50% of the members in his or her high school graduating class, *or*
- c. a grade point average of 3.00 or higher on a 4.0 scale in the 15-unit high school core curriculum required for university admission, and an ACT composite score of 20 or a SAT score of 940.

The ACT score required is the composite score without the writing component, and the SAT score required includes the combined critical reading and mathematical scores of the test without the writing portion.

Effective for the 2009-2010 Academic year one of the following performance criteria is required for admission:

- b. a minimum composite ACT score of 24 or combined critical reading and mathematical scores on the SAT of 1090,
- c. a grade point average of 3.0 or higher on a 4.0 scale in four years of high school study and scholastic ranking among the top 33% of the members in his or her high school graduation class, *or*
- d. a grade point average of 3.0 or higher on a 4.0 scale in the 15-unit high school core curriculum required for university admission, and an ACT composite score of 21 or a SAT score of 980.

The ACT score required is the composite score without the writing component, and the SAT score required includes the combined critical reading and mathematical scores of the test without the writing portion.

Special Admission Requirements

Some students may be admitted under one of the following "Special Admission" categories:

- 1. summer provisional admission
- 2. summer curricular deficiency
- 3. alternative admission
- 4. home study or unaccredited high schools admission
- 5. concurrent high school enrollment
- 6. opportunity admission
- 7. transfer admission
- 8. special non degree-seeking student
- 9. adult admission
- 10. international student admission

Students who wish to be considered for admission under any of these categories should consult the Office of Admissions.

1. Summer Provisional Admission

Under certain conditions, a student may qualify for *summer provisional admission* in the summer immediately following the student's high school graduation. Applicants must meet the following criteria:

- a. be a first-time-entering student.
- b. graduate from an accredited high school or have earned a GED certificate. GED recipient's high school class must have graduated.
- c. meet the curriculum requirements.
- d. have a minimum ACT score of 17 or a minimum high school GPA of 2.5.
- e. participate in a comprehensive assessment battery. If the need for remedial coursework is indicated, the student must successfully complete the required developmental coursework.

If accepted, the student must take a minimum of two summer courses in "core academic" disciplines (English, mathematics, science). If the student earns at least a "C" or the equivalent (RP – remedial pass), he or she will be admitted in the following fall term. A provisionally admitted student who does not meet these academic requirements will be unable to enroll for further work at USAO until such time as the student is eligible for regular transfer admission to USAO.

2. The Summer Curricular Deficiency Program

This program permits students who have met the performance requirements for admission but have two or less high school deficiencies to attain entry in the fall by successfully completing the relative summer coursework with no grade lower than a "C" or the equivalent (RP – remedial pass).

A provisionally admitted student who does not meet these academic requirements will be unable to enroll for further work at USAO until such time as the student is eligible for regular transfer admission to USAO.

3. Alternative Admission

First-time students admitted under alternative admission are those who do not meet State Regents' admission standards but possess unusual talent or abilities. Students may be admitted under this category if they:

- a. have a reasonable chance for academic success, usually based on one of three: ACT composite score, high school GPA and class rank, or GPA in the 15-unit core,
- b. have unusual talent or ability in art, drama, music, sports, and the like, *or*
- c. are educationally or economically disadvantaged and show promise of being able to succeed in a program or curriculum at USAO.

4. Home Study or Unaccredited High Schools

A graduate of a private, parochial, or other nonpublic high school which is not accredited by a recognized accrediting agency is eligible for admission to USAO as follows:

- a. The student must have taken the ACT or SAT and earned a score on each subtest's frequency distribution (as defined by the State Regents) that is equal to or greater than the composite score required for admission at state colleges. Simply put, USAO students must earn a composite score of 23 or better on the ACT (or 1050 on the SAT). Effective for the 2009-2010 academic year the student must earn a minimum composite score of 24 on the ACT, or a combined critical reading and mathematical score of 1090 on the SAT.
- b. The student's high school class must have graduated.
- c. The student must satisfy the high school curricular requirements for state colleges, as verified from the private school transcript. For home school students, this verification may come from the parent-teacher.

5. Concurrent Enrollment of High School Students

- a. A 12th-grade student enrolled in an accredited high school may, if he or she meets the requirements set forth below, be admitted provisionally to USAO as a special student taking courses in college while still in high school:
- (1) must meet the published criteria of the State Regents (other than high school graduation and curricular requirements) for admission. This includes having earned a composite score of 23 on the ACT or the equivalent score on the SAT (1050) combined critical reading and mathematical scores, or a high school GPA of 3.0 and class rank in the top 50 percent. Effective for the 2009-2010 academic year a minimum composite ACT score of 24 or combined critical reading and mathematical scores on the SAT of 1090 is required, or a high school GPA of 3.0 and a class rank in the top 33 percent.
 - (2) must be enrolled in less than a full-time load (fewer than six courses per semester) at the high school which he or she is attending, as attested by the high school principal.
 - (3) must obtain a written recommendation from the high school counselor, written permission from their parent(s), and a signed statement from their high school principal confirming their eligibility to satisfy by the spring of the senior year the high school graduation requirements, including curricular requirements for college admission. This form is available in the USAO Registrar's Office.

There are minimum ACT subtest scores required for enrollment in certain classes: 19 ACT in English to take an English class. 19 ACT in mathematics to take a mathematics class. 19 ACT in science to take a science class. 19 ACT in reading to take history or social studies.

A high school student admitted under the provisions above may enroll in a combined number of high school and college courses per trimester not to exceed a full-time college workload of 19 trimester credit hours. For purposes of calculating workload, one high school course shall be equivalent to three credit hours of college work. For example: 3 high school courses equal 9 college credit hours.

The completion of the high school curricular requirements set forth in this policy shall not be required of concurrently enrolled high school students for purposes of admission. Students may only enroll in college subject areas where they have met the curricular requirements for college admission. A concurrently admitted high school student will not be allowed to enroll in any zero-level courses offered by USAO designed to remove high school deficiencies.

University coursework is designed to be both an enriching and challenging experience. High school students who seek concurrent enrollment in college or university classes must meet special, higher admission standards as specified in State Regents Policy. Concurrently enrolled students will find themselves competing with older students, all of whom have achieved a high school diploma or equivalent. Many will have already completed several years of college-level work.

In addition, higher education caters to adult learners and presumes a high level of responsibility on the part of students. USAO students accept the primary responsibility for attending class, reading assignments, meeting deadlines, understanding course requirements, and monitoring their own progress during the semester. While USAO prides itself on the accessibility of its faculty and offers numerous tutoring and academic counseling services, it is understood to be the duty of students to be proactive and access these resources.

Credits earned at USAO become part of a student's university record and will transfer to other higher education institutions. By the same measure, while under certain conditions unsatisfactory grades may be appealed or retaken, they cannot normally be expunged and will remain a part of a student's permanent undergraduate record.

Following high school graduation, such a student may continue his or her enrollment at USAO, provided he or she has achieved a college grade point average of 2.0 or above on a 4.0 scale and meets USAO's entrance requirements (including the high school curricular requirements).

- b. An 11th-grade student enrolled in an accredited high school may, if he or she meets the requirements listed above and the additional requirements set forth below, be admitted provisionally to USAO as a special student:
- (1) if the student has achieved a composite score on the ACT (24), *or* if the student's combined score on the SAT critical reading and mathematical sections equal (1090). Effective for the 2009-2010 Academic Year the student must earn a composite score of 25 on the ACT or a combined critical reading and mathematical score on the SAT of 1130, *or*
 - (2) if the student has a high school GPA of 3.5 or better.
- c. A student receiving high-school-level instruction at home or from an unaccredited high school may be admitted provisionally to USAO as a special student if he or she meets the requirements set forth below:
- (1) must be 17 years of age or older and meet the standardized test admission requirements of USAO, *or*
 - (2) must be 16 years of age and have achieved a composite score of 24 or whose combined critical reading and mathematical scores equal 1090. Effective for the 2009-2010 Academic year the student must earn a composite score of 25 on the ACT or a combined critical reading and mathematical score on the SAT of 1130.

6. Opportunity Admission Category

Under certain conditions, a student who does not qualify for "Concurrent Enrollment" status but who has not graduated from high school may apply for enrollment at USAO. The Director of Enrollment will determine admissibility based on:

- a. test scores (ACT of 32 or SAT of 1410),
- b. the student's level of maturity and ability to function in the adult college environment, and
- c. whether the experience will be in the best interest of a student intellectually and socially.

7. Transfer Admission

A transfer student is any undergraduate who has attempted more than 6 credit hours, excluding "0-level" courses and pre-college work, such as concurrent hours earned in high school.

To transfer to USAO from another Oklahoma State System Institution, a student must fulfill one of the following criteria:

- a. originally (prior to beginning college anywhere) have met USAO's high school curricular and performance requirements *and* earned at least an overall retention/graduation GPA of 2.0 (on a 4.0 scale) on *all* college coursework elsewhere; *or*
- b. originally (prior to beginning college anywhere) have met USAO's high school curricular requirements but not the performance requirements *and* earned at least an overall retention/ graduation GPA of 2.0 on at least 24 attempted trimester credit hours of regularly graded (A, B, C, D, F) college work; *or*
- c. originally (prior to beginning college anywhere) have met USAO's performance requirements but not the curricular requirements, have earned (on high school coursework) an overall GPA equal to a 2.0 (on a 4-point scale), *and* have satisfactorily completed USAO's high school curricular requirements before transferring; *or*
- d. originally (prior to beginning college anywhere) have met neither USAO's curricular nor performance requirements but have earned an overall 2.0 GPA on at least 24 attempted trimester credit hours of regularly-graded (A, B, C, D, F) college work, *and* completed USAO's curricular requirements before transferring.

Depending on the status of the individual student, other requirements may be pertinent. All transfer students should consult the Admissions Office for information.

A student transferring from another Oklahoma System institution must be in good standing at that institution. If a student has earned *fewer* than 24 credit hours, he or she must present:

- A high school transcript *or* GED, *and*
- ACT scores.

An undergraduate student wishing to transfer from an out-of-state college or university to USAO may do so by meeting the entrance requirements of USAO as outlined above in paragraph 7 and by the following:

- a. Transcripts of record from colleges or universities accredited by the North Central Association Higher Learning Commission (NCA HLC) or other regional associations will be given full value.
 - (1) Each nonresident applicant must be in good standing in the institution from which he or she plans to transfer.
 - (2) Each nonresident applicant must have made satisfactory progress (an average grade of "C" or better or meet this policy's current retention standards, whichever is higher) in the institution from which he or she plans to transfer.
- b. Transcripts of record from institutions not accredited by a regional association may be accepted in transfer when appropriate to the student's degree program and when USAO has had an opportunity to validate the courses or programs.
 - (1) Each nonresident undergraduate applicant must meet the conditions of a(1) and a(2) above.
 - (2) Each nonresident undergraduate applicant who meets a(1) and a(2) above also will be required to validate the transferred credit by making satisfactory progress (an average of "C" or better) for at least one semester.

Students who do not meet the academic criteria in paragraph 7 above, but have not been formally suspended, may be admitted as transfer probation students. These students must maintain a 2.0 GPA each trimester while on probation until they raise their retention/graduation GPA to a 2.0 level. Any transfer student with curriculum deficiencies must remove the deficiencies within the first 12 hours of enrollment.

A maximum of 62 credit hours of junior college coursework may count toward the baccalaureate degree at USAO. Students who hold associate in arts, associate in science, or baccalaureate degrees and who transfer from accredited junior colleges or four-year colleges or universities of Oklahoma will be considered by USAO as having met all lower-division general education requirements for a baccalaureate degree from USAO.

Teacher education candidates may need to take additional courses in general education to meet the minimum certification requirements as defined by the State, including health and physical education, geography, mathematics, science, or similar additional requirements of other professional fields.

In addition to the general education requirements, specific programs or fields may call for particular GPAs. Students transferring to USAO without associate or baccalaureate degrees or their equivalents must meet the same general education requirements as first-time entering freshmen.

8. Special Nondegree-Seeking Student

Students who wish to enroll in courses without intending to pursue a degree may enroll in up to 9 credit hours without submitting academic credentials or meeting the curricular or performance requirements of USAO. Retention standards will be enforced. Should a student wish to enroll in more than the 9 permitted hours, he or she must be formally admitted to USAO. The student will then be required to meet USAO's formal admission or transfer criteria.

9. Adult Admission

Students who are 21 years of age or older or on active military duty may be admitted based on established criteria (has a high school diploma or GED certificate). Adults are not required to take the ACT or SAT. They must participate in an Academic Intake Survey and assessment tests in English, mathematics, and science. The results of these tests are used to determine admissibility and course placement.

10. International Students, First-Time Admission

A student from another country must:

- a. be a graduate of a secondary school and/or college with a GPA of at least 2.0 based on a 4.0 scale,
- b. earn a combined SAT score of 1050 on critical reading and mathematics or an ACT composite score of 23. (Effective for the 2009-2010 academic year a combined SAT score of 1090 is required or an ACT composite score of 24),
- c. complete the native country's requirements for students who plan to enter school in the United States,

- d. present evidence of language proficiency of 500 or higher on paper version of the Test of English as a Foreign Language (TOEFL) or 173 on the computer-based version, a 61 on the Internet-based version, or a minimum score of 460 on the paper version (140 computer) with 12 weeks of study at an approved English Language Center, or a score of 6.0 or higher on International English Language Testing System (IELTS),
- e. furnish a complete transcript in English from a secondary school or college showing date of graduation from a secondary school, and senior secondary school certificate examination results, if applicable,
- f. furnish proof of financial ability to travel from home to college and return, and pay all expenses while in school.
- g. complete a medical history report, including immunizations. USAO recommends that international students carry medical insurance.

International transfer students should consult the Registrar's Office.

GENERAL ADMISSION POLICIES

1. Curricular Deficiencies and Remediation

ACT-Based Deficiencies – A student who scores *less than 19* on any of the ACT subscores is judged deficient in that subject area. No student who is deficient in a subject area may enroll in any college-level courses in that area until the deficiency is removed. Students must remediate all deficiencies within the first 24 credit hours attempted. If deficiencies remain after the completion of 24 hours, enrollment will be restricted to remedial courses.

Each remedial course (identified by a first-digit of "0" in the course number) carries the same tuition as college-level courses, *plus* a \$20 per hour fee, but does not carry college credit.

Remediation in English is achieved in one of the following ways:

- a. completion of ENGL 0123, or
- b. earning a passing grade on a USAO assessment test.

Remediation in science is achieved in one of the following ways:

- a. completion of NSCI 0123, or
- b. earning a passing grade on a USAO assessment test.

Remediation in mathematics is achieved in one of the following ways:

- a. Students majoring in Biology, Business, Chemistry, Computer Science, Early Childhood Education, Elementary Education, Deaf Education, Economics, Mathematics, Natural Science, Physics, Psychology, Sociology, or any other field requiring MATH 1513 or higher must do one of the following:
 - 1. score 19 or higher on the ACT math subscore,
 - 2. pass a USAO Level 2 Assessment (algebra), or
 - 3. complete MATH 0123 with a grade of "RP."
- b. Other students must do one of the following:
 - 1. score 19 or higher on the ACT math subscore,
 - 2. pass a USAO Level 2 Assessment (algebra),
 - 3. complete MATH 0123 with a grade of "RP,"
 - 4. pass a USAO Level 1 Assessment (pre-algebra), or
 - 5. complete MATH 0103.

History Deficiency – Remediation in history is necessary when the student failed to complete one year of high school U.S. history and one additional year of another high school history course. A student who is deficient in history must

take a 3-hour college history course in addition to the required IDS courses in American Civilization. Required IDS courses may not be used to remove a history deficiency.

2. Financial Obligations

Students with financial obligations to USAO are not eligible to receive the services of the university and will not be issued transcripts or degrees. These students are not eligible for further enrollment until the debt has been resolved in the Business Office.

Delinquent accounts will be subject to additional costs, such as collection and legal fees, interest, and any other approved costs of collection.

3. Graduation Catalog

Students will graduate under the requirements of the catalog in effect at the time they enter the Oklahoma State System for Higher Education as long as they maintain continuous enrollment (fall and spring), except that no student may graduate under a catalog more than six years old. An academic year always begins with the fall term.

The *USAO General Catalog* is published for informational purposes and should not be construed as the basis of a contract between a student and the University of Science and Arts of Oklahoma. Every effort is made to provide information that is accurate at the time the catalog is prepared.

However, information concerning the regulations, policies, fees, curricula, courses, and other matters contained in the catalog is subject to change at any time during the period for which the catalog is in effect. USAO reserves the right at all times to discontinue, modify, or otherwise change its degree programs when it determines it is in the best interest of the university to do so. When changes occur in this catalog, or between this catalog and the next, students working in consultation with their advisors, may choose to meet the requirements of either the catalog in effect at the time of their initial enrollment or the catalog in effect at the time of their graduation. Students who enroll but then leave the college for 12 months or more must follow either the requirements of the catalog in effect at the time of their reenrollment or the one in effect at the time of their graduation. Students may not choose to meet combinations of requirements from two or more catalogs, but reasonable substitutions can be made for altered or discontinued courses.

Academic advisers, department chairs, and academic staff members are available to aid students in understanding the requirements and regulations. Students, however, are responsible for reading and understanding academic policies and procedures as well as academic course requirements. It is also the student's ultimate responsibility to meet them. The responsibility for meeting all graduation requirements rests with the student. Students are encouraged to keep this catalog as a reference, should questions arise.

4. Resident Status

Prospective students are classified as *in-state residents* or *non-residents* for admission and tuition purposes based on information provided on the application for admission. Programs with enrollment limits may give priority admission or class enrollment preference to Oklahoma residents.

All students except bona fide residents of Oklahoma must meet nonresident admission criteria and must pay nonresident tuition in addition to other enrollment fees. Members of the Armed Services stationed in Oklahoma and their dependents are eligible to apply for in-state tuition rates, but are classified as nonresidents and subject to nonresident admission criteria.

Any applicant presenting a transcript of credit from an educational institution outside of Oklahoma will be assumed to be a nonresident. Applicants with questions about residence status should consult the Registrar's Office. A uniform policy concerning residence status exists for all state institutions of higher education in Oklahoma.

5. Advanced Standing Credit

USAO's advanced standing credit plan recognizes academic learning which has occurred outside the formal classroom setting. The methods for evaluating such learning experiences for advanced standing credit are:

- a. institutionally-prepared examinations.
- b. standardized national tests specially designed to establish credit, such as the College Level Examination Program (CLEP) subject examinations, the Advanced Placement Program of the College Entrance Examination Board (CEEB) subject examinations, and Defense Activity for Non-Traditional Education Support (DANTES) subject standardized tests (DSST).
- c. military service experiences. Students who have completed formal service school training may request an evaluation for credit. *A Guide to the Evaluation of Education Experiences in the Armed Services* will be used to determine credit to be awarded. U.S. veterans providing appropriate documentation of completed basic military training will be granted 3 hours of physical education credit.

College Entrance Examination Board (CEEB) Advanced Placement Program Examinations are taken in the spring of the senior year in high school. Credit will be awarded by USAO for a score of three, four, or five on any examination equivalent to courses in the USAO curriculum.

The amount of advanced standing credit will not exceed one-half of the total trimester hours required at the lower-division level (31 hours) and not more than one-half of the total trimester hours at the upper-division level (31 hours).

A current list of CLEP and AP Credit offered by USAO is available from the office of Academic Affairs, Troutt Hall 215.

6. Readmission

A student who has been away from USAO for three or more consecutive trimesters must reapply for admission. To be accepted for readmission, the student must complete a new application in the Registrar's Office, Troutt Hall 204, and pay a \$15 application fee to the Business Office, Troutt Hall 220.

7. Articulation Policy

In accordance with the Oklahoma State Regents for Higher Education, USAO fully participates in the articulation policy for the transfer of students among Oklahoma public institutions. A student transferring to USAO with an associate of arts or an associate of science degree from any state system institution will be considered to have met general education requirements of the baccalaureate degree. Some students may have to take additional courses in general education to meet minimum professional certification requirements as defined by the state.

General education credit earned by the transferring student at accredited colleges within the Oklahoma State System of Higher Education will apply toward baccalaureate degrees in the same way the credit would apply at the institution at which the credit was earned. General education credit earned at out-of-state institutions will be reviewed for acceptance by the Registrar.

8. Equal Opportunities Policy

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, and other federal laws and regulations, USAO does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran in any of its policies or procedures. The Title IX coordinator is Terry Winn, Vice President of Administrative Affairs, Troutt Hall 218, (405) 574-1226.

ACADEMIC POLICIES AND REQUIREMENTS FOR ALL ADMITTED STUDENTS

1. USAO Orientation

All first-time-entering students at USAO are required to complete a 1-hour-credit Freshman Orientation (IDS 1001). This course is designed to acquaint students with the campus environment, teach strategies for college success, introduce students to the concept of a liberal arts education, impart an awareness of the institution's mission and history, and connect freshmen with the larger university community. EXCEPTION: Transfer students with 31 or more credit hours are not required to take this seminar.

2. Physical Education Requirement

Two hours of physical education, including PHED 1011, are required. Exceptions are allowed only in the following instances:

- a. Students who have served on active military duty in the U.S. Armed Forces and supply the Registrar's Office with appropriate documentation are exempt.
- b. Students who are physically disabled and provide documentation from a qualified physician may, upon approval by the Registrar, be exempted.

3. Class Attendance

Students are responsible for attending the classes for which they have registered. No specific number of free absences is authorized. Instructors have the authority to determine the validity of student explanations given for absences. Students late for class should see the instructor at the end of the class period. Irregular attendance and habitual tardiness may seriously affect the course grade.

When students representing the university must be absent during the school day, they should discuss (in advance) the proposed absences with their instructors and make arrangements for any work that will be missed.

Students who have enrolled but cannot begin attending due to circumstances beyond their control must notify the Registrar's office. Students who fail to notify the Registrar's office by the end of the add/drop period will be withdrawn from classes.

4. Student Assessment

USAO is an institution whose primary concern is for excellence in teaching and thus is committed to improving the quality of the learning process. To achieve this goal, USAO has a student assessment program designed to measure student progress throughout the undergraduate academic experience.

Upon entry as freshmen, students are assessed to provide a baseline of academic skills and college success factors and are counseled concerning their strengths and weaknesses. During the junior year, students are again evaluated for basic skills attainment, as compared to the baseline measures. As graduating seniors, students are assessed in their major field and in general education competencies gained from completion of the IDS core curriculum.

The assessment tests provide feedback to the university about the quality of its academic programs and provide students with an evaluation of their progress within the undergraduate curriculum. Combinations of standardized and local assessments are used at USAO. Completion of all required assessments is mandatory for graduation.

In addition, if an entering student subject score on the ACT admissions test is below 19, the student will be required to complete placement tests to determine if he or she is ready for college-level studies in those subject areas.

5. Change of Major

To change a major, a student must:

- a. obtain a change-of-major form in the Registrar's Office
- b. have the former advisor sign the form,
- c. have the new advisor sign the form,
- d. return the form to the Registrar's Office, and
- e. the former advisor will give student's file folder to the new advisor.

6. Credit-Hour Load

Fifteen credit hours is a normal load per trimester. To be considered full-time, a student must be enrolled in 12 credit hours in the fall or spring and a total of 12 credit hours for the whole summer term. Full-time summer enrollment may consist of 5 hours in the Independent Study term and 7 hours in the 10-week term, or it may be 12 hours in the 10-week term if the student does not enroll for Independent Study. A 3.0 grade point average and approval by the Registrar is required to enroll in more than 18 credit hours. The maximum credit-hour load is 22 hours in the fall and spring, 15 hours in the 10-week summer term. Note: A full time enrollment of 12 credit hours / semester is insufficient to allow for graduation in four years (eight trimesters). To graduate in four years or less it is recommended that students take a minimum of 15 hours /trimester.

7. Academic Calendar

The academic year consists of two 15-week trimesters, August through December and January through April. The third trimester consists of a 5-week Independent Study term, April through May, and a 10-week summer session, May through August.

8. Student Classification

A student's academic standing is determined by the number of credit hours earned:

Freshman	30 or fewer hours
Sophomore	31 to 60 hours
Junior	61 to 90 hours
Senior	91 or more hours

9. Transfer of Course Credit

USAO normally accepts credits from other regionally accredited institutions of higher learning equivalent to those taught at USAO. Transfer credits are accepted and applied to degree programs generally in accordance with the recommendations in the Transfer Credit Practices Guide published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Consequently, credits from some technical and professional schools may not be applicable toward degree requirements at USAO due to the highly technical or specialized nature of the coursework. Transfer work is counted as lower-division or upper-division credit, depending on the level at which it was offered at the institution where it was earned. Two-year college work is accepted only as lower-division credit.

To make course transfer decisions easier, students will want to consult the Oklahoma State Regents for Higher Education website and look at the course transfer matrix that outlines courses which will transfer among Oklahoma's public colleges and universities. To do this use www.okhighered.org, click on "Student Center," then "Transfer Students," then "Course Transfer." Students can select the discipline under which the course falls for the school year desired, then the equivalent courses will be displayed. For Independent (private) colleges and universities transfer guidelines vary from institution to institution. A student will need to check with the institution he or she wishes to attend for additional information.

A currently enrolled student must have prior approval from his/her advisor and the Registrar's Office before courses will be accepted in transfer and applied to the student's degree program. Interested students are required to complete and file with the Registrar's Office a "Request for Transfer of Credit" form. This form is available in the Registrar's Office.

10. Grading System

USAO is dedicated to producing excellent students, and the official record of that excellence can be found on the academic transcript. While grades are not the only index to achievement, the college transcript remains a strong indication—of the quality of a student's university work.

Here's how the system works:

A	excellent	W	withdrawal
B	good	P	passing
C	average	NP	not passing
D	passing	RP	remedial pass
F	failing	RF	remedial fail
I	incomplete		
AW	administrative withdrawal that maybe awarded by instructor for insufficient attendance.		
AU	grade given for a course taken for no credit (Audit)		
N	grade was not submitted by the instructor by the appropriate deadline.		

A grade of "I" can be given when the student does not complete the work in a course for such reasons as illness or family emergencies. The instructor will deem sufficient cause in awarding an "I." An "I" not changed by the instructor within one calendar year of its being awarded will become permanent and remain on the student's transcript but will not contribute to the student's GPA. The "N" grade must be replaced by the appropriate grade prior to the end of the subsequent trimester.

For each hour of "A," students receive four grade points; for "B," three points; for "C," two points; and for "D," one point. Incomplete and failing grades earn no points. Grades of W, AW, AU, RP, and RF are not counted as hours attempted, and are not calculated in the retention/graduation and cumulative GPAs.

The total number of grade points earned by the student divided by the total number of hours *attempted* results in a grade point average (GPA). For example, if a student has earned 100 grade points and has attempted 40 hours of work, the GPA is 100 divided by 40, or 2.5.

11. Honor Rolls

USAO recognizes students whose GPA is 3.5 or higher for 12 or more hours of class work in the fall and spring trimesters and for all summer-term hours enrolled, exclusive of P, F, or I grades. The Regents Honor Roll recognizes those who meet the above criteria and who have been enrolled full-time for three consecutive trimesters.

The university further recognizes and encourages academic excellence through graduation with *honors*. To be eligible for graduation with honors, students must meet the following requirements:

- a minimum graduation/retention GPA of 3.65 for *cum laude*, 3.8 for *magna cum laude*, and 3.9 for *summa cum laude*; *plus*
- a minimum of 60 hours toward the bachelor's degree at USAO.

The GPA of transfer students is based on *all* college work attempted.

12. Change in Grade

Except in the case of an Incomplete, grades on the permanent record can only be changed upon written request to the Vice President for Academic Affairs by the instructor who made an error in reporting the grade. If that instructor is no longer employed by USAO, the appropriate division chair may make the request. No grade can be raised by special examination.

13. Continued Enrollment in the University

To remain eligible for continued enrollment in the university, students must make satisfactory academic progress. All courses in which a student has a recorded grade will be counted in the calculation of the GPA for retention purposes, excluding remedial and repleved courses. Such progress, in terms of GPA, is as follows:

<i>Credit Hours Attempted</i>	<i>Graduation/Retention GPA Requirements</i>
1-30 credit hours	1.7
31 or more credit hours	2.0

14. Academic Notice, Probation, and Suspension

a. Academic Notice

- (1) Freshmen (30 or fewer credit hours) who have earned a GPA of 1.7 to less than 2.0 will be placed on **academic notice**.
- (2) A student who earns 9 or more hours of "F" grades in any trimester will be placed on academic notice, regardless of the graduation/retention GPA.

b. Academic Probation

Any student who does not make satisfactory progress as indicated above will be placed on **academic probation** for one trimester. A second consecutive trimester with 9 or more hours of "F" grades will result in academic probation. To continue at the end of that trimester, the student must have:

- (1) earned an overall GPA of 2.0 on regularly-graded coursework (excluding activity or performance courses) *or*
- (2) met the minimum graduation/retention GPA standard required above.

Students on academic probation may not enroll in more than 13 credit hours in a trimester, unless approved by the Vice President for Academic Affairs.

c. Academic Suspension

- (1) Students who have earned *fewer than 90 credit hours* toward a degree *and* who fail to meet the criteria for removal from probation will be immediately **suspended** from the university. Unless an appeal is granted by the Academic Regulations Committee (see below), such students will not be reinstated until one regular trimester (fall, spring, or summer) has elapsed.
- (2) A *one-time-only* exemption may be offered to suspended students with *90 or more earned hours* in a specified degree program. This exemption will allow the suspended senior to enroll in an additional 15 trimester hours in a further attempt to achieve the requirements for retention.

15. Academic Appeal and Readmission Procedures

Appeals by Suspended Students – Students who wish to appeal their suspension must document any extraordinary personal circumstances that contributed to the academic deficiencies that led to the suspension. Such events must be highly unusual, such as the death of an immediate relative; a serious illness; severe financial distress; direct, significant work conflicts; unexpected, substantial family obligations; or personal crisis. Appeals decisions will be made by the Academic Regulations Committee. For further information about academic appeal procedures, students should see the Registrar.

Readmission of Suspended Students – Students who are academically suspended by USAO will not be allowed to reenter for at least one regular trimester (fall, spring, or summer) except as noted above. Suspended students can be readmitted *only one time*. Such students are readmitted on probationary status and, while on probation, must maintain a 2.0 GPA each trimester or raise their graduation/retention GPA to 2.0.

A reinstated student who is suspended a *second* time from USAO cannot return to USAO until the graduation/retention GPA is raised to the retention standard of 2.0 by attending another institution within the Oklahoma State System.

Reinstatement of Suspended Students at System Institutions – Research indicates that many times students suspended from one institution may succeed in a new academic environment if given the opportunity. Such students, therefore, *may*, at the discretion of the receiving institution, be admitted and such admission would be probationary. Institutions admitting such students should provide the appropriate academic services to facilitate their success.

16. Withdrawal Policy

Withdrawal from Class – Students will receive a grade of "W" if they withdraw from a class within the first five weeks of a regular trimester, the first two weeks of Independent Study, or the first three weeks of the 10-week summer term. For any drop or withdrawal after these deadlines, a "W" or "F" will be assigned, depending on the student's standing in the class. A grade of "W" is GPA-neutral. A grade of "F" is calculated in the student's GPA.

Withdrawal from College – A student wishing to withdraw from college must initiate the action in the Registrar's Office. Otherwise, the student will not have an honorable dismissal from college and all grades for the trimester may be recorded as "F." No official withdrawal is allowed after the 13th week of a regular trimester and the ninth week of a summer term.

17. Academic Forgiveness

The university recognizes that extenuating circumstances may be responsible for a student's poor grades. Therefore, the university allows a currently enrolled student to request *academic forgiveness* for grades that jeopardize the student's good academic standing. All requests for forgiveness begin with the student's written explanation of the poor grades earned.

Three procedures for academic forgiveness are available:

a. Repeated Courses

A student may repeat up to a maximum of four classes totaling 18 credit hours in courses in which the original grade earned was a "D" or "F." The second grade earned will be used to calculate a student's retention/graduation GPA. Both attempts shall be recorded on the transcript with the earned grade. The Explanation of Grades section of the transcript will note that only the second grade earned is used in the calculation of the retention/graduation GPA. If a student repeats an individual course more than once, all grades earned, with the exception of the first, will be used to calculate the retention/graduation GPA.

b. Academic Reprieve

A student may request that a maximum of two consecutive trimesters (or semesters) of college work be reprieved. In the event a reprieve is granted, grades in the term reprieved will not be used to calculate retention/graduation GPAs. At least three years must have elapsed between the time at which the grades were awarded and the time of the reprieve request. Prior to requesting the academic reprieve, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded coursework (a minimum of 12 hours), excluding activity or performance courses. All courses remain on the student's transcript but are not calculated in the student's retention/graduation GPA. Course work with a passing grade included in a reprieved semester may be used to demonstrate competency, but the course work may not be used to fulfill credit hour requirements.

c. Academic Renewal

A student may request Academic Renewal for all courses completed before the date specified in the request for renewal. At least five years must have elapsed between the last trimester (or semester) being renewed and the renewal request. Prior to requesting Academic Renewal, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses. All courses remain on the transcript, but are not calculated in the student's retention/graduation GPA. Neither the content nor the credit hours of renewed course work may be used to fulfill any degree or graduation requirements.

A student may receive no more than one academic reprieve or renewal in his/her academic career and only one option (reprieve or renewal) can be used.

The Explanation of Grades section of the transcript will note the courses and trimesters (or semesters) reprimed or renewed.

18. Enrollment for Audit

A student may audit a course if approved by the advisor at the time of enrollment. The student must have been formally admitted to the university and be eligible to enroll for credit. The fee is the same as enrollment for credit. A change from audit to credit cannot be made after the final day to add a course. A student may change from credit to audit during the first nine weeks of coursework.

19. Enrichment Courses

To enrich and broaden their educational experiences, students are encouraged to take courses outside of their academic majors without jeopardizing their grade point averages. In addition to Independent Study and other courses which are graded "P" or "NP," students may take up to a total of 9 additional hours of coursework on a P/NP basis. A student may take no more than 4 credit hours of coursework on a P/NP basis each trimester. There are special exceptions to that rule, allowing students to take more than 4 hours of P/NP, such as Independent Study projects. Independent Study credit may not be used in fulfillment of major requirements.

Enrichment courses include only non-IDS courses outside a student's academic major or minor field. P/NP classes will not be used in calculating a student's GPA although they will count toward graduation when completed successfully with a grade of P. Approval of the course must be given by the Registrar's Office at the time of enrollment.

20. Graduation Requirements

Final responsibility belongs to the student for his or her academic progress and fulfilling degree requirements for graduation. The specific requirements for obtaining a degree are detailed throughout the *USAO Catalog*. In addition, every program advisor provides a checklist of degree requirements or special information regarding specific fields, which should be studied and followed by the student seeking a degree. For example, the *Teacher Education Handbook* details university and state requirements important to students in teacher education programs.

Advice is available from the faculty, the academic counselor, the Registrar's Office, the Director of Teacher Education (if applicable), and the Vice President for Academic Affairs.

Degree candidates must apply for graduation in the Registrar's Office. *Application for graduation must be completed before the student's last trimester begins.*

While some programs have special criteria for graduation, *all students* must meet the following requirements in order to graduate:

- a. regular admission to the university;
- b. satisfactory completion of USAO Freshman Orientation (IDS 1001);
- c. satisfactory completion of the general education core courses (IDS);
- d. satisfactory completion of the specific requirements for the major field, including the departmental exit exam;
- e. a retention GPA of at least 2.0 based on all hours earned;
- f. satisfactory completion of at least 40 credit hours of upper-division (3000/4000) classes.
- g. satisfactory completion of the state-mandated 124 credit hours, with no more than 62 hours transferred from a junior or community college;
- h. satisfactory completion of at least 30 credit hours at USAO (with at least 15 credit hours of the last 30), or at least 50 percent of the hours required in the major field;
- i. completion of all student assessment tests;
- j. participation in graduation exercises unless allowed to graduate in absentia; *and*
- k. payment or resolution of all financial obligations to the university.

ENROLLMENT CHECKLIST

Welcome to USAO! Students must first be admitted to the university. After admissions enrollment involves a few simple steps:

1. Go to the Office of Admissions for advisor assignment, enrollment excuse letter, and advisement form. **Troutt Hall, Room 225.** Complete assessment tests, if necessary.
2. Go to your faculty advisor's office. Consult with your advisor, fill out the advising form and obtain your advisor's signature.
3. All first-time students new to USAO and those needing housing go to the Student Services Office for housing contract and meal plan information. (Otherwise, skip this step). **Student Center, 3rd Floor.**
4. Go to the Financial Aid Office for financial aid processing and advisement. **Troutt Hall, Room 112.**
5. All students who are scholarship recipients go to the Public Relations Office for a media photograph. (Otherwise, skip this step). **Troutt Hall, Room 102.**
6. Go to the Registrar's Office and submit your advisement form to get enrolled. **Troutt Hall, Room 204.**
7. Go to the Business Office for class schedule and fees statement. **Troutt Hall, Room 220.**

Please follow these instructions in the order in which they appear so that you may be enrolled in the quickest and most efficient manner.

ESTIMATED COST OF ATTENDANCE

2008-09 Academic Year

Trimester Estimate

	<u>12 Hrs.</u>	<u>15 Hrs.</u>
Estimated Tuition (\$109/hr)	\$ 1308	\$1635
Basic Student Fees (\$39/hr)	468	585
Book Cost Estimate	<u>400</u>	<u>500</u>
Academic Trimester Total	2176	2720

Out-of-state tuition: additional \$204/hr

Guaranteed tuition rate: \$125/hr

Estimated On-Campus Living Expenses (per trimester):

Sparks Housing:

Double Occupancy Room	\$1230
Smaller Single Occupancy Room	1580
Private Room	1940

Lawson Court Housing:

4 bdrm furnished apartment (per trimester)	1940
2 bdrm furnished apartment (per trimester)	2340

Lawson Court Summer Housing:

4 bdrm furnished apartment	1260
2 bdrm furnished apartment	1565

Meal Plans:

15 meals per week	1125
15 meals & \$150 DCB	1200
10 meals & \$200 DCB	1200
5 meals & \$300 DCB	1075
5 meals & \$75 DCB	800

All meal punches are transferable to Scooters in the Student Center Terrace Room.

DCBs (declining cash balance) can be used in the cafeteria, Scooters, or convenience store and purchased in increments of \$25, with the following discount structure applying:

\$100-249	= 5% discount
\$250-399	= 10% discount
\$400 +	= 15% discount

Deposits are required with housing contracts:

Sparks	\$100
Lawson Court	200

Estimates

Estimated cost for an Oklahoma student taking 12 hours and living in Sparks Residence Hall with a 15-meal plan is \$4,531 per trimester or \$9,062 for Fall/Spring.

Estimated cost for an Oklahoma student taking 12 hours and living in a 4-bedroom apartment in Lawson Court with a 15-meal plan is \$5,241 per trimester or \$10,482 for Fall/Spring.

Revised 06/11/08

Special Fees, Charges, and Expenses

Assessment Center Fees

• College Level Examination Program (CLEP)	
Local Administration Fee	\$15.00
National (CLEP) Fee	70.00
• Assessment test fee after two attempts (per test)	5.00
• Study Guide	per guide \$2.00 or set of three for \$5.00
• Older Student Assessment Administration Fee	
Three study guides, six tests	20.00
• Residual ACT Fee	30.00
• Proctor Test Administration Fee	15.00 per test

Art	Cost of materials used
Audit	Same charge as for credit
Books and Classroom Supplies	Approx. \$100/course
International Student Record Fee	\$15/trimester or \$10/summer
Late Enrollment Fee	\$5
Private Lessons in Music Performance Classes	
1. For students enrolled in 12 or more hours (8 hours if enrolled in only the 10-week term of the third trimester)	\$18/credit hour
2. For students enrolled in less than 12 hours (8 hours if enrolled in only the 10-week term of the third trimester)	\$60/first credit hour \$18/additional credit hour
Re-enrollment after withdrawal	\$5
Remedial Course Fee (in addition to regular tuition)	\$20/credit hour
Science Laboratory	Cost of breakage
Speech and Hearing Clinic (for non-USAO students):	
Language Evaluation	\$30
Speech Evaluation	\$15
Therapy (approximately 30 therapy sessions)	\$60/trimester

Speech and Hearing Services (USAO Students)

1. Speech, one voice and/or language evaluation (includes tests, measurements, and interviews required for initial evaluation and diagnosis)	\$10
2. Therapy sessions prepaid by the month (Therapy sessions for speech, voice, and language disorders may take from 30 minutes to one hour, depending on the needs of the client. Most clients will be seen for individual sessions, but some may be treated in small groups, depending on the needs of the individual. Therapy may include one or more sessions per week, depending on the needs of the client)	\$20
Student ID Replacement	\$10

Collection of Fees and Tuition

1. General enrollment fees and nonresident tuition and other fees are due on or prior to the first day of class.
2. Late payment (payment after the first day of classes) will require payment in full of the regular fees and tuition amounts plus a \$5 Late Payment Fee, and interest charges may be assessed.
3. Special arrangements for deferred payment must be approved and documented with the Business Office.
4. For convenience, the Business Office accepts Discover Card, VISA, MasterCard, and American Express for full or installment payments.

Refund of Fees and Tuition

A student incurs financial obligation at the time of enrollment for classes. If a student wants to withdraw, he or she must officially withdraw in person or by letter. Not attending class is not a withdrawal and the student is still financially responsible for the charges. USAO complies with current federal and state withdrawal/refund policies.

Students who add or drop a class or completely withdraw from the institution during the add/drop period (first seven days of a regular trimester, first week of a summer trimester, or the first day for Independent Study) will receive full credit on their bill for courses dropped or *full charges* for courses added. *No refunds* will be made after the add/drop period for that session.

Refund of Room and Board

If a student withdraws from the university within the first five weeks of the beginning of a regular academic term, the student will be eligible for a refund of two-thirds of the room and board charges for the term. Any unused declining balance portion of the meal plan will be refunded. There will be no room and board refunds after the first five weeks of an academic term (or first three weeks of summer term).

Guaranteed Tuition Rate Program

Beginning with the 2008-09 academic year, the Oklahoma Legislature passed a new law (House Bill 3397) requiring that a new student be given the opportunity to choose to participate in the Guaranteed Tuition Rate Program. At the time of first enrollment, a full-time undergraduate student who is a resident of Oklahoma can now choose to pay a guaranteed tuition rate (\$125/hr for 2008-09) based on the projected average for the next four years – as an option to the regular annual rate (\$109/hr for 2008-09). The guaranteed annual rate is available only to students meeting the criteria. A listing of that criteria and all applicable rules is available at the USAO Business Office or on the USAO website. The guaranteed rate applies only to tuition charges and does not cover mandatory or course-specific fees.

FINANCIAL ASSISTANCE

Free Application for Federal Student Aid (FAFSA)

The FAFSA establishes eligibility for all federal/state grants, loans, and work programs. Students demonstrating financial need may qualify for a variety of different programs, including grants, loans, and the work-study program. In addition, other aid may be available to students who meet eligibility that is not based on financial need. Students receiving aid must maintain satisfactory academic progress standards as described in the section on Financial Aid Satisfactory Academic Progress Policy.

The USAO Office of Financial Aid will determine eligibility for all programs based on the Federal Institutional Student Information Record (ISIR), which the Financial Aid Office receives electronically after the FAFSA has been processed. Students selected for verification must complete that process before federal aid can be determined.

The FAFSA is available on the web at www.fafsa.ed.gov. The USAO Federal Title IV Code number is 003167. Please be aware of state grant priority deadlines as listed on the FAFSA.

Financial Aid Package

A financial aid package is the award made to a student based on need and may comprise one or more of the following: Federal Pell Grant, Federal Supplemental Education Opportunity (FSEOG) Grant, Academic Competitiveness (ACG) Grant, National Science and Mathematics Access to Retain Talent (SMART) Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, Federal Stafford Loans, Federal Perkins Loan, Federal College Work-Study Program, USAO scholarships and grants, and state grants such as the Oklahoma Tuition Aid Grant (OTAG) and Oklahoma's Promise (OHLAP).

Every effort is made to secure funds for students with financial need. In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, and other federal laws and regulations, USAO does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies or procedures. USAO complies with current federal and state policies.

Federal and State Assistance Programs

The following are among the wide variety of financial assistance programs available. More detailed information is available in the Office of Financial Aid. Further information on Federal Programs is also available at www.studentaid.ed.gov and State Programs at www.okhighered.org.

FEDERAL PELL GRANTS are designed to provide federal financial assistance to those who need it in order to attend post-high school educational institutions. Pell grants are intended to be the "floor" of a financial package and may be combined with other forms of aid in order to meet the full costs of education. The amount of the grant is determined on the basis of individual and family financial resources.

To be eligible for this aid, a student must be enrolled in an undergraduate course of study, may not previously have received a bachelor's degree, and have an established financial need. The student must also be a U.S. citizen, reside in the United States for other than temporary purposes, or be a permanent resident of the Trust Territories.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS (SEOGs) are designed for students of exceptional financial need who, without the grant, would be unable to continue their education. A student must be enrolled at least half-time (6 hours) in an undergraduate program to qualify. These funds are limited.

THE ACADEMIC COMPETITIVENESS GRANT (ACG) program was created for first and second academic year, full-time students at degree-granting institutions who are eligible for Federal Pell Grants, are U.S. citizens, complete a rigorous high school curriculum and meet all other qualifications, such as GPA and hours earned.

THE SCIENCE AND MATHEMATICS ACCESS TO RETAIN TALENT (SMART) GRANT program was created for third and fourth academic year, full-time students at four year degree-granting institutions who are eligible for Federal Pell Grants, are U.S. citizens, and pursuing a major in designated areas of mathematics, sciences, computer sciences and critical foreign languages. The Financial Aid Office will also address hours earned, GPA, and enrollment in major courses to determine eligibility.

THE TEACHER EDUCATION ASSISTANCE FOR COLLEGE AND HIGHER EDUCATION (TEACH) GRANT was authorized for implementation beginning with the 2008-2009 award year. The TEACH Grant Program provides up to \$4,000 a year in grant assistance to a student who agrees to serve for at least four years as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves students from low-income families. A TEACH grant recipient who does not complete the required teaching within a specified timeframe, or fails to meet certain other requirements of the TEACH Grant Program, will be required to repay the TEACH Grant as a Direct Unsubsidized Loan under the William D. Ford Federal Direct Loan Program.

OKLAHOMA TUITION AID GRANT (OTAG) is also available to Oklahoma residents who meet the eligibility requirements. Students need to complete the FAFSA in early spring to be considered for the next academic year.

OKLAHOMA'S PROMISE (OHLAP) is a unique Oklahoma program. Students must have signed up in the eighth, ninth, or tenth grade and fulfill the requirements of the program to be eligible. Funding is based on the amount of tuition each term. A complete listing of requirements and conditions is available at www.okhighered.org/ohlap.

FEDERAL FAMILY EDUCATION LOANS (FFELs) provide funding for regular students enrolled in an eligible program of study at least half-time.

- The *Stafford Loan* is the federal government's major form of self-help aid. A *subsidized* Stafford Loan is awarded on basis of financial need; the *unsubsidized* Stafford Loan is not based on financial need.
- The *Parent Loan for Undergraduate Students (PLUS)* is available to parents of dependent students.

FEDERAL PERKINS STUDENT LOAN PROGRAM provides loans to students meeting the eligibility requirements as established by the FAFSA. The National Defense Educational Act requires that each borrower be at least a half-time (6 hours) student. Limited loan funds are available to students at all levels.

FEDERAL WORK-STUDY PROGRAM is funded with federal and institutional funds for students who qualify for assistance. To participate in this program, a student must be enrolled in a minimum of six credit hours and remain in good standing. However, priority is given to full-time students. A student may participate in the Federal Work-Study Program in addition to receiving other forms of aid.

Institutional Scholarships

All institutional scholarships are competitive and have early spring deadlines or priority dates which are published in the USAO Easy App and on the USAO website. Scholarship applications received after a priority date will be

considered if funds are available. Applicants must be approved for admission to USAO and have completed the USAO financial aid and scholarship applications, included in the USAO Easy App and on the website, to be considered for any scholarship award. Specific criteria and application requirements are listed on the website and are available from the Financial Aid Office. Continuing students will want to apply for continuing student scholarships beginning in February of each year and can pick up scholarship applications in the Financial Aid Office.

THIRD TRIMESTER ENROLLMENT SCHOLARSHIP is a unique, renewable scholarship that can help cut the cost of your education nearly 25 percent. The Third Trimester Scholarship is available to any Oklahoma resident who is a graduate of an Oklahoma high school and enters USAO as a beginning first-year student *and* who attends the first and second trimesters consecutively as a full-time student (earning a minimum of 12 hours each trimester). Students must be enrolled in 12 hours in independent study and/or summer term of the third trimester to qualify. The scholarship pays tuition for up to 14 credit hours. The scholarship is available for a total of three consecutive years if the student makes satisfactory academic progress and continues completion of full-time enrollment each term.

PRESIDENTIAL LEADERSHIP SCHOLARSHIPS are four-year scholarships given to Oklahoma high school seniors having a GPA of 3.5 on a 4.0 scale and a composite ACT score of 25 or higher. Membership in three school organizations plus civic involvement and a minimum of three letters of recommendation are also required. A personal interview is conducted for finalists. It is a very selective process and a limited number of scholarships are awarded. Recipients must maintain contract requirements (GPA, attendance, leadership positions, participation, etc.) for renewal each year. This scholarship has a definite deadline each year for submission of all required paperwork.

STATE REGENTS BACCALAUREATE SCHOLARSHIPS are available for a limited number of Oklahoma high school graduates who have a national ACT composite score of 30 or higher. The scholarship provides financial support for tuition, fees, room and meals for up to eight fall/spring trimesters. For further information and specific requirements, contact the Financial Aid Office.

OTHER ACADEMIC SCHOLARSHIPS INCLUDE: Academic Scholarship, University Scholarship, Green & Gold Scholarship, Transfer Student Scholarship, and International Student Scholarships.

TALENT SCHOLARSHIPS are available for students in the areas of music, art, and drama. The student must demonstrate his or her talent at an audition or interview in addition to meeting academic requirements.

NAMED ENDOWED SCHOLARSHIPS are available to new and continuing students with high achievements. For example, the "Francis Davis Scholarship" was created in honor of a former faculty member in fine arts. Such funds, held as an endowment in the USAO Foundation or the USAO Alumni Association, produce income for scholarships annually.

PRIVATE-SECTOR SCHOLARSHIPS AND GRANTS are available to eligible students through their high school, community organizations, Bureau of Indian Affairs, the Oklahoma Department of Rehabilitation Services, the Oklahoma National Guard and many other sources. Free scholarship searches are available on the internet at fastweb.com and salliema.com, as well as numerous other websites. The Office of Financial Aid encourages students to seek and apply for private-sector grants and scholarships to supplement their funding.

Student Responsibility

Students are responsible for knowing and understanding the criteria for Financial Aid eligibility, including their enrollment status, Satisfactory Academic Progress status, the refund policy, loan history, etc. We strongly encourage students to carefully read all correspondence received and save copies of all documents (i.e., tax returns, FAFSAs, loan paperwork, etc.) in a safe and easily accessible location. We also encourage students to ask the Financial Aid Office directly if they have any questions regarding financial aid.

Financial Aid Satisfactory Academic Progress Policy

USAO requires that minimum standards for Satisfactory Academic Progress (SAP) toward the earning of a degree are met by new and continuing students who are receiving financial aid. This is in accordance with federal guidelines set forth by the Department of Education. This aid includes the Federal Pell Grant, Federal Work-Study, Federal Supplemental Education Opportunity Grant, Academic Competitiveness Grant, Science and Mathematics Access to

Retain Talent, Teacher Education Assistance for College and Higher Education, Oklahoma Tuition Aid Grant, FFEL Stafford Loans (subsidized and unsubsidized), the Federal Plus Loan Program, and Perkins Loans.

USAO has also adopted this standard to govern its institutional based aid, which includes (but is not limited to): tuition and/or room waivers, academic, athletic, incentive, foundation, and talent scholarships.

All students participating in the financial aid programs at USAO will be evaluated uniformly at the end of each term.

It is the student's responsibility to be aware and know his or her eligibility status at the end of each term. Students should be aware that hours attempted on transcripts do not include hours attempted such as withdrawals. Also, the cumulative GPA on a grade report may differ from the student's retention / graduation GPA. If assistance is needed regarding financial aid eligibility status, contact the Financial Aid Office.

Satisfactory Academic Progress Standards

The minimum standards are as follows:

- Students must maintain a minimum of a 2.00 retention /graduation GPA.
- Students planning to enter teacher certification programs must maintain a minimum of a 2.50 retention / graduation GPA.
- *Full-time* students must complete a minimum of 12 hours in the enrollment period.*
- *Three-quarter time* students must complete a minimum of 9 hours in the enrollment period.*
- *Half-time students* must complete a minimum of 6 hours in the enrollment period.*

*Enrollment status is determined by the number of hours the student is enrolled in at the end of the designated add/drop date of each term. This is the student's **total hours attempted** for the term. All summer session hours will be added together to determine enrollment status for the summer.

For financial aid, the following grades are counted as hours attempted, but not successfully completed: F, I, W, AW, WP, WF, and NP. Audited classes are not counted towards hours attempted or hours completed. CLEP credits will be counted towards a student's overall hours attempted and earned, but will not excuse a previous term's deficit in hours.

All transfer students and all continuing USAO students applying for financial aid for the first time must meet the minimum standards described above. Financial aid will be held until transcripts from all schools attended by the student have been received and reviewed. It is required by federal regulation that all periods of enrollment be reviewed whether or not aid was previously received.

In addition, students must not exceed the **maximum hour limit** for completing their undergraduate coursework (including a second bachelor's degree and teaching certification). The maximum for a student to remain eligible for financial aid at USAO is 186 hours attempted (including all coursework from all collegiate schools attended such as remedial, non-credit, withdrawal, repeat, incomplete, pass, fail, etc.). Students pursuing a Bachelor of Fine Arts degree will be allowed a maximum of 202 hours due to the length of the program. Once the hour limit is met or passed, the student is considered to have "exhausted" his or her eligibility for financial aid and is automatically placed on financial aid suspension.

Financial Aid Probation and Suspension

A student failing to meet the above minimum standards, will be placed on financial aid probation for the next term of enrollment. During this probationary term, the student will remain eligible for financial aid.

If at the end of the probationary term, the student again fails to meet the minimum standards, he or she will be placed on financial aid suspension and cannot receive the assistance of federal or institutional financial aid. Students may still remain eligible for external resources, such as Vocational Rehabilitation, Bureau of Indian Affairs, ASCOG, etc.

If, during the probationary term, the student meets the minimum standards of GPA for the term and completes his or her enrollment status but the overall retention/graduation GPA remains below the minimum, the student may be continued on financial aid probation if the student is showing improvement.

Students meeting the minimum standards during the probationary term and/or correcting the GPA, will be removed from probation.

Any student who completes NONE of the hours attempted during a term and is not already on financial aid probation may be automatically suspended without a probationary period. If the zero completion is found to be justified by the appeals committee upon review of the circumstances surrounding the situation, the student may be placed on financial aid probation and remain eligible for financial aid. If the situation is not found justifiable, the student will remain on suspension and may go through the formal process of appeal or attend at his or her expense.

Students placed on financial aid suspension (with the exception of those exceeding the hour limit) may have their aid reinstated by attending their next term at USAO or another accredited institution and completing the minimum standards

of their enrollment status successfully. Reinstatement requires that the student attempt a minimum of six hours. However, if the student enrolls full-time, 12 hours must be completed. If the student enrolls for three-quarter time, 9 hours must be completed. The student must then request that the Financial Aid Office review his or her status to restore eligibility for aid.

Financial aid probation and suspension are completely separate from academic probation and suspension. However, a student who is academically suspended is automatically suspended from financial aid.

Appeal of Financial Aid Suspension

Students suspended from financial aid may submit an appeal of the suspension if there are extenuating circumstances affecting the student performance. These include (but are not limited to) illness, severe injury, or death in the family.

Appeal forms are available in the Financial Aid Office, Troutt Hall 112, and are also enclosed in the letter of notification of financial aid suspension. Appeals must be submitted a minimum of 2 weeks prior to the next term of enrollment or by the deadline specified on the letter of notification.

Appeals must consist of a typed and signed personal explanation of extenuating circumstances and a complete current mailing address, a degree plan completed with the assistance and signature of the student's advisor, and complete unofficial transcript(s). Incomplete appeals will not be considered.

Appeals will be reviewed by the School Relations/Student Aid Committee. Decisions will be mailed to the student following the committee meeting. If aid is reinstated upon the review of the appeal, the student will be continued on probation for the next term of enrollment. Aid will be based on available funding at the time of reinstatement.

All decisions of the committee are final (effective January 11, 2008). In cases of Financial Aid Suspension due to exhaustion, aid eligibility cannot be re-instated by student performance if denied by the committee.

Return of Title IV Funds Policy

This policy applies to a student who receives Title IV Aid and completely terminates enrollment (i.e., cancels his/her registration, withdraws, or is dismissed) or stops attending classes before completing more than 60 percent of the enrollment period. Refunds are determined according to the following policy:

- a. The term "Title IV Funds" refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: unsubsidized FFEL loans, subsidized FFEL loans, Federal Perkins loans, FFEL PLUS loans, Federal Pell Grants, SEOG and other federal grants.
- b. A student's withdrawal date is:
 - earlier of the date the student began the institution's withdrawal process or the date the student otherwise provided "official" notice; or
 - if student didn't notify the school by midpoint in period; or
 - date of the student's last attendance at a documented academically-related activity.
- c. Title IV aid and all other aid is earned in a prorated manner on a per diem basis based on the academic calendar up to the 60 percent point in the semester. Title IV aid and all other aid is viewed as 100 percent earned after that point in time. A copy of the worksheet used for this calculation can be requested from the Financial Aid Office.
- d. In accordance with federal regulations, financial aid refunds are allocated in the following order: unsubsidized FFEL loans; subsidized FFEL loans; Federal Perkins loans; FFEL Plus loans; Federal Pell Grants; Federal SEOG; other Title IV assistance; other federal sources of aid; other state, private, and institutional aid, and, the student.
- e. Institutional responsibilities include:
 - providing each student with the information given in this policy;
 - identifying students who are affected by this policy and completing the Return of Title IV Funds
 - calculation for those students;
 - returning any Title IV Funds that are due the Title IV programs.
- f. The student's responsibilities in regard to the return of Title IV funds include:
 - returning to the Title IV programs (via university account) any funds that were disbursed directly to the student and for which the student was determined to be ineligible via the Return of Title IV funds calculation;

being billed for the amount he or she owes to the Title IV programs and any amount due to the university resulting from the return of Title IV programs used to cover university charges.

The fees, procedures, and policies listed above supersede those published previously and are subject to change. Any notification of a withdrawal or cancellation and request for a refund should be in writing and addressed to the appropriate institutional official. These would be, respectively, the Registrar or a Registrar's Office representative.

The Financial Aid staff is available to discuss student needs and make suggestions for improved aid opportunities.

Phone Numbers and Web Sites

General info about FAFSA	1-800-433-3243
Status of application	1-800-433-3243
Hearing impaired/TDD	1-800-730-8913
Suspect fraud or waste?	1-800-647-8733
Online help	www.studentaid.ed.gov

Family Educational Rights and Privacy Act (FERPA)

Public Directory Information and Student Access to Official Educational Records

Procedures for the Release of Information About Students

Information about students and former students gathered by USAO is of two types: (1) directory and (2) confidential. Any office gathering such information and/or having custody of it, shall release it only in accordance with this policy.

When a student enters the university and furnishes data required for academic and personal records, there is an implicit and justifiable assumption of trust placed in the university as custodian of such information. This relationship continues with regard to any data subsequently generated during the student's enrollment.

While the university fully acknowledges the student's rights of privacy concerning this information, it also recognizes that certain information is part of the public record and may be released for legitimate purposes.

With these considerations in mind, USAO has adopted the following policy concerning the release of information contained in student records:

1. Directory Information

This is information that routinely appears in student directories and alumni publications and may be freely released. USAO designates the following student information as public or directory information:

- a. Category I. Student's name, local and permanent address, e-mail address, phone number(s), classification, dates of attendance at USAO, enrollment status (full-time, half-time, or less than half-time), gender.
- b. Category II. Major field of study/degree program; educational institutions previously attended; degrees, honors, and awards granted; educational background, degree(s) held, date(s) granted, and institutions granting such degree(s); anticipated date of graduation based on completed hours.
- c. Category III. Date and place of birth, participation in officially recognized organizations, activities, and sports; weight and height of participants in officially recognized sports; photographs or electronic images.

This information may be disclosed by the institution for any purpose, at its discretion. Students may withhold disclosure of any or all categories of directory information under the Family Educational Rights and Privacy Act of 1974 as amended. Forms requesting the withholding of "Directory Information" are available in the Records Office, Troutt 204.

USAO assumes the right of approval for disclosure unless a student specifically requests in writing the withholding of "Directory Information."

2. Confidential Information

This is all other information contained in the student's educational record and can be released only upon the written consent of the student. The Student Information Release Authorization form can be obtained by a student from the Business Office, Financial Aid Office, or Registrar's Office. The following exceptions as defined in the Family Educational Rights and Privacy Act of 1974, as amended, waive prior student consent:

- a. other school officials within the educational institution who have legitimate educational interests. Other school officials are defined as:
 - a person employed by the university in an administrative, supervisory, academic or research, or support staff position, including health and medical staff;
 - a person appointed to the Board of Regents;
 - a person employed by or under contract to the university to perform a special task, such as the attorney or auditor; or
 - a student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.
- a school official has a legitimate educational interest if the official is:
 - performing a task related to the student's education;
 - performing a task related to the discipline of a student;
 - providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or
 - maintaining the safety and security of the campus.
- b. officials of schools to which the student seeks to transfer.
- c. the Comptroller General of the United States, the Secretary of Education, the administrative head of an educational agency, or state educational authorities.
- d. in connection with a student's application for, or receipt of, financial aid.
- e. state and local officials or authorities to which such information is specifically required to be reported under state statutes adopted prior to Nov. 17, 1974.
- f. organizations or educational agencies conducting legitimate research, provided no personally identifiable information about the student is made public.
- g. accrediting organizations.
- h. parents of a dependent student upon proof of dependency as defined by the Internal Revenue Code of 1954. (Parents of international students are excluded.)
- i. to comply with a judicial order or lawfully issued subpoenas, provided that the educational agency or institution makes a reasonable effort to notify the student of the order or subpoena in advance of compliance.
- j. in connection with an emergency when such information is necessary to protect the health or safety of the student or other persons.
- k. the result of any disciplinary proceeding conducted by the university against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

Confidential information shall only be transferred to a third party, however, on the condition that such party will not permit any other party to have access to the information without the written consent of the student.

Original credentials with which a student applies for admission or readmission to USAO become the property of the university, are assembled in a permanent student folder, and are not released to anyone. The file contents are made available **only** to those persons properly authorized to receive confidential information and only in consultation with a professional staff member in the Registrar's Office.

Although the permanent academic record is a cumulative record compiled by the student, the Registrar is the officer of the institution charged with responsibility for its accuracy and safekeeping. Accordingly, the student folder and the permanent cumulative academic record are not available to anyone for removal from the Registrar's assigned depository.

More information concerning this policy may be obtained by contacting the Registrar's Office.

Attempts by other individuals or organizations to access student records without the express written consent of the student are considered a violation of university policy/federal law. Examples of violations include but are not limited to:

1) illegally accessing information from student or faculty information terminals; 2) misrepresentation to obtain another student's transcript, semester grades, or class registration; 3) using a student's ID number without his/her permission to gain access to other university services.

3. Procedures to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate records custodian or appropriate university staff person. Refer to the section within this policy that defines the type of records along with the location and name of the custodian.

Students should submit to the records custodian or an appropriate university staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The records custodian or appropriate university staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

4. Limitations on Right of Access

The university reserves the right to refuse to permit a student to inspect the following records:

- a. the financial statement of the student's parents.
- b. letters and statements of recommendation for which the student has waived his or her rights of access, or which were maintained before January 1, 1975.
- c. records related to an application to attend the University of Science and Arts of Oklahoma if that application was denied.
- d. those records which are excluded from the FERPA definition of education records.

5. Refusal to Provide Copies

The university reserves the right to deny students copies of their educational records, including transcripts, not required to be made available by the FERPA in the following situations:

- a. the student has an unpaid financial obligation to the university.
- b. there is an unresolved disciplinary action against the student.
- c. the education record requested is an exam or set of standardized test questions.

STUDENTS RIGHT -TO- KNOW

The University of Science and Arts of Oklahoma is pleased to provide information regarding our institution's graduation/completion rates, in compliance with the Higher Education Act of 1965, as amended. Complete information is available at the following web address:

<http://www.usao.edu/infoservices/instresearch.htm>. Paper copy is available upon request by contacting the Office of Information Services, 405-574-1245.

STUDENT LIABILITY AND RESPONSIBILITY

Whether enrolled in an on-campus class or in a USAO internship, independent study program, practicum course, or activity involving domestic or foreign travel, students are responsible for their own medical treatment and are liable for their own actions. In the event of an injury or illness while participating in a USAO-sponsored activity, USAO cannot approve a claim for treatment or reimbursement. Information on insurance is available in the Office of the Vice President for Administrative Affairs. Also, a number of reasonably priced insurance policies are available from the private business sector. We strongly encourage students to obtain the appropriate coverage. Students who participate in intercollegiate athletics must have primary insurance in force before practice begins.

ACADEMIC CODE OF CONDUCT

Section I: Definitions of Academic Dishonesty

A. Plagiarism

Plagiarism is stealing the words or ideas of another person and presenting them as one's own, either by copying someone else's work or by paraphrasing. Each time a writer or speaker presents someone else's ideas or works, credit must be given to that person. Some selected examples of plagiarism include:

1. Submitting written or oral work done totally or in part by someone else.
2. Failing to give credit in a paper, footnote, or speech for works or ideas originated by another person.
3. Failing to use quotation marks when quoting written material directly from another person.
4. Paraphrasing another's ideas or words without indicating the source of the information.
5. Submitting work that was submitted in another course, whether in its original or altered form, without first obtaining the permission of the instructor
6. Knowingly aiding any of the above offenses.

B. Fabrication

Fabrication is inventing information. Although fabrication may involve plagiarism, fabrication does not include necessarily the stealing of ideas from another writer. Fabrication, however, is dishonest. With fabrication the writer or speaker is deceiving an audience by presenting work as based on real, established facts when those facts do not exist. Some selected examples of fabrication would include:

1. Using false citations, i.e., falsely attributing information or ideas to an authoritative source.
2. Using graphs or statistical information not supported by existing data based on actual research.
3. Falsely claiming that one did formal research in support of a paper or speech.
4. Reporting data that was not actually collected.
5. Knowingly aiding any of the above offenses.

C. Cheating

Cheating is presenting material as proof that the writer or speaker has learned the information when, in fact, he/she has not. Some selected examples of cheating would include:

1. Allowing another person to do one's work and presenting it under one's own name.
2. Using unauthorized notes, study aids, or information from another student on in-class examinations.
3. Altering a graded work after it has been returned, and then re-submitting the work as though for the first time.
4. Having another respond to one's name during roll call or having another sign one's name on an attendance sheet.
5. Obtaining, either directly or with the help of another, an advance copy of an examination.
6. Knowingly aiding any of the above offenses.

D. Forgery and Altering Documents

Forgery is writing someone else's name on a record or document. Forgery also means altering a record or document for the purpose of presenting inaccurate information. Some selected examples of forgery would be:

1. Altering official academic records
2. Making an unauthorized signature for a faculty member or other University Official.
3. Falsifying information on an official academic document.

Section II: Degrees of Academic Dishonesty

Unintentional Dishonesty

Incidents of dishonesty which are likely the consequence of inexperience, naivety, or sincere misunderstanding, at the decision of the faculty member

Intentional Dishonesty

Minor Offenses

Plagiarism in which:

1. The nature or extent of the offense indicates intentional dishonesty **AND**
2. is minor enough that its inclusion without detection would not have raised the grade received for the assignment **AND**
3. The dishonesty is perpetrated by a freshman or a sophomore **AND**
4. The dishonesty is a first offense

Fabrication in which

1. The nature or extent of the offense indicates intentional dishonesty **AND**
2. is minor enough that its inclusion without detection would not have raised the grade received for the assignment **AND**
3. The dishonesty is perpetrated by a freshman or a sophomore **AND**
4. The dishonesty is a first offense

There are no Minor Offenses of Cheating

There are no Minor Offenses of Forgery and Altering Documents

Serious Offenses

Plagiarism in which:

1. The nature or extent of the offense indicates intentional dishonesty **AND**
2. The plagiarism represents a minor portion of the submitted work, but the inclusion without detection of fraudulent portions could potentially raise the grade for the assignment **OR**
3. The dishonesty is perpetrated by a junior or a senior **OR**
4. The dishonesty is a second offense

Fabrication in which:

1. The nature and extent of the offense indicates intentional dishonesty **AND**
2. The fabrication represents a minor portion of the submitted work, but the inclusion without detection of fraudulent portions could potentially raise the grade for the assignment **OR**
3. The dishonesty is perpetrated by a junior or a senior **OR**
4. The dishonesty is a second offense

Cheating in which:

1. There is no pre-meditation to cheat **AND**
2. The cheating represents a minor portion of the submitted work, but the inclusion without detection of fraudulent portions could potentially raise the grade for the assignment

There are no Serious Offenses of Forgery and Altering Documents

Egregious Offenses

Plagiarism in which:

1. The nature or extent of the offense indicates intentional dishonesty **AND**
2. The plagiarism represents a significant portion of the submitted work **OR**
3. The dishonesty is a third offense

Fabrication in which:

1. The nature or extent of the offense indicates intentional dishonesty **AND**
2. The fabrication represents a significant portion of the submitted work **OR**
3. The dishonesty is a third offense

Cheating in which:

1. There is pre-arrangement to cheat, i.e., preparing “cheat sheets” for an exam, obtaining an advance copy of the exam, etc. **AND**

2. the cheating represents a significant portion of the submitted work **OR**
3. the dishonesty is a second offense

All cases of Forgery and Alteration of Documents shall be considered egregious

All second offenses shall be defined as serious or egregious

All third offenses shall be defined as egregious

All intentional academic dishonesty by juniors and seniors shall be defined as serious or egregious

Section III: Procedures and Punishments

Unintentional Dishonesty

Faculty should clearly warn the student and educate them as to proper academic practices. Such cases need not be reported to the Office of Academic Affairs or the Academic Integrity Committee.

Intentional Dishonesty

Minor Offenses

The professor shall provide a written account of the incident to the Office of Academic Affairs, which shall keep a record of the report and refer the incident to the Chair of the Academic Integrity Committee. The Committee Chair shall bring the report to the Committee at its next scheduled monthly meeting, and invite the student and the instructor to meet with the Committee.

The Committee may impose a maximum penalty of an “F” for the course, or a lesser penalty as it deems appropriate.

The Committee shall report the proceedings and penalty to the Office of Academic Affairs, which shall then communicate the decision to the professor and the student, in writing, within 3 working days. The Office of Academic Affairs shall also report the action to the Director of Financial Aid, who shall notify any academic or athletic department that has awarded an institutionally-supported scholarship to the student.

In the event that the Academic Integrity Committee has not reached a decision by the time final grades are due, or if the matter is still in appeals, then the instructor shall assign a grade of “I” for the course. The instructor shall then change the grade to reflect the outcome of the process.

Serious Offenses

The professor shall provide a written account of the incident to the Office of Academic Affairs, which shall keep a record of the report and refer the incident to the Chair of the Academic Integrity Committee. The Committee Chair shall bring the report to the Committee at its next scheduled monthly meeting, and invite the student and the instructor to meet with the Committee.

The Committee may impose a maximum penalty of a one semester suspension from the University, or lesser penalty as it deems appropriate. The Committee shall report the proceedings and penalty to the Office of Academic Affairs, which shall then communicate the decision to the professor, the student, and the Registrar, in writing, within 3 working days. The Office of Academic Affairs shall also report the action to the Director of Financial Aid, who shall notify any academic or athletic department that has awarded an institutionally-supported scholarship to the student.

A record of the offense and the penalty shall be included in the student’s academic record. In the event of a suspension, the Committee may place a statement on the student’s transcript indicating that the suspension was the result of academic dishonesty.

If the student commits no other academic dishonesty offenses, an appeal may be made to the Academic Integrity Committee to remove the record of the offense from the student’s record upon graduation.

In the event that the Academic Integrity Committee has not reached a decision by the time final grades are due, or if the matter is still in appeals, then the instructor shall assign a grade of “I” for the course. The instructor shall then change the grade to reflect the outcome of the process.

Egregious Offenses

The professor shall provide a written account of the incident to the Office of Academic Affairs, which shall keep a record of the report and refer the incident to the Chair of the Academic Integrity Committee. The Committee Chair shall bring the report to the Committee at its next scheduled monthly meeting, and invite the student and the instructor to meet with the Committee.

The Committee may impose a maximum penalty of expulsion from the University, or a lesser penalty as it deems appropriate. The Committee shall report the proceedings and penalty to the Office of Academic Affairs, which shall then communicate the decision to the professor, the student, and the Registrar, in writing, within 3 working days. The Office of Academic Affairs shall also report the action to the Director of Financial Aid, who shall notify any academic or athletic department that has awarded an institutionally-supported scholarship to the student.

A record of the offense and the penalty shall be included in the student's academic record. In the event of a suspension or expulsion, the Committee may place a statement on the student's transcript indicating that the suspension or expulsion was the result of academic dishonesty.

If the student commits no other academic dishonesty offenses, an appeal may be made to the Academic Integrity Committee to remove the record of the offense from the student's record upon graduation.

In the event that the Academic Integrity Committee has not reached a decision by the time final grades are due, or if the matter is still in appeals, then the instructor shall assign a grade of "I" for the course. The instructor shall then change the grade to reflect the outcome of the process.

Section IV: The Academic Integrity Committee

The Academic Integrity Committee shall be composed of 5 tenured faculty members, one from each of the four academic divisions, and one faculty representing Interdisciplinary Studies. The Registrar shall serve as an ex officio member of the Committee.

Faculty shall serve on the Academic Integrity Committee for a term of 2 academic years, and shall appoint a Chair for a term of one academic year.

The Committee will have standing monthly meetings, on days and times determined by the Chair, at which it hears all cases of academic dishonesty that have been reported since the previous meeting.

Part IV: Procedure for Appeals

Both the instructor and the student shall have the right to appeal the decision of the Academic Integrity Committee to the Vice President for Academic Affairs. Upon request for an appeal, the Vice President will appoint an ad hoc Appeals Committee consisting of five tenured faculty who have no previous involvement with the incident. The ad hoc Appeals Committee may uphold or overturn the decision of the Academic Integrity Committee. The ad hoc committee will report its decision to the Office of Academic Affairs, which shall then communicate the decision to the professor and the student, in writing, within 3 working days.

The instructor and the student shall have the right to appeal the decision of the ad hoc Appeals Committee to the President. The President may uphold or overturn the decision.

If, after all campus channels have been exhausted, no satisfactory solution has been reached, the student or instructor may request a hearing before the USAO Board of Regents.

REGULATIONS GOVERNING DEMONSTRATIONS

The right of the student to free speech in order to express opinion, and the right to petition and assemble for this purpose, is recognized by the University. Such expression, petitions, or assemblies must take place in an orderly manner to avoid in any way curtailing the legal operation of the University, interfering with the employees or the University in the normal performance of their assigned duties in a manner that would substantially hinder or prevent them from performing those duties, and/or violating the right of other students to pursue any part of their University life.

Definitions: Speech, as used in this document, is the oral presentation of ideas in an open forum. Demonstration is any process of showing individual or group cause by speech, example, group action, or other form of public expression.

Such expression, petitions, and/or assemblies on University premises shall be conducted in compliance with the following regulations with appropriate time, place, and manner limitations:

1. No person or persons may obstruct the flow of traffic on open streets, sidewalks, hallways, or through entrances or exits of any building.
2. No person or persons may physically or verbally molest or abuse visitors or members of the University community including those who may be engaged in counter-demonstrations.
3. No person or persons may either orally or on signs or handbills use statements libeling any person or persons.
4. Assemblies may not disrupt classes or other University business.
5. No person or persons may take any action that damages property or official records of the University or of members of the University community.
6. Time, Place, and Manner Limitations: *Interior*: Demonstrations, debates, and speeches may be held inside University facilities only in compliance with established procedures for the use of the facility. University facilities must be reserved through the Office of the Vice President of Administrative Affairs. *Exterior*: University of Science and Arts of Oklahoma reserves the right to require that speakers, scheduled and unscheduled, sponsored and un-sponsored, University affiliated or visitors to the campus, use designated locations in order to avoid unreasonable conflict with the normal functions and requirements of the University and to assure that the flow of vehicular and pedestrian traffic will not be impeded. Any exterior speech or demonstration shall be no closer than 100 feet of University buildings. Authorization for any speech or demonstration will require identification of the individual or organization and agreement to abide by University regulations. No musical instrument or sound amplification equipment of any kind, including stereo speakers, turntables, stationary or mobile public address systems, is allowed on the concourses, streets, or in areas adjacent to academic buildings without the approval of the Office of the Vice President for Administrative Affairs.
7. If students who are demonstrators or picketers violate one or more of these conditions, they shall be advised of their violation by a representative of the University, and those who continue shall be subject to discipline by the University, pending action through regular disciplinary procedures.
8. Non-student demonstrators or picketers who violate one or more of the above conditions shall be advised of their violation, and those who continue shall be asked to leave the campus. Those who persist shall be considered trespassers and shall be turned over to the proper authorities.
9. If the violations cannot be ended through the regular procedures of the University, law enforcement officers may be requested to protect persons and property of visitors, faculty, staff, and students of the University and to enable the University to operate in an orderly manner.

GRIEVANCE PROCEDURES

The following procedures have been established for processing student grievances against the University or a member of the University community, other than a student or student group. Student grievances against other students or groups of students are resolved through procedures established by the Student Government Association.

The paramount function of these procedures is to determine whether an institutional error or an injustice has occurred and if so, what constitutes an appropriate redress for the grievance.

Students are encouraged to discuss their grievance informally with the Dean of Student Services. Confidentiality is assured. For grievances against a faculty/staff member, the faculty/staff member and the departmental chairperson shall be informed in writing by the Dean of Student Services.

A meeting between the student and faculty/staff member may be scheduled to attempt to resolve the grievance. If it is not resolved at this level, or if it is appropriate, a meeting with the faculty member, the student, the departmental chair, the Vice President of Academic Affairs, and the Dean of Student Services shall be scheduled.

If grievances cannot be resolved informally, the student may thoroughly explain the grievance in writing on the Report of Grievance and submit the form to the Dean of Student Services. The Report of Grievance shall be referred to the chairperson of the Grievance Committee, who shall convene the committee. Grievances against a departmental chairperson shall be referred to the Vice President for Academic Affairs.

The Grievance Committee consists of two members of the faculty, two members of the professional/classified staff, and two members of the Student Government Association, appointed by the Student Government Association President, with

the confirmation of the Student Senate. Members of the Grievance Committee serve one-year terms. Committee members are absolved of any and all personal liability or responsibility for decisions made and actions taken by the committee (adopted by Regents, 1-77, revised 6-79, revised 6-82).

STUDENT GRADE APPEAL POLICY AND PROCEDURE

Whenever a student has a concern that a course grade issued by the instructor was incorrect, such student shall have the right to appeal.

PROCEDURE:

STEP 1

Within thirty (30) days following the issuance of the grade in question, the student shall communicate in writing with the instructor, requesting a review of the grade and indicating the reasons why the grade is believed to be incorrect. If the instructor fails to respond to the appeal within five (5) working days of receiving the request, or if the response is not satisfactory to the student, the student may request in writing, a review of the matter by the appropriate Division Chair. Within five (5) working days of receiving the request, the Division Chair shall respond in writing. The response shall inform the student of any action taken with regard to the grade and the reasons for such action. If the student is not satisfied with the response by the Division Chair, the student may proceed to Step 2.

STEP 2

The student may request in writing that the University Academic Regulations Committee review the case. Such request shall be received no later than fourteen (14) working days following the date the Division Chair communicates a decision in Step 1 above. Such request shall be made to the Vice President for Academic Affairs; the Academic Regulations Committee shall hear the case within ten (10) working days thereafter.

At such review the student shall be allowed to appear in person and present any evidence, including the testimony of others, which is relevant in determining if the grade in question was correct. The instructor who issued the grade shall be given the opportunity for further clarification of how the grade was determined.

The Academic Regulations Committee Chair shall communicate the decision of the committee in writing within ten (10) working days after the hearing is closed. Should the committee find in favor of the student, it may recommend to the instructor that the grade be changed.

STEP 3

The student shall have the right to appeal the decision if:

- a. The Academic Regulations Committee rules against the student or;
- b. The Academic Regulations Committee recommends that the grade be changed, but the instructor chooses not to do so.

The student shall have an additional five (5) days after notification of the decision to appeal it to the Vice President of Academic Affairs. After receiving the report of the Academic Regulations Committee, the Vice President shall determine if Steps 1 and 2 were followed. If steps 1 and 2 have been followed, the Vice President shall:

- a. Talk with the student to get further clarification of the problem.
- b. Talk with the faculty member and Division Chair to get further clarification of the problem.

After careful consideration of all facts, but within five (5) working days, the Vice President shall render a decision in writing to the student. The decision of the Vice President may be to:

- a. Uphold the instructor's original grade, or;
- b. Recommend to the instructor that the grade be changed.

STEP 4

The student shall have the right to appeal the decision if:

- a. The Vice President for Academic Affairs rules against the student, or
- b. The Vice President for Academic Affairs recommends that the grade be changed, but the instructor chooses not to do so.

The student shall have an additional five (5) working days after notification of the decision to appeal it to the University President.

After receiving the reports of the Academic Regulations Committee and the Vice President for Academic Affairs and conferring with the student and the instructor, but within ten (10) working days, the President shall render a decision in writing to the student and the instructor. The decision of the University President shall be to:

- a. Uphold the original grade, or;
- b. Instruct the Registrar to change the grade.

STEP 5

If either the student or the instructor is dissatisfied with the President's decision, an appeal may be made to the University Board of Regents. The procedures for addressing the Board of Regents are outlined in the Board of Regents Policy Manual.

PROGRAMS OF STUDY

"Major" is short for "major field" or "major area of study." It is the term used to describe the area of human activity in which a student plans to specialize. USAO is dedicated to liberal education, and in this usage "liberal" means "broad" and has no political connotation. USAO students attain this broad education through a blend of required IDS courses, courses in their major, and elective courses. After this experience, each student will emerge with a strong interdisciplinary background which allows an understanding of how one's field relates to others. Making these connections is a great concept, one reflecting USAO's dedication to the total development of the individual student.

The educational program at USAO also derives from the belief that no student should be deprived of the opportunity that only a liberal education makes possible. Therefore, the programs leading to the bachelor of arts, bachelor of science, or bachelor of fine arts degree have been designed to provide depth and breadth in knowledge. More importantly, USAO's interdisciplinary program combines traditional lines of thought into more meaningful patterns and relationships, teaching students how to synthesize diverse information and make creative, pragmatic decisions.

Each student entering the university chooses the discipline in which he or she wishes to major; but all students, regardless of major, will take part in a common core of courses called Interdisciplinary Studies, or IDS. It is a core which has evolved after much study of the nation's finest colleges and of the present and future trends in higher education in this nation. With IDS at its heart, the total USAO program is truly an exciting and stimulating experience.

DEGREES

Bachelor of Arts

The Bachelor of Arts degree will be conferred on students who have completed the prescribed course of study with a major elected from the following: American Indian studies, art, communication, drama, English, economics, history, music, political science, and sociology.

Bachelor of Science

The Bachelor of Science degree will be conferred on students who have completed the prescribed course of study with a major selected from the following: biology, business, chemistry, computer science, early childhood education, education of the deaf, elementary education, health and physical education, mathematics, natural science, physics, psychology, and speech pathology.

Bachelor of Fine Arts

The Bachelor of Fine Arts degree will be conferred on students who have completed the prescribed course of study in art.

Second Bachelor's Degree

A second bachelor's degree may be awarded to a student who meets the following conditions:

1. Completion of the general and specific requirements for the degree sought.

2. Selection of a major area of study different from that of the first degree.
3. Completion of a minimum of 30 hours of credit in residence at USAO after all requirements for the first degree have been met.

TUTORIAL SCHOLARS PROGRAM

Description of the Program

If you are a highly motivated, competent, self-directed student, then the USAO Tutorial Scholars program might be for you. It is our version of a letters of liberal arts degree--with a twist: you are in complete control of your own personalized course of study. If you want to work harder and accomplish more than is generally done within the framework of a traditional major, if you want to explore trans-disciplinary interrelationships, if you want to do in-depth individual research under faculty guidance, you might be the ideal Tutorial Scholar and be eligible to receive the most prestigious degree offered by USAO.

1. Eligibility

In order to be eligible for admission to the Tutorial Scholars Program, a student:

- a. Must have attained second year standing as defined by the University of Science and Arts of Oklahoma,
- b. Must have completed appropriate IDS courses or their equivalent,
- c. Must have attained a cumulative college grade-point average of 3.5 based on a 4.0 scale: (a limited number of selected students are admitted with grade-point averages below 3.5), and
- d. Must have the approval of the Curriculum Committee of the University.

2. Program Requirements

Tutorial Scholars are exempt from formal requirements associated with major and minor fields of study. Instead, with the guidance of a Tutorial Coordinator, they must follow an approved interdisciplinary curriculum to the satisfaction of their Tutorial Scholars Committee. The Coordinator serves as the Tutorial Scholar's academic advisor. Under the Coordinator's guidance, Tutorial Scholars participate in regularly scheduled classes as well as in tutorials specifically designed for and by them.

Graduates of the Tutorial Scholars Program must complete all the requirements for a Bachelor's degree as specified in the Oklahoma State Regents for Higher Education Policy Manual. These requirements include:

- a. Completing a minimum of 124 credit-hours
- b. Completing a minimum of 40 hours of upper division work
- c. Fulfilling all the requirements of USAO's mandated interdisciplinary core (IDS)
- d. Completing a minimum of 30 hours in a major field of study. This field of study should be interdisciplinary, but focused on fields of study in which USAO is authorized to offer degrees. (That is to say on interdisciplinary combinations or variations of USAO's 23 major fields of study and not on Nursing, Engineering, or Slavic languages.) The curriculum of a Tutorial Scholars program should emphasize interdisciplinary and scholarly innovation. It is not the purpose of the program to offer alternative curricula in existing majors.
- e. Each individualized Tutorial Scholars curriculum should offer an academic experience that is sufficiently unique, engaging, rewarding, and rigorous to justify its approval for this special degree option.

3. Applying for the Program

The process of applying for the program is as follows:

1. Obtain a *Tutorial Scholars Program Admittance Request* form from the office of the Vice President for Academic Affairs. Fill out **Section a: Eligibility for Tutorial Scholars Program** and obtain the signature of the Registrar certifying this eligibility.
2. Find a qualified, full-time faculty member willing to act as your Tutorial coordinator. With the advice and approval of this coordinator, assemble a committee willing to act as your Tutorial Scholars Committee. Your Coordinator and your committee should fit the following criteria:
 - a. They should be full-time faculty
 - b. Their areas of expertise should be appropriate to the field of study.
 - c. They should be willing to work with the Tutorial Scholar and the Coordinator to provide the student with a quality, individualized course of study leading to a baccalaureate degree.
3. With the guidance of the Tutorial Coordinator and the Tutorial Scholars Committee, design a curriculum that meets all of the requirements laid out in Section 3, above.
4. Fill out **Section B: Program Description** of the *Tutorial Scholars Program Admittance Request* form. In this section, you will provide a name for the proposed course of study and a rationale for this unique program. Attach a copy of the proposed curriculum and secure the signatures of the Tutorial Coordinator and all committee members certifying that they are satisfied that the enumerated curriculum meets the Tutorial Scholars Program requirements.
5. Submit the Application to the Curriculum Committee, for the signature of the committee chair in **Section C: Curriculum Committee Approval**, certifying that the student, committee, and curriculum meet all of the program requirements.
6. If approved, the Curriculum Committee will forward the application to the Vice President of Academic Affairs for final approval. The Office of Academic Affairs will open a file for the Tutorial Scholar and return signed copies to the student and the Tutorial Coordinator.

TEACHER CERTIFICATION

USAO offers 12 programs in teacher certification, including art, physical education (PHED), language arts, math, music (vocal and/or instrumental), science, social studies, elementary, early childhood, and deaf education. Major requirements for a teaching certificate in these areas can be found on the respective program's checklist and in the *Teacher Education Handbook*.

Students enrolling in PK-12 and for secondary education certification should understand that these are only certification programs, not degree programs. PK-12 (art, music, deaf education and physical education) and secondary education (language arts, math, science, and social studies) students must also satisfy the requirements for their degree areas. Students should consult the area advisor for the degree and certification checklists.

All USAO teacher certification programs are accredited by both the Oklahoma Commission on Teacher Preparation and the National Council for Accreditation of Teacher Education. However, the requirements for a teaching certificate are subject to change by the various state agencies. Therefore, those seeking certification should consult the Director of Teacher Education before developing a degree plan.

The *Teacher Education Handbook*, available from the USAO Bookstore, provides further information concerning the program and its requirements.

Information about the required tests and scores can be obtained from the Teacher Education Office or a teacher education faculty member.

All certification programs include a foreign language competency requirement and preparation of a professional portfolio.

All requirements for teacher certification programs are subject to change if new requirements are established by the Oklahoma State Board of Education, the Oklahoma State Regents for Higher Education, or the Oklahoma Commission for Teacher Preparation.

Teacher Certification in K-12 and Secondary Education

USAO does not offer degrees in K-12 or Secondary Education. However, students may obtain teaching certificates in the academic areas of: arts; health, physical education and recreation (HPER); language arts; math; music (vocal and/or instrumental); science; and social studies. Major requirements for a teaching certificate in these areas can be found on the respective program check sheet and in the *Teacher Education Handbook*. See your advisor for a program check sheet and the specific requirements for the certification program in these areas.

Teaching Certificate Programs

USAO has approved programs for teaching certificates in the following areas:

PK-3 Certificate	Early Childhood Education
1-8 Certificate	Elementary Education
Elementary-Secondary Certificate (Grades PK-12)	Art, Physical Education, Music
Secondary Certificate (Grades 5-12)	Mathematics
Secondary Certificate (Grades 6-12)	English, Science, Social Studies
Special Education Certificates (Grades PK-12)	Education of the Deaf

Admission to Teacher Education

Students declaring an interest in teacher education should enroll in "Orientation to Teaching," a course designed to acquaint them with the many facets of teaching as a profession. Upon completion of the minimum requirements, the student makes formal application to enter the Teacher Education Program. Applications are available in the Teacher Education Office.

Minimum requirements for admission to Teacher Education are:

1. completion of 30 semester hours;
2. an overall grade-point average of 2.5 for the last 24 semester hours;
3. successful completion of the following courses with a grade of "C" or better:
IDS 1013, Rhetoric and Public Speaking
IDS 1113, Writing I
IDS 1213, Writing II
IDS 1223, Mathematics in the Modern World
or their equivalents;
4. completion of the Oral English and Speech Screening;
5. recommendations by three faculty members and one public school teacher or administrator;
6. satisfaction of the Admission Test requirement; and
7. satisfaction of the English Proficiency requirement.

Requirements for Student Teaching

For student-teaching approval, an overall average of 2.50 on coursework is required, with an average of 2.75 in the major area. Other requirements are listed in the *Teacher Education Handbook*.

Certification Requirements

Students may qualify for an initial Oklahoma teaching certificate if they:

1. complete a teacher certification program,
2. pass the Oklahoma General Education Test (OGET), the Oklahoma Subject Area Test(s) (OSAT), *and* the Oklahoma Professional Teaching Exam (OPTE),
3. satisfy the requirement for foreign language competency,
4. submit an acceptable professional portfolio to the Director of Teacher Education, *and*
5. submit fingerprints for a background check to the Oklahoma State Department of Education.

TEACHER EDUCATION PARAPROFESSIONAL OPTION

The federal reauthorization of the Elementary and Secondary Education Act (ESEA), also known as the "No Child Left Behind" Act, requires paraprofessionals working as teacher assistants in school districts to be highly qualified. Oklahoma's Legislature recognizes that public school paraprofessionals play an important role in education school

children and in assisting teachers. An Oklahoma Title I Paraprofessional Credential is available to persons meeting the following requirements:

1. Has a high school diploma or GED diploma,
2. Has met a career development paraprofessional program approved by the State Board of Education, *and*
3. Has on file with the OSDE a current Oklahoma criminal history record from the OSBI as well as a National fingerprint-based criminal history record provided by the FBI.

The second requirement can be met by completing at least 48 hours of study at an institution of higher education. Successful completion of the following **Paraprofessional Core** of classes at USAO would prepare a candidate for employment as a paraprofessional in a school classroom or for Admission to the Teacher Education Program toward full teacher licensure:

IDS 1001	Freshman Orientation
IDS 1013	Rhetoric and Public Speaking
IDS 1113	Writing I
IDS 1213	Writing II
IDS 1133	The Individual in Contemporary Society
IDS 1223	Math in the Modern World
IDS 2003	Introduction to Computer Science
IDS 2013	Physical Science
IDS 2023	Life Science
IDS2133	American Civilization I
EDUC 2002	Orientation to Teaching
EDUC 2011	Directed Field Experience I
EDUC 2022	Education of the Exceptional Child
EDUC 2103	Human Growth and Development

12 hours of Electives, recommended to include:

IDS 2143 American Civilization II

Begin a foreign language

6 hours in one area of interest,

i.e. candidates desiring to work with children in pre-school, elementary or middle school should consider:

MATH 2113 Number Systems and Problem Solving and

EDUC 2323 Reading I

Applications for the credential are available in Gary Hall 206.

ALTERNATIVE PATHS TO TEACHER CERTIFICATION

Although USAO believes that its teacher preparation programs are designed to produce effective, informed and reflective teachers, who are capable of independent practice and continued professional growth, alternative pathways to teacher certification are recognized. Currently Oklahoma's Alternative Placement Program is such a pathway.

Candidates choosing to seek certification through Oklahoma's Alternative Placement Program can complete a degree program of their choice and apply to the Oklahoma State Department of Education for the Alternative Placement Program. Once accepted into the Alternative program, they can file with the Director of Teacher Education for permission to take professional education classes as required by the State Department of Education.

PRE-PROFESSIONAL AND GRADUATE SCHOOL PREPARATION

Information about entering graduate schools and pre-professional programs is available from faculty advisors in the specific academic areas. For example, a student interested in graduate study in physics should consult a USAO faculty

member in that discipline. Because of the intimate size of the USAO campus, students never have trouble finding faculty and staff willing to help.

In many such programs, USAO has most or all of the coursework necessary to prepare a student for professional or graduate studies.

INDEPENDENT STUDY

The Independent Study period in late April and May offers USAO students a unique chance to take part in exciting, unconventional educational experiences. Independent Study classes emphasize innovative educational approaches and individual learning. Past course choices have included educational trips to Paris, New York, Great Britain, Italy, and the Yucatan. Other groups have wondered *Who Shot JFK?* and engaged in unusual sociological observations in *People Watching*. Organized classes have practiced skills for career success or undertaken art or botanical projects to beautify the campus. In 2003, a group of students traveled across the nation by bus, visiting, Oklahoma to Montana, following *Kiowa Migration Trails*. Students are free during Independent Study to undertake projects of their own conception under the guidance of a faculty mentor. Independent Study activities are graded Passing/Non-Passing. Independent Study credit cannot be used in fulfillment of major requirements.

IS 1115 INDEPENDENT STUDY

Independent Study in *individual* projects for a student enrolled in independent study while classified as a freshman. 5 hours.

IS 1125 INDEPENDENT STUDY

Independent Study in *group* projects for a student enrolled in independent study while classified as a freshman. 5 hours.

IS 2115 INDEPENDENT STUDY

Independent Study in *individual* projects for a student enrolled in independent study while classified as a sophomore. 5 hours.

IS 2125 INDEPENDENT STUDY

Independent Study in *group* projects for a student enrolled in independent study while classified as a sophomore. 5 hours.

IS 3115 INDEPENDENT STUDY

Independent Study in *individual* projects for a student enrolled in independent while classified as a junior. 5 hours.

IS 3125 INDEPENDENT STUDY

Independent Study in *group* projects for a student enrolled in independent study while classified as a junior. 5 hours.

IS 4115 INDEPENDENT STUDY

Independent Study in *individual* projects for a student enrolled in independent study while classified as a senior. 5 hours.

IS 4125 INDEPENDENT STUDY

Independent Study in *group* projects for a student enrolled in independent study while classified as a senior. 5 hours.

INTERDISCIPLINARY CORE

All universities have a general education core. Most require students to select from a cafeteria plan of lower division courses from various disciplines. USAO is distinctive in offering an interdisciplinary, liberal arts core that spans all four years of its students' academic careers. The Interdisciplinary core (IDS) includes two types of classes. There are skills courses that teach students to express themselves clearly in both speech and writing and to master skills in areas such as math and computer science. In addition, there are also concept courses that emphasize the complexity and interconnectedness of the human world. The interdisciplinary nature of these courses means that they examine topics from multiple academic perspectives and just not from the view point of a single field or specialization. To emphasize the broad, multi-faceted nature of the interdisciplinary approach, the concept courses are team-taught. This means that a course in *American Civilization*, for instance, might be taught by a historian and a literature professor who would examine issues of the American past, identity, and values from the perspectives of both their fields, using literature, art, and film to examine the American tradition, as well as more familiar lecture approaches.

These concept courses begin in the freshman year with IDS 1133: *The Individual in Contemporary Society*, which examines the human condition in the early twenty-first-century and the issues and responsibilities that individuals must face in the contemporary world. Later concept courses cover the *Physical and Life Sciences*, the nature of *American Civilization*, the development and impact of *World Thought and Culture*, and an overview of the history of *Political and Economic Systems and Theories*. A faculty-guided, independent Senior Seminar project provides a capstone experience that completes and closes USAO's undergraduate curriculum.

COURSE LISTINGS IN IDS

Preparation

1 hour

IDS 1001 USAO ORIENTATION

This course is required for students who enroll at USAO. 1 hour.

All first-time entering students (except transfer students with 31 or more credit hours) must enroll in a section of USAO Orientation.

Interdisciplinary Skills

15 hours

IDS 1013 RHETORIC and PUBLIC SPEAKING

Development of skill in analyzing, assessing, and formulating arguments; in understanding the relationships between logic and language; and in organizing and presenting speeches based on these skills and understandings. 3 hours.

IDS 1113 WRITING I

Extensive practice in writing, with emphasis on expository and persuasive essays based on a study of rhetoric and the writing process. 3 hours. Prerequisite: basic skills competence.

IDS 1213 WRITING II

The writing of critical papers based on the study of drama, fiction, and poetry, together with practice in applying close reading techniques to literature. 3 hours. Prerequisite: grade of "C" or better in IDS 1113.

IDS 1223 MATHEMATICS IN THE MODERN WORLD

Exploration of the structure, language, and thought processes of mathematics. 3 hours. Prerequisite: basic skills competence.

IDS 2003 INTRODUCTION TO COMPUTER SCIENCE

Practice and theory in general computer concepts, including computer capabilities, data representation, and programming techniques. 3 hours.

Artistic Expression (Fine and Performing Arts)

2 hours

Two hours must be successfully completed from any of the following:

Art 1003, 1112, 1122, 1212, 1662, 2732

Drama 1403, 1801, 2113
English 2403
Music 1021, 1031, 1041, 1051, 1061, 1081, 1091, 1102, or 1203
Photography 1023

Physical Expression **2 hours**

Two hours must be successfully completed from the following:
PHED 1011 *and* 1 hour chosen from:
PHED 1001, 1021, 1031, 1041, 1061, 1081, 1091, 1111, 1121, 1141, 1151, 1161, 1181, 1191, 2101.

Interdisciplinary Ideas (Team-Taught) **30 hours**

- IDS 1133 THE INDIVIDUAL IN CONTEMPORARY SOCIETY
These concept courses begin in the freshman year with IDS 1133: The Individual in Contemporary Society, which introduces the major theories of human nature, individual behavior, and the meaning of society. Taught primarily from a psychology and sociology perspective, the course also utilizes other social sciences to allow students to consider the interplay of individuals and major social issues. Later concept courses cover the Physical and Life Sciences, the nature of American Civilization, the development and impact of World Thought and Culture, and an overview of the history of Political and Economic Systems and Theories. A faculty-guided, independent Senior Seminar project provides a capstone experience that completes and closes USAO's undergraduate curriculum. 3 hours
- IDS 2011 FOUNDATIONS OF SCIENCE LABORATORY
An interdisciplinary laboratory offering experiments in both the biological and physical sciences. Co-requisite: Foundations of Life Science – IDS 2023. 1 hour
- IDS 2013 FOUNDATIONS OF PHYSICAL SCIENCE
IDS 2013 and 2023 should be taken in sequence. Introduction of basic concepts of the scientific method illustrated by the physical sciences of astronomy, physics, chemistry, and geology. Topics include the historical and philosophical development of these sciences and their relationship to modern concerns with technology, environment, and energy. 3 hours
- IDS 2023 FOUNDATIONS OF LIFE SCIENCE
IDS 2013 and 2023 should be taken in sequence. Continuation of the study of the scientific method with illustrations from the life sciences. Topics include fundamental elements of life sciences, such as cell structure and function, classification systems and evolution, and their relationship to modern concerns with environment, genetics, and population dynamics. Pre-requisite IDS 1223 3 hours
- IDS 2133 AMERICAN CIVILIZATION (HISTORY/GOVERNMENT) I
IDS 2133 and 2143 should be taken in sequence. Examination of American ideas and culture through the Civil War era. The course explores the experiences of American peoples by focusing upon government; values; religious, social, and political concerns; and creative expressions. 3 hours
- IDS 2143 AMERICAN CIVILIZATION (HISTORY/GOVERNMENT) II
IDS 2133 and 2143 should be taken in sequence. Examination of American ideas and cultures from the Civil War era to the present. The course explores the experiences of American peoples by focusing upon government; values; religious, social, and political concerns; and creative expressions. 3 hours
- IDS 2880 SPECIAL TOPICS
Special topics in interdisciplinary studies. 1-4 hours. ELECTIVE CREDIT ONLY.
- IDS 3223 POLITICAL AND ECONOMIC SYSTEMS AND THEORIES
Examination of representative global political and economic theories and practices with emphasis on contemporary public policy alternatives for the United States. Includes a discussion of the relationship of geography to the development of political and economic systems and strategies. 3 hours

- IDS 3313 WORLD THOUGHT AND CULTURE TO 500 C.E.
IDS 3313, 3323, and 4333 should be taken in sequence. Examination of representative thought and expression of a number of world civilizations to approximately 500 C.E. The course focuses on significant achievements in architecture, art, drama, literature, music, philosophy, religion, and science. 3 hours
- IDS 3323 WORLD THOUGHT AND CULTURE FROM 500 C.E. TO 1650 C.E.
IDS 3313, 3323 and 4333 should be taken in sequence. Examination of representative thought and expression of a number of world civilizations from 500 C.E. to 1650 C.E. The course focuses on significant achievements in architecture, art, drama, literature, music, philosophy, religion, and science. 3 hours
- IDS 4333 WORLD THOUGHT AND CULTURE FROM 1650 C.E. TO PRESENT
IDS 3313, 3323, 4333 should be taken in sequence. Examination of representative thought and expression of a number of world civilizations from 1650 C.E. to the present. The course focuses on significant achievements in architecture, art, drama, literature, music, philosophy, religion, and science. 3 hours
- IDS 4522 SENIOR SEMINAR
Synthesis of the interdisciplinary program by writing several short papers and completing a formal project. The project may integrate a student's major field with the IDS program. Prerequisite: completion of IDS courses below the 4000 level. 2 hours
- IDS 4532 SENIOR HONORS RESEARCH
Synthesis of the interdisciplinary program, culminating in a substantial research or creative project which should possess the potential for publication or public showing/performance. The research and projects are guided by a faculty advisor and defended to a faculty committee. The two course sequence will substitute for IDS 4552 Senior Seminar with regard to graduation requirements. Admission to the courses is by application only to the Chair of Interdisciplinary Studies, and both courses must be completed to successfully meet the graduation requirement. 2 hours
- IDS 4542 SENIOR HONORS PROJECT
Defending your research and/or project to a faculty committee. This is two courses and must be done in sequence and both courses must be completed to successfully meet the graduation requirements. 2 hours
- IDS 4880 SPECIAL TOPICS
Special topics in interdisciplinary studies. 1-4 hours. ELECTIVE CREDIT ONLY.

To learn more about IDS, visit our IDS web page conveniently linked to the USAO homepage: www.usao.edu.

Minor in Liberal Arts

Required Courses (18 hours)

Course	Title	Hours Required
IDS 3223	POLITICAL & ECONOMIC SYSTEMS & THEORIES	3
IDS 3313	WORLD THOUGHT & CULTURE TO 500 C.E.	3
IDS 3323	WORLD THOUGHT & CULTURE, 500 C.E. TO 1650 C.E.	3
IDS 4333	WORLD THOUGHT & CULTURE, 1650 C.E. TO PRESENT	3

Additional liberal arts hours, approved by both advisor and the director of Interdisciplinary Studies 6

No courses can be substituted for the four specified IDS courses required for the liberal arts minor. No course may count for credit in the liberal arts minor and also count for credit in either a major or another minor.

Division of Arts and Humanities

ART

The successful artist needs to develop personal qualities in three important areas: intellectual, philosophical, and technical strength; a liberal arts/“world view” educational background; and self-assured, creative, problem-solving ability. USAO’s art discipline created its program of studies around these three basic tenets. Our professionally staffed art courses are specifically designed to teach the visual language in a logical sequence. This program reinforces and broadens one’s professional education, preparing students for successful careers. The emphasis on liberal arts at USAO is an emphasis on communication, and this department is devoted to aesthetic visual communication. USAO’s art discipline offers two degrees—a bachelor of arts and a bachelor of fine arts—both in art, with concentrations in painting, sculpture, graphics, ceramics, graphic design, computer graphics, photography, printmaking, and teacher certification.

Bachelor of Arts in Art

Required Art Core (52 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
ART 1003	Beginning Drawing Studio I	3
ART 1013	Beginning Drawing Studio II	3
ART 1112	Design and Composition Studio I	2
ART 1122	Design and Composition Studio II	2
ART 1212	Ceramic Hand building	2
ART 1312	Sculpture Studio I	2
ART 2112	Figure Drawing Studio I	2
ART 2122	Figure Drawing Studio II	2
ART 2222	Pottery on the Wheel	2
ART 2322	Sculpture Studio II	2
ART 2413	Oil Painting and Composition Studio I	3
ART 3413	Oil Painting and Composition Studio II	3
ART 3102	Watercolor	2
ART 3113	Graphic Design I	3
ART 3513	Printmaking Studio I	3
ART 3523	Printmaking Studio II	3

Required Art Electives (choose 6 hours):

ART 3493	Ancient Art History	3
ART 4113	European Art History	3
ART 4223	History of 19th Century Art	3
ART 4433	History of 20th Century Art	3

plus:

- 3 hours of elected craft courses with approval of the art chair
- 4 hours of advanced level courses (studio concentration to be selected with approval of art chair)
- cumulative GPA of 2.50 in art for art majors.

Bachelor of Fine Art

Students seeking the Bachelor of Fine Arts degree must meet the following requirements:

1. Students must have and maintain a cumulative GPA of 2.75 in art to complete degree.
2. Receive a satisfactory review of a portfolio presentation.
3. Make application for admission into the program when the student has second-year standing in art.
4. Complete the Bachelor of Fine Arts degree core of 54 hours in art. In conjunction with the Bachelor of Fine Arts degree core, students must work with their faculty advisor to develop an individualized studio concentration. This concentration requires a minimum of 29 hours of advanced level studio art courses in addition to the BFA core and art faculty approval. Students must maintain 3.00 G.P.A. in concentration.

5. Students must present a professional quality exhibition for faculty review consisting of both technical and conceptual maturation.

Required Bachelor of Fine Arts Degree Core (54 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
ART 1003	Beginning Drawing Studio I	3
ART 1013	Beginning Drawing Studio II	3
PHOT 1023	Beginning Photography I	3
ART 1112	Design and Composition Studio I	2
ART 1122	Design and Composition Studio II	2
ART 1212	Ceramic Hand building	2
ART 1312	Sculpture Studio I	2
ART 2112	Figure Drawing Studio I	2
ART 2122	Figure Drawing II	2
ART 2222	*Pottery on the Wheel or	
ART 2322	*Sculpture Studio II	2
ART 2413	Oil Painting and Composition Studio I	3
ART 3102	Watercolor & Composition Studio	2
ART 3413	*Oil Painting II (second semester) or	
ART 3102	*Watercolor (second semester)	2
ART 3113	Graphic Design I	3
ART 3123	Graphic Design/Computer Graphics	3
ART 3513	*Printmaking Studio I or	
ART 3523	*Printmaking Studio II	3
ART 3493	Ancient Art History	3
ART 4113	European Art History	3
ART 4223	History of 19th Century Art	3
ART 4433	History of 20th Century Art	3
ART 4333	Seminar (BFA Exhibit)	3

*Courses selected based on advisors approval, also courses maybe utilized in the advanced level requirements.

Plus: 29 hours of advanced level studio art courses.

ART 1662 Jewelry will be utilized as Artistic Expression.

Bachelor of Arts in Art/Teacher Education

This program qualifies individuals to obtain an Oklahoma teaching certification and teach art in grades PreK-12. For a program checklist for teacher certification in art, students should consult the art education advisor. Students seeking Teacher Certification in Art must meet the following requirements:

Professional Education Core (31 hours),

Art Core (52 hours)

ART 3273 Teaching Art in the Public School

ART 1662 Jewelry (complete 2 or 3 hours of craft, required for Teacher Certification)

2 semesters in Foreign Language

Minor in Art

Required Courses (24 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
ART 1003	Beginning Drawing Studio I	3
ART 1013	Beginning Drawing Studio II	3
ART 1112	Design and Composition Studio I	2
ART 1122	Design and Composition Studio II	2

ART 1212	Ceramic Handbuilding	2
ART 1312	Sculpture Studio I	2
ART 2112	Figure Drawing Studio I	2
ART 2413	Oil Painting and Composition Studio I	3
ART	Art History (<i>one of four</i>)	3

Plus: 2 hours of art electives (with approval of discipline chair)

Minor in Art Photography

Program descriptions and course listings for the art photography minor immediately follow the course listings in art.

COURSE LISTINGS in ART

- 1003 BEGINNING DRAWING STUDIO I
Parallel and angular perspective using basic drawing techniques representing the third dimension on a two-dimensional surface. Media used: pencil. For the beginner. 3 hours.
- 1013 BEGINNING DRAWING STUDIO II
Continuation of ART 1003. Introduction of color and media techniques. 3 hours. Prerequisite: ART 1003.
- 1112 DESIGN AND COMPOSITION STUDIO I
Elementary course in the principles of space, breaking in line, mass, and color with emphasis on the principles of space composition. 2 hours.
- 1122 DESIGN AND COMPOSITION STUDIO II
Continuation of ART 1112. Emphasizes color theory and application. 2 hours. Prerequisite: ART 1112.
- 1212 CERAMIC HANDBUILDING
Introductory course in the techniques of pottery making. Emphasizes hand building, skill development, and appreciation of three-dimensional form. Study of ceramic history and terminology is provided. Firing treatments include low-fire, reduction stoneware, and Raku. 2 hours.
- 1312 SCULPTURE STUDIO I
Clay modeling and plaster casting. Study of sculptural form, animal anatomy, pouring, firing, and coloring. 2 hours.
- 1662 JEWELRY STUDIO I
Metal forming, casting, soldering, raising, stone cutting, stone setting with emphasis on design craftsmanship. 2 hours.
- 2112 FIGURE DRAWING COMPOSITION STUDIO I
Study of human skeleton and muscles, sketches and finished drawing of live models; stress on pose, composition, and use of varied media. 2 hours. Prerequisite: ART 1013 and ART 1122.
- 2122 FIGURE DRAWING COMPOSITION STUDIO II
Sketches and finished drawing of live models; stress on pose, composition. Emphasis of varied media. 2 hours. Prerequisite ART 2112.
- 2222 POTTERY ON THE WHEEL
Secondary course in pottery studio. Emphasizes developing skills on the potter's wheel. Glaze theory and formulation are studied. 2 hours. Prerequisite: ART 1212.
- 2322 SCULPTURE STUDIO II
Continuation of ART 1312. Emphasizes human head construction, including the skull, muscles, portrait bust, and casting. 2 hours. Prerequisite: ART 1312.

- 2413 OIL PAINTING AND COMPOSITION STUDIO I
The subject matter is to include still-life, landscape, and portraits. Emphasis would be on painting methods, composition, and color theory. 3 hours. Prerequisites: ART 1013 and ART 1122.
- 2662 JEWELRY STUDIO II
Secondary course in Jewelry. Continuation of Jewelry techniques: metal forming, casting, soldering, raising, stone cutting, stone setting with emphasis on design craftsmanship. 2 hours. Prerequisite: ART 1662 Jewelry I.
- 2701 BUSINESS OF ART
Introduction of the art student to the practical and theoretical concerns of the professional artist. 1 hour.
- 2711 CREATIVITY
Class is designed to analyze and engage the creative processes of the individual student regardless of academic rank or artistic experience. 1 hour.
- 2732 STAINED GLASS
An introductory class covering history, design theory, and basic construction procedures used in the production of stained glass. 2 hours (may be repeated for maximum of 4 hours, to include additional stained glass technologies, with emphasis on technical and conceptual development).
- 2880 SPECIAL TOPICS
Special topics in the area of art. 1-4 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP
A guided study in art under faculty supervision. Topics and methods of instruction may vary. 1-4 hours (may be repeated for total of 6 hours with change in title and content).
- 2990 TUTORIAL
An independent study in art under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in topic and content).
- 3052 ADVANCED FIGURE DRAWING AND COMPOSITION STUDIO
Live model. Varied drawing media. Stress on pose and composition. 2 hours (may be repeated for maximum of 4 hours). Prerequisite: ART 2112.
- 3102 WATER COLOR AND COMPOSITION STUDIO
Subject matter unrestricted; attention to subject and composition in line, shape, value, color, texture, etc. 2 hours (may be repeated for maximum of 4 hours). Prerequisite: Third-year art standing.
- 3113 GRAPHIC DESIGN I
Orientation to typographical structures and design; layout, paste-up, and product presentation; 2-D illustration techniques and procedures. 3 hours. Prerequisite: Third-year art standing.
- 3123 GRAPHIC DESIGN/COMPUTER GRAPHICS
An introduction to basic computer graphics technology, including terminology, Macintosh operating system, Raster/Vector software, 3D software, multimedia, and input/output devices. 3 hours.
- 3133 GRAPHIC DESIGN II
This course is designed to introduce the graphic design student to the basic design formats which are used in publication. Emphasis will be placed on considering graphic design as a fine art. Technological and conceptual development are an important consideration for grades. 3 hours.
- 3143 GRAPHIC DESIGN/COMPUTER ILLUSTRATION
This course is designed for the advanced graphic design student. The course will cover advanced graphic design, illustrational computer graphics software, and techniques. Technological and conceptual development are an important consideration for grades. Professional-level work ethic will be employed. 3 hours. Prerequisite: ART 3113 or portfolio equivalent.

- 3153 **GRAPHIC DESIGN/ILLUSTRATION**
This course is designed for the advanced art student. The course will cover advanced graphic design illustrational techniques such as airbrush and color markers. Technological and conceptual development are an important consideration for grades. Professional-level work ethic will be employed. 3 hours. Prerequisite: ART 3113 or portfolio equivalent.
- 3233 **ADVANCED SCULPTURE STUDIO**
Advanced modeling and casting, or wood carving, or stone carving, or metal sculpture. 3 hours (may be repeated for maximum of 6 hours). Prerequisite: ART 2112.
- 3243 **ADVANCED OIL PAINTING COMPOSITION STUDIO**
Continuation of ART 3413. 3 hours (may be repeated to a maximum of 6 hours).
- 3262 **PUBLIC SCHOOL ART**
Studio art course for elementary education majors with emphasis on building confidence and experience in the skills of drawing, perspective, shading, color, and design. Application of right-brain theory to appropriate crafts for the elementary curriculum is provided. 2 hours. Prerequisite: admission to Teacher Education.
- 3273 **TEACHING ART IN THE PUBLIC SCHOOL**
Philosophy and methods of teaching art in the public school, kindergarten through grade 12, with emphasis on experience in lesson presentation and evaluation, and development of a personal philosophy of art education. 3 hours. Prerequisite: admission to Teacher Education.
- 3413 **OIL PAINTING AND COMPOSITION STUDIO II**
Subject matter would be unrestricted. Emphasis would be on painting methods, composition, and color theory. Course would include choice of subjects and composition in line, shape, value, color, and texture. 3 hours. Prerequisites: ART 2413.
- 3443 **ADVANCED CERAMIC STUDIO**
Designed for greater mastery of ceramic medium through strengthening vital skills of potter's art, including advanced hand building, throwing skills, glaze technology, techniques, historical and philosophical issues of the professional potter-artist. 3 hours (may be repeated for total of 6 hours).
- 3493 **HISTORY OF ANCIENT AND CLASSICAL ART**
History of painting, sculpture, and architecture: Prehistoric, Egyptian, Middle Eastern, Aegean, Greek, Etruscan, Roman, and Early Christian, Byzantine. Open to all students. 3 hours. Prerequisite: second-year standing *or* permission of the instructor.
- 3513 **PRINTMAKING STUDIO I**
Introduction of practical and conceptual application of process of relief and intaglio printing, emphasizing manual and photo-mechanical methods of printing in black and white, as well as color ink, technical ability, conceptual development, and media experimentation. 3 hours.
- 3523 **PRINTMAKING STUDIO II**
Introduces the art student to the practical and the conceptual applications of the silkscreen and Plano graphic printing processes. Emphasizes the manual and photographic methods of printing in black and white, as well as color ink, technical ability, conceptual development, and media experimentation. 3 hours.
- 3663 **ADVANCED JEWELRY/METALSMITHING I**
Advanced Jewelry/Metalsmithing techniques and exploration of design concepts and media. 3 hours. Prerequisite: ART 2662.
- 3673 **ADVANCED JEWELRY/METALSMITHING II**
Advanced Jewelry/Metalsmithing techniques and continued development of design concepts and media. 3 hours. Prerequisite: ART 3663.

- 4102 **ADVANCED WATERCOLOR AND COMPOSITION STUDIO**
Subject matter unrestricted; attention to composition design and procedure. 2 hours (may be repeated for total of 4 hours). Prerequisite: ART 3102.
- 4113 **HISTORY OF EUROPEAN ART**
History of painting, sculpture, and architecture: Carolingian, Ottonian, Romanesque, Gothic, Renaissance, Baroque, Rococo. Open to all students. 3 hours. Prerequisite: second-year standing *or* permission of instructor.
- 4223 **HISTORY OF NINETEENTH CENTURY ART**
History of painting, sculpture, and architecture: Neoclassicism, Romanticism, Realism, Impressionism, Post-Impressionism, Expressionism. Open to all students. 3 hours. Prerequisite: second-year standing *or* permission of instructor.
- 4333 **SEMINAR**
Advanced study in student's art area of interest. Prerequisite: all hours in the chosen area, permission of instructor, *or* third-year art standing. 3 hours (may be repeated as needed to complete B.F.A. requirements).
- 4335 **SEMINAR PROFESSIONAL CONCENTRATION**
Advanced study in student's art area of interest leading to a professional competence. 5 hours (may be repeated as needed to complete B.F.A. requirements). Prerequisites: completion of all hours in chosen area *and* permission from instructor.
- 4433 **HISTORY OF TWENTIETH CENTURY ART**
History of painting, sculpture, and architecture: Cubism, Futurism, Dadaism, Surrealism, Abstract Expressionism, Pop Art, Op-Art, Super-Realism, Conceptual Art, Funk Art, Performance Art, Earth Art. Recent developments since 1900. Open to all students. 3 hours. Prerequisite: second-year standing *or* permission of instructor.
- 4880 **SPECIAL TOPICS**
Special topics in art. 1-4 hours (may be repeated for total of 6 hours).
- 4900 **WORKSHOP**
Guided study in art under faculty supervision; various topics and methods of instruction. 1-4 hours (may be repeated for total of 6 hours with change in title and content).
- 4990 **TUTORIAL**
Independent study in art under faculty supervision. 1-4 hours (may be repeated for total of 6 hours with change in title and content).

Minor in Art Photography

The successful photographer needs to develop personal qualities in three important areas: conceptual/technical strength; a liberal arts "world view"; and a self-assured creative problem-solving ability. USAO's photography minor program addresses all three issues, stressing both the practical and the theoretical. The photography courses are designed and offered in a logical sequence to build the strongest conceptual and technical photographic skills. The emphasis on liberal arts at USAO is an emphasis on communication, and the photography program is devoted to aesthetic visual communication.

Required Photography Core (25 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
PHOT 1023	Beginning Photography I	3
PHOT 1133	Beginning Photography II	3
PHOT 2013	Intermediate Photography I	3
PHOT 2123	Intermediate Photography II	3
PHOT 3013	Graphic Arts Photography	3

ART 1112 Design and Composition Studio 2

Plus Required Photography Elective (choose 3 hours):

PHOT 1133 Beginning Photography II 3
PHOT 2013 Intermediate Photography I 3
PHOT 2123 Intermediate Photography II 3
PHOT 3013 Graphic Arts Photography 3

Remaining electives (5 hours) to be selected with approval of photography program director

COURSE LISTINGS in ART PHOTOGRAPHY

- 1023 BEGINNING PHOTOGRAPHY I
Introduction to use of the camera, use of grey scale, exposing, development and enlarging from black-and-white film to paper, paper grades, cropping, and burning-in with emphasis on creative and technical abilities. 3 hours.
- 1133 BEGINNING PHOTOGRAPHY II
An advanced black-and-white course emphasizing archival processing, extending film vocabulary, processing techniques, and conceptual and technical development. 3 hours (may be repeated for maximum of 6 hours). Prerequisite: PHOT 1023.
- 2013 INTERMEDIATE PHOTOGRAPHY I
An introduction to color slide technology, including exposure problems, slide development, and printing positive from positive. Emphasis on conceptual and technical development. 3 hours (may be repeated for maximum of 6 hours). Prerequisite: PHOT 1023.
- 2123 INTERMEDIATE PHOTOGRAPHY II
An introduction to color negative technology, including exposure problems, color negative film processing, and printing. Emphasis on conceptual and technical development. 3 hours (may be repeated for maximum of 6 hours). Prerequisites: PHOT 1023 and PHOT 1133.
- 3013 GRAPHIC ARTS PHOTOGRAPHY
An introduction to ortho film technology and contact printing, including film processing, screen texture, tonal separation, and contact printing as an art form. 3 hours (may be repeated for maximum of 6 hours). Prerequisites: PHOT 1023 and PHOT 1133.

COMMUNICATION

Communication, by its very nature, is interdisciplinary, requiring a broad understanding of human behavior; an awareness of the vast diversity, as well as the strong similarities, among humans and human cultures; the global nature of how humans are connected to each other; and the critical need to communicate accurately and ethically.

The goal of the USAO communication program is to teach students how to increase *shared* understanding, whether interpersonally, in small groups, in a public forum, or among millions through the mass media. Rather than the narrow view of a specialist, today's communication graduate must develop a broad perspective that allows him or her to create effective messages in oral, written, and visual form. This is the focus of the USAO program as students learn how, why, and with what effects humans communicate.

The curriculum is based on journalistic principles grounded in research and ethical application of theory in real-world situations. Courses in news reporting, public relations, public speaking, small group dynamics, mass media, graphic design, and photography prepare students for careers in virtually any arena or further study on the graduate level. In addition to the core communication courses that are required of all communication majors, the department also offers special topics and workshops that are generated by the interests of both students and instructor, such as broadcast production, television programming, and humor in communication.

Bachelor of Arts in Communication

Required Communication Core (45 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
COMM 1003	Foundations of Communication Theory	3
COMM 1113	Mass Communication	3
COMM 2100	Communication Colloquium (required 6 times)	0
COMM 2203	Persuasion	3
COMM 2313	News Reporting I	3
COMM 2323	News Reporting II	3
COMM 3203	Group Communication	3
COMM 3513	Public Relations	3
COMM 4313	Ethical and Legal Issues in Communication	3
COMM 4403	Professional Speaking	3
COMM 4513	Communication Internships	3
COMM 4523	Communication Research	3
COMM 4533	Communication Senior Project	3
+	Mass Media Elective (upper-level)*	3
PHOT 1023	Beginning Photography I	3
ART 3113	Graphic Design	3

A minimum grade of "C" is required for all required courses in the communication major. At least 12 hours of non-communication electives are required for all communication majors. Forty hours of upper-level credit (3000- and 4000-level courses) are required to comply with state requirements. These courses may be taken in communication, electives, or IDS.

* Must be chosen from COMM 3333, 4513, 4900, 4990, or ART 3313, 3323, 3353 (if chosen from ART, must be different from required graphic design course); must be approved in advance by communication advisor.

Minor in Communication

18 hours to be selected in consultation with minor advisor.

COURSE LISTINGS IN COMMUNICATION

- 1003 FOUNDATIONS OF COMMUNICATION THEORY
Basic course for communication majors but open to all students. Provides overview of how communication works within individuals, interpersonally, in small and large groups in various formats. Assignments typically include classroom speeches and team projects. 3 hours.
- 1113 MASS COMMUNICATION
Basic course for communication majors but open to all students. Provides overview of print and electronic media, Internet, public relations, advertising, music and film industry, including career possibilities and necessary skills. 3 hours.
- 2100 COMMUNICATION COLLOQUIUM
Non-credit course required six times during student's tenure at USAO. Students are required to attend six presentations of Senior Communication Projects, prepare formal reviews of their communication career goals by the end of their sophomore years, and attend seminars on various aspects of the communication profession, as scheduled. Pass/Fail. 0 hours.
- 2203 PERSUASION
Study and practice of persuasive principles that influence the belief and action of an audience. Assignments typically include classroom speeches of varying lengths. Prerequisite: COMM 1003 or permission of instructor. 3 hours.

- 2330 NEWSPAPER WORKSHOP
Practicum reporting for the student newspaper. Assignments typically include gathering and writing stories, layout of pages, photography, advertising sales. May be repeated for a total of 6 hours. 1-3 hours.
- 2313 NEWS REPORTING I
Basic theories of journalistic news gathering and writing, including inverted pyramid, leads, interviewing, quotations and attribution, journalistic research, press law and ethics, beat reporting, writing to deadlines, basic editing. *AP Stylebook*. Assignments typically include writing for the student newspaper. Prerequisites: Grade of "C" or better in Writing I and II (or permission of instructor) and computer literacy. Course is Macintosh-based. 3 hours.
- 2323 NEWS REPORTING II
Advanced reporting, special forms of journalistic writing, photojournalism, writing to deadlines. Students will be required to write and shoot photographs for student newspaper. Introduction to basics of newspaper layout. Prerequisites: COMM 2313, PHOT 1023. 3 hours.
- 2880 SPECIAL TOPICS IN COMMUNICATION
Special topics in communication. May be repeated for a total of 6 hours with change in title and content. 1-3 hours.
- 2900 COMMUNICATION WORKSHOP
Guided practicum in communication activity under faculty supervision. Assignments may vary. May be repeated for a total of 6 hours with change in title and content. 1-3 hours.
- 2990 TUTORIAL
Independent study in communication under faculty supervision. Prerequisite: Permission of instructor. May be repeated for a total of 6 hours with change in title and content. 1-3 hours.
- 3203 GROUP COMMUNICATION
Theory of small group dynamics, including rules and norms, roles, and leadership styles. Assignments typically include several group projects and written analysis of each project. 3hours.
- 3333 PRACTICUM IN PRINT MEDIA
Practicum in advanced reporting, editing, layout, photography, advertising, and business management, print production, circulation. Practicum prepares student for role as newspaper editor. Prerequisites: COMM 2313, COMM 2323, and PHOT 1023. May be repeated for a total of 6 hours with change in duties. 3 hours.
- 3513 PUBLIC RELATIONS
Study of evolution of public relations as a profession and basic theories about public opinion, public relations research and writing, developing and maintaining effective relationships with various publics, types of public relations communication, ethical and legal issues, and crisis management. Emphasis on applying theory to practice. Assignments typically include creation of public relations materials for major class project, analysis of case studies, and paper on legal/ethical issues. Prerequisite: COMM 2313 or permission of instructor. 3 hours.
- 4313 ETHICAL AND LEGAL ISSUES IN COMMUNICATION
Study and discussion of ethics and laws that affect contemporary communication issues, especially those that support and/or limit American free speech principles. Prerequisite: Junior standing and major in communication or permission of instructor. 3 hours.
- 4403 PROFESSIONAL SPEAKING
Oral presentations in variety of formats and purposes. Emphasis on written and vocal expression. Prerequisite: COMM 2203 and major in communication or permission of instructor. 3 hours.

- 4513 **COMMUNICATION INTERNSHIP**
Practicum in professional communication. Student must work in "real-world" setting approved by academic advisor and internship supervisor. Prerequisite: Junior standing, communication GPA of at least 3.0, and approval of communication advisor. May be repeated with change in work responsibilities. 1-3 hours.
- 4523 **COMMUNICATION RESEARCH**
Readings in communication theory as discussed in scholarly and professional literature; analysis of arguments; oral and written responses to arguments, including organization of material and use of evidence, reasoning, language, and recognition of fallacies. Prerequisite: Junior standing and major in communication or permission of instructor. 3 hours.
- 4533 **COMMUNICATION SENIOR PROJECT**
Individual project developed and presented with written, visual, and oral elements. Course requirements include public presentation of project plus professional portfolio of (1) communication materials that reflect mastery of principles in communication courses, (2) master resume, and (3) statement of preparation for career goal(s). Prerequisite: Senior standing and major in communication. 3 hours.
- 4880 **ADVANCED SPECIAL TOPICS IN COMMUNICATION**
Special topics in communication taught at advanced levels. May be repeated for a total of 6 hours with change in title and content. 1-3 hours.
- 4900 **ADVANCED WORKSHOP FOR GROUPS**
Guided practicum in advanced communication activity under faculty supervision. Assignments may vary. May be repeated for a total of 6 hours with change in title and content. 1-3 hours.
- 4990 **ADVANCED TUTORIAL**
Advanced independent study in communication under faculty supervision. Prerequisite: Permission of instructor. May be repeated for a total of 6 hours with change in title and content. 1-3 hours.

DRAMA

The USAO drama program requires that students complete all required courses (21 hours) and one area of concentration: Performance Concentration (27 hours), Technical Theatre Concentration (27 hours), or Music Theatre Concentration (27 hours).

Bachelor of Arts in Drama

Required Drama Core (21 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
DRAM 1103	Introduction to the Theatre	3
DRAM 1303	Introduction to Dramatic Literature	3
DRAM 1403	Stagecraft	3
DRAM 1801	Theatre Lab (<i>must be taken 3 times</i>)	3
DRAM 2113	Acting	3
DRAM 3203	Development of the Theatre	3
DRAM 3423	Principles of Design	3

Performance Concentration

Required Drama Core (21 hours)

Required Concentration Courses (21 hours):

DRAM 2103	Oral Interpretation and Reader's Theatre	3
DRAM 2213	Advanced Acting	3
DRAM 3553	Directing	3
DRAM 3533	Modern Continental Drama	3
	<i>or</i>	

DRAM 4273 Modern American Drama 3

plus 9 hours of recommended electives from technical theatre, musical theatre, or other supporting areas such as art, music, or philosophy.

Technical Theatre Concentration

Required Drama Core (21 hours)

Required Concentration Courses (27 hours):

DRAM 3533	Modern Continental Drama	3
	<i>Or</i>	
DRAM 4273	Modern American Drama	3
DRAM 4383	Problems in Technical Theatre	9
	<i>(to be taken 3 times for practical experience in costume, stage lighting, and production design)</i>	

plus 15 hours of recommended electives from performance, musical theatre, or supporting areas such as art, music, or philosophy

Musical Theatre Concentration

Required Drama Core (21 hours)

Required Concentration Courses (27 hours):

DRAM 4103	American Musical Theatre	3
DRAM 4902	WS: Musical Theatre Performance	3
MUSC 1114	Materials I	4
MUSC 1203	Introduction to Music Literature	3
MUSC 1051	Concert Choir <i>(to be taken twice)</i>	2
MUSC 1031	Class Piano <i>(to be taken twice)</i>	2
MUSC 4901	Small Ensembles	2
	<i>plus</i>	
	Private Voice	2

plus 6 hours of recommended electives (listed below) from performance concentration, technical theatre concentration, or supporting areas such as art or music:

Recommended Electives:

ART 1003	Beginning Drawing Studio I	3
ART 1112	Design & Composition Studio I	3
COMM 1123	Voice & Diction	3
ENGL 3003	Shakespeare	3
DRAM 1801	Theatre Lab (in addition to <i>required core</i>)	1-3
DRAM 3533	Modern Continental Drama	3
DRAM 4273	Modern American Drama	3
DRAM 4493	Seminar in Dramatic Literature	3
DRAM 4900	Workshop (with proper approval)	1-6
DRAM 4990	Tutorial (with proper approval)	1-4
MUSC 1102	Music Fundamentals	2
MUSC 1124	Materials II	4
MUSC 3313	Music History II	3

or additional performance classes in piano or voice.

Drama Minor (minimum 18 hours)

Students wishing to Minor in Drama must take a survey of courses from the Drama Core.

Substitutions for the following requirements may be approved by the program advisor:

DRAM 1103	Introduction to Theatre	3
DRAM 1303	Introduction to Dramatic Literature	3
DRAM 2113	Acting	3
DRAM 1403	Stagecraft	3
DRAM 1801	Theatre Lab/Perform	1
DRAM 1801	Theatre Lab/Tech	1
DRAM 1801	Theatre Lab/Admin	1

plus a minimum of 3 credits of upper-level coursework in Drama

COURSE LISTINGS in DRAMA

- 1103 INTRODUCTION TO THE THEATRE
A basic survey of the arts and crafts of the theatre. Included will be lecture and discussion of acting, directing, stagecraft, scene design, lighting, costuming, aesthetics, theatre careers, and the basic forms, styles, and types of drama. 3 hours.
- 1303 INTRODUCTION TO DRAMATIC LITERATURE
A survey of the drama from Ancient Greece to the present. Lecture and discussion of assigned plays representative of the major types, styles, and historical periods of drama. 3 hours.
- 1403 STAGECRAFT
The basics of scenery construction, planning, and handling; working with tools; painting techniques; forms and styles of scenery; architectural trim; and the functions and relationships of scenery to the theatrical production. 3 hours.
- 1801 THEATRE LAB
Laboratory work with USAO drama productions in any of the technical or non-technical areas. 1 hour (may be repeated for total of 6 hours credit toward the major).
- 2103 ORAL INTERPRETATION AND READER'S THEATRE
The study of literature through the medium of oral performance, designed to develop interpretive skills—voice, facial expression, gesture—in order to communicate the student's intellectual and emotional perceptions of literary material. This course also serves as an introduction to reader's theatre, a communal medium wherein two or more interpreters communicate directly to an audience. 3 hours.
- 2113 ACTING
Application of the basic principles of acting and the development of basic acting techniques. Training through lectures, class improvisations, scene work, and play analysis. 3 hours.
- 2213 ADVANCED ACTING
Advanced characterization work with more difficult styles and types of plays and the study of period styles in acting through scene work from period plays. 3 hours. Prerequisite: DRAM 2113.
- 2880 SPECIAL TOPICS
Special topics in the area of drama. 1-4 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP
A guided study in drama under faculty supervision. Topics and methods of instruction may vary (may be repeated for a total of 6 hours of credit with a change in topic and enrollment). 1-4 hours.

- 2990 TUTORIAL
An independent study in drama under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).
- 3203 DEVELOPMENT OF THE THEATRE
A survey of the growth and development of the theatre from its beginnings to its current state with consideration of dramatic literature, the physical theatre, style of presentation, and social significance of the theatre. 3 hours.
- 3423 PRINCIPLES OF DESIGN: SCENERY, COSTUMES, MAKEUP, LIGHTING
A study of the principles inherent in the various visual arts that are employed in translating a play from the printed page into a live production. Included are electrical and design principles of the modern stage and operation of sound effects. 2 hours of lecture and 3 hours of lab. 3 hours.
- 3533 MODERN CONTINENTAL DRAMA
A study in the rise of realism and the resulting developments of naturalism, symbolism, expressionism, impressionism, and other theatre styles. 3 hours.
- 3553 DIRECTING
Exploration of the rise of the director as a central creative force in contemporary theatre, plus direct and practical experience in the art and craft of directing. 3 hours. Prerequisite: DRAM 2113.
- 4103 THE AMERICAN MUSICAL THEATRE
A study of the nature of the American musical designed primarily for the music-theatre specialist; includes the evolution of the American musical, the principal works written for the musical theatre, and a familiarization with the unique musical and dramatic techniques involved in staging a work in this medium. 3 hours.
- 4273 MODERN AMERICAN DRAMA
A study of the development of American theatre and drama from 1700-1950. 3 hours.
- 4383 PROBLEMS IN TECHNICAL THEATRE
A course designed to allow the student to study in greater depth one or more of the areas covered in DRAM 3423. 3 hours (may be repeated for total of 9 hours with different title and content).
- 4453 SEMINAR IN MUSIC-THEATRE REPERTORY
Selected areas of American and foreign music-theatre, including operettas, operas, film musicals, traditional musical comedies, plus current Broadway, Off-Broadway, and West End musical productions. Areas of concentration will vary. 3 hours (may be repeated for total of 6 hours with change in title and content).
- 4493 SEMINAR IN DRAMATIC LITERATURE
3 hours (may be repeated for total of 9 hours with change in title and content).
- 4880 SPECIAL TOPICS
Special topics in drama. 1-4 hours (may be repeated for total of 6 hours).
- 4900 WORKSHOP
Principles of administering professional and nonprofessional theatre production; organizational as well as creative talent in technical areas; advanced technical supervision and production design. 1-6 hours.
- 4990 TUTORIAL
An independent study in drama and/or technical theatre under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).

ENGLISH

The English program at USAO is designed to offer students a broad base of knowledge in literature, composition, professional writing, creative writing, and foreign languages. Emphasis is always upon the power of words and their best use. English majors may choose from several minors and/or concentrations, and their experience is further augmented by the opportunity to learn special tutorial skills in the Writing Center and participate in individually designed practicums. Graduates are well prepared for immediate careers in a variety of areas such as public school teaching, publishing and editing, and business writing. Those who elect to continue their studies in graduate school are especially well prepared to do so.

IDS 1113 and 1213 (Writing I & II) must be successfully completed prior to enrolling in any English class.

Bachelor of Arts in English

Required English Core (39 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
ENGL 2113	Methods of Literary Study	3
ENGL 2313	American Literature I*	3
ENGL 2323	American Literature II*	3
ENGL 2333	American Literature III*	3
ENGL 3003	Shakespeare	3
ENGL 3213	British Literature I*	3
ENGL 3223	British Literature II*	3
ENGL 3233	British Literature III*	3
ENGL 3503	Rhetoric and Composition	3
ENGL 4003	Linguistic History	3
ENGL 4503	Critical Approaches to Literature (Not required for teacher certification)	3

**Choose 2 American and 2 British for a total of 12 hours.*

6 hours selected from:

ENGL 4103	Literary Genres	3
ENGL 4203	Literary Themes	3
ENGL 4303	Literary Figures	3
ENGL 4403	Literary Periods	3

Required Upper-Level Courses (choose 6 hours):

ENGL 3113	World Literature I	3
ENGL 3123	World Literature II	3
ENGL 3133	World Literature III	3
ENGL 3403	Advanced Grammar	3
ENGL 3603	Composition Theory	3
ENGL 4773	Practicum in English	3

Foreign Language Requirement: Competency at the Intermediate level, generally met by taking and passing 16 hours of college course in the same language. Any substitutions must be approved by division chair.

Bachelor of Arts in English/Teacher Certification

This program qualifies students to obtain an Oklahoma teaching certificate and teach language arts in grades 6-12. For a program checklist for teacher certification in English, students should consult the English education advisor.

Required Professional Education Core (34 hours)

Required English Core (36 hours), *including*:

ENGL 3603	Composition Theory	3
ENGL 3403	Advanced Grammar	3

and 3 hours from one of the following:	
ENGL 3113 World Literature I	3
ENGL 3123 World Literature II	3
ENGL 3133 World Literature III	3

Minor in English

18 hours, including:

ENGL 2313, 2323, or 2333 American Literature	6
OR	
ENGL 3213, 3223, or 3233 British Literature	6
ENGL 3003 Shakespeare	3
ENGL 3503 Rhetoric & Composition	3
ENGL 4103, 4203, 4303, or 4403	3
3 elective hours.	3

Minor in Professional Writing

18 hours, including:

ENGL 2403 Creative Writing	3
BADM 3223 Business Communication	3
ENGL 3403 Advanced Grammar	3
ENGL 3503 Rhetoric and Composition	3
a course in technical communication	3
a writing elective approved by the advisor	3

Any substitutions in either minor must be approved by division chair.

COURSE LISTINGS in ENGLISH

- 0123 BASIC COMPOSITION SKILLS
Skills in grammar and composition preparatory to IDS 1113 (Writing I); extensive practice in writing paragraphs and essays to help students attain control of sentence structure, punctuation, and other mechanics. 0 hours (no credit but tuition fee for 3-hour course).
- 1013 ENGLISH FOR INTERNATIONAL STUDENTS I
Principles of grammar and composition in English, basic English readings, and practice in conversation. 3 hours.
- 1023 ENGLISH FOR INTERNATIONAL STUDENTS II
Continuation of ENGL 1013. 3 hours.
- 2113 METHODS OF LITERARY
Introduction to English theory, methods, and terminology. Pre-requisites: Successful completion of Writing I and II. 3 hours.
- 2313 AMERICAN LITERATURE I
A survey of American literature to 1865. 3 hours.
- 2323 AMERICAN LITERATURE II
A survey of American literature from 1865 to 1945. 3 hours.
- 2333 AMERICAN LITERATURE III
A survey of American literature from 1945 to present day. 3 hours.

- 2403 CREATIVE WRITING
Introduction to the principles of writing short stories, longer fiction, and poetry. 3 hours (may be repeated for total of 9 hours, but no more than 3 hours in creative writing may be applied to Teaching Certificate program).
Pre-requisite: Grade of A or B in IDS 1213.
- 2880 SPECIAL TOPICS
Special topics in language, literature, or writing. 1-6 hours.
- 2900 WORKSHOP
A guided study in language, literature, or writing under faculty supervision; various topics and methods of instruction. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).
- 2990 TUTORIAL
An independent study in language, literature, or writing under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).
- 3003 SHAKESPEARE
Shakespearean drama including comedies, history plays, and tragedies. 3 hours.
- 3113 WORLD LITERATURE I
Survey of the major works of the ancient world. 3 hours.
- 3123 WORLD LITERATURE II
Survey of the major works of world literature from 6th through 17th centuries. 3 hours.
- 3133 WORLD LITERATURE III
Survey of major works of world literature from 18th to 20th centuries, including all major literary movements. 3 hours.
- 3213 BRITISH LITERATURE I
The significant works in British literature to 1750, excluding Shakespeare's dramas. 3 hours.
- 3223 BRITISH LITERATURE II
The significant works in British literature from 1750 through 1900. 3 hours.
- 3233 BRITISH LITERATURE III
The significant works in British literature from 1900 to present day. 3 hours.
- 3302 LITERATURE FOR YOUNG PEOPLE
Survey of authors, illustrators, and genres of children's literature. Provides students with the opportunity to: (a) read and become familiar with literature written specifically for children and young adults, (b) teach lessons in literary skills commonly taught in grades K-12, and (c) develop and present examples of the various ways of encouraging and assessing children's responses to literature. 2 hours.
- 3403 ADVANCED GRAMMAR
Intensive study of English and American rhetoric and grammar with emphasis on modern usage. 3 hours.
- 3503 RHETORIC & COMPOSITION
Study of grammar and rhetoric with documented writings in literary criticism. Should be taken prior to the English seminars. 3 hours.
- 3603 COMPOSITION THEORY
For English majors seeking a secondary education certificate or planning to attend graduate school: survey of composition theory and pedagogy needed to successfully teach writing; topics include history of composition studies, composing process, philosophies and various approaches to composition study, collaborative learning, Writing Across the Curriculum, evaluation, and correlation between literature and writing. 3 hours.

- 4003 LINGUISTIC HISTORY OF THE ENGLISH LANGUAGE
Development of the English language to the present day. 3 hours. Prerequisite: 15 hours in English, *or* permission of instructor.
- 4103 LITERARY GENRES
A seminar on a single literary genre. 3 hours (may be repeated for total of 6 hours with change in title and topic). Prerequisite: 15 hours in English *or* permission of instructor.
- 4203 LITERARY THEMES
Seminar on a single or multiple literary themes. 3 hours (may be repeated for total of 6 hours with change in title and topic). Prerequisite: 15 hours in English *or* permission of instructor.
- 4303 LITERARY FIGURES
Seminar on one or more major literary figures. 3 hours (may be repeated for total of 6 credit hours with change in title and topic). Prerequisite: 15 hours in English *or* permission of instructor.
- 4403 LITERARY PERIODS
Seminar on particular period of literature. 3 hours (may be repeated for a total of 6 hours with change in title and topic). Prerequisite: 15 hours in English *or* permission of instructor.
- 4503 CRITICAL APPROACHES TO LITERATURE
Introduction to major critical techniques currently employed in study of literature. 3 hours.
- 4763 TEACHING ENGLISH IN THE SECONDARY SCHOOL
Methods of teaching grammar, composition, and literature in secondary school. 3 hours (Education credit only). Prerequisite: admission to Teacher Education.
- 4773 PRACTICUM IN ENGLISH
Practicum for students seeking teaching certificate in English or for English majors planning on graduate school. Students may observe and assist in planning and teaching a section of IDS 1113 or 1213; course must be completed no later than the trimester *preceding* student teaching.
- 4880 SPECIAL TOPICS
Special topics in language, literature, or writing. 1-6 hours.
- 4900 WORKSHOP
Treatment of related topics and problems in literature. 1-6 hours (may be repeated for total of 9 hours with change in title and content).
- 4990 TUTORIAL
Independent study in literature under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).

Minor in French (21 hours)

Students must take the following courses:

- 1104 ELEMENTARY FRENCH I AND 1114 ELEMENTARY FRENCH II (OR 1118 ELEMENTARY FRENCH I & II)
- 2004 INTERMEDIATE FRENCH I AND 2014 INTERMEDIATE FRENCH II (OR 2018 INTERMEDIATE FRENCH I & II)
- ONE 3000 LEVEL FRENCH COURSE taken at USAO, and ONE ADDITIONAL COURSE selected with approval of French advisor.

COURSE LISTINGS in FRENCH

- 1104 ELEMENTARY FRENCH I
For students with no previous study of French: pronunciation; elements of grammar; conversation and composition based on situations in everyday life; reading of simple texts; laboratory activities. 4 hours.
- 1114 ELEMENTARY FRENCH II
Continuation of 1104. The completion of this course with a "C" or above satisfies the requirement of "exhibiting competency at the novice high level" for an Oklahoma teaching certificate. 4 hours.
- 1118 ELEMENTARY FRENCH I & II
Language saturation in elementary French. 8 hours.
- 2004 INTERMEDIATE FRENCH I
Intensive work in French pronunciation, speaking, understanding, and reading skill. 4 hours.
- 2014 INTERMEDIATE FRENCH II
Continuation of 2004. 4 hours.
- 2018 INTERMEDIATE FRENCH I & II
Language saturation in intermediate French. 8 hours.
- 3003 SURVEY OF FRENCH LITERATURE I
Reading and discussion of selected masterpieces from the Middle Ages to 1690. 3 hours.
- 3013 SURVEY OF FRENCH LITERATURE II
Reading and discussion of selected masterpieces from 1690 through the Symbolists. 3 hours.

Minor in Spanish (21 hours)

Students must take the following courses:

- 1104 ELEMENTARY SPANISH I AND 1114 ELEMENTARY SPANISH II (OR 1118 ELEMENTARY SPANISH I & II)
- 2004 INTERMEDIATE SPANISH I AND 2014 INTERMEDIATE SPANISH II (OR 2018 INTERMEDIATE SPANISH I & II)
- ONE 3000 LEVEL SPANISH COURSE taken at USAO, and ONE ADDITIONAL COURSE selected with approval of Spanish advisor.

COURSE LISTINGS in SPANISH

- 1104 ELEMENTARY SPANISH I
For students with no previous study of Spanish: pronunciation, elements of grammar, conversation and composition based on situations in everyday life, reading of simple texts, laboratory activities. 4 hours.
- 1114 ELEMENTARY SPANISH II
Continuation of 1104. The completion of this course with a "C" or above satisfies the requirement of "exhibiting competency in a foreign language at the novice high level" for an Oklahoma teaching certificate. 4 hours.
- 1118 ELEMENTARY SPANISH I & II
Language saturation in elementary Spanish. 8 hours.
- 2004 INTERMEDIATE SPANISH I
Intensive work in Spanish pronunciation, speaking, understanding, and reading skills. 4 hours.

- 2014 INTERMEDIATE SPANISH II
Continuation of 2004. 4 hours.
- 2018 INTERMEDIATE SPANISH I & II
Language saturation in intermediate Spanish. 8 hours.
- 3103 CONVERSATION AND COMPOSITION I
Conversation based on readings from Spanish literature and periodicals with correlated work in written composition and basic stylistics. 3 hours.
- 3113 CONVERSATION AND COMPOSITION II
Continuation of 3103. 3 hours.
- 3373 SIGLO DE ORO
A study of the masterpieces of the Spanish Golden Age, 1550 to 1700. Conducted in Spanish. 3 hours.
Prerequisite: SPAN 3113 *or* permission of instructor.
- 3483 19TH AND 20TH CENTURY IBERIAN LITERATURE
Continuation of 3113, 1750 to the present. 3 hours. Prerequisite: SPAN 2014 *or* permission of instructor

MUSIC

The music curriculum at USAO provides many opportunities for both music and non-music majors. All students of the University are eligible to participate in Concert Choir, Concert Band, Show Band, Chamber Choir and Opera Scenes.

Details concerning music degree programs and procedures of proficiency exams are found in the *USAO Music Student Handbook*.

Courses of study include:

- **Bachelor of Arts degree in music**
- **Bachelor of Arts degree in music with teacher certification in instrumental or vocal music**
- **Minor in music**

Applied Music (Private Instruction)

Music majors and minors choose a primary and secondary emphasis area from studies in voice, piano, or instruments of the concert band. Voice or piano may be selected as the primary emphasis area toward choral/vocal teacher certification. Any concert band instrument may be selected as the primary emphasis area toward instrumental teacher certification.

Applied Juries and Progress and Skills Exams

Students enrolled in applied music must perform for the music faculty at the end of each trimester of enrollment. Criteria regarding performance exams are found in the *Music Student Handbook*.

Senior Recital

Music majors must present a senior recital or recital project. Specific procedures toward preparation of recitals are detailed in the *Music Student Handbook*.

Ensemble Participation

Continuous enrollment in a major ensemble is required of all music majors. The major ensemble for the vocal major is Concert Choir. The major ensemble for the instrumental major is Concert Band.

Recital Attendance

Enrollment in Recital Attendance (MUSC 2880) is required each fall and spring trimester. Five trimesters, with passing grades, are required for graduation.

Application for Admission to the Bachelor of Arts in Music Degree

At the end of the freshman year all students declaring music as a major must apply for admission to the Bachelor of Arts Degree in Music. Details and criteria for admission are outlined in the Music Student Handbook.

Academic Requirements

Music majors must maintain a 2.5 GPA in music coursework.

Bachelor of Arts in Music

Required Music Core (29 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
MUSC 1113	Music Theory I	3
MUSC 1111	Aural Skills Lab I (concurrent with MUSC 1113)	1
MUSC 1123	Music Theory II	3
MUSC 1123	Aural Skills Lab II (concurrent with MUSC 1123)	1
MUSC 2880	Recital Attendance (<i>must complete five times</i>)	0
MUSC 2103	Music Theory III	3
MUSC 2113	Music Theory IV	3
MUSC 3102	Forms and Analysis	2
MUSC 3201	Music Technology	1
MUSC 3303	Music History to 1750	3
MUSC 3313	Music History 1750-Present	3
MUSC 4102	Principles of Conducting	2
	Music Electives	4

Applied Study (7 hours)

Primary Instrument Applied Study	7
MUSC 2880 Recital Attendance (5 trimesters passed)	0

Majors must select one of the following areas of specialization:

Voice Specialization (13 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required:</i>
MUSC 1051	Concert Choir	6
MUSC 3513	Voice Diction and Pedagogy	3
	Piano as a secondary instrument	4

Piano Specialization (13 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required:</i>
MUSC 2101	Accompanying	3
MUSC 1051 or 1081	Concert Choir or Concert Band	6
	Secondary instruments	4

Instrumental Specialization (13 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required:</i>
MUSC 1081	Concert Band	6
	Piano	4
	Other secondary instruments	2
MUSC 1051 (Concert Choir) or MUSC 1021(Class Voice)		1

Composition Specialization

<i>Course</i>	<i>Title</i>	<i>Hours Required:</i>
MUSC 1051 (Concert Choir) or MUSC 1081 (Concert Band)		6
Piano		4
Secondary Instruments		3
 <i>Students must choose one area of emphasis:</i>		
Performance Emphasis (26 hours)		
<i>Required:</i>		
Additional hours of Primary Applied Study		3
MUSC 4082	Senior Recital Project	2
MUSC 3122	Music Business	2
General Education (non-music)		19
 Fine & Performing Arts Emphasis (26 hours)		
<i>Required:</i>		
ART 1004	Beginning Drawing Studio OR	3
ART 1112	Des & Comp Studio I	
ART 3493, 4113, 4223 or 4433	(Art History)	3
DRAM 1103	Introduction to the Theatre	3
DRAM 2113	Acting OR	3
DRAM 3423	Principles of Design	
COMM 1113	Mass Comm	3
MUSC 3122	Music Business	2
MUSC 3322	History of Pop Music in America	2
MUSC 3212	World Music	2
Electives		5
<i>(may be taken in Art, Drama, Philosophy, Communications or disciplines other than Music)</i>		
 Studio Teaching Emphasis (26 hours)		
<i>Required:</i>		
MUSC 4082	Recital Project	2
MUSC 2552	Elementary Music Methods OR	2
MUSC 4562	Secondary Vocal Methods OR	
MUSC 4572	Secondary Inst. Methods	
BADM 1503	Intro to Business	3
EDUC 2103	Human Dev and Learning	3
MUSC 3800	Studio Teaching Practicum	0
MUSC 3122	Music Business	2
PSYC 1643	Elementary Psychology	3
BADM 3243	Principles of Marketing	3
Electives		8
<i>(May be taken in Education, Psychology, Business, Communications or disciplines other than music)</i>		
 Music Business & Industry Emphasis (26 hours)		
<i>Required:</i>		
BADM 1503	Intro to Business	3
BADM 3223	Business Communication	3
BADM 3243	Principles of Marketing	3
MUSC 3122	Music Business	2
COMM 1113	Mass Communication	3
MUSC 3322	History of Pop Music in America	2
MUSC 3212	World Music	2
Electives		8

(May be taken in Business, Economics, Accounting, Communication or disciplines other than Music)

Bachelor of Arts in Music/Teacher Certification

This program qualifies individuals for an Oklahoma teaching certificate to teach music in grades PreK-12. For a program checklist for teacher certification in music, students should consult the music education advisor.

In addition to the IDS requirements (51 hours), all students seeking music certification must complete the required professional education core (28 hours), required music core (29 hours), and an emphasis in either choral music education (27 hours) or instrumental music education (29 hours). At least two trimesters of summer enrollment will be necessary to complete this program within four years.

Required Professional Education Core (28 hours) – All courses in the Teacher Education Sequence are required except Education Media and Technology (MUSC 3201 Music Technology is substituted)

Required Music Core (29 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
MUSC 1113	Music Theory I	3
MUSC 1111	Aural Skills Lab I (concurrent with MUSC 1113)	1
MUSC 1123	Music Theory II	3
MUSC 1123	Aural Skills Lab II (concurrent with MUSC 1123)	1
MUSC 2880	Recital Attendance (<i>must complete five times</i>)	0
MUSC 2103	Music Theory III	3
MUSC 2113	Music Theory IV	3
MUSC 3102	Forms and Analysis	2
MUSC 3201	Music Technology	1
MUSC 3303	Music History to 1750	3
MUSC 3313	Music History 1750-Present	3
MUSC 4552	Elementary Music Methods	2
MUSC 4102	Principles of Conducting	2
	Music Electives	2

Primary Applied Study (10 hours)

Primary Applied Instrument or Voice	8
MUSC 4082 Senior Recital Project	2
MUSC 2880 Recital Attendance (5 trimester passed)	0

Students must choose either the choral emphasis or instrumental emphasis:

Choral Emphasis (17 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
MUSC 1051	Concert Choir	6
MUSC 3513	Voice Diction and Pedagogy	3
MUSC 4112	Choral Conducting	2
MUSC 4562	Secondary Vocal Methods	2
	Piano as a secondary instrument	4

Instrumental Emphasis (19 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
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Brass, woodwind, percussion, strings (1 credit each)	4
MUSC 1021 or MUSC 1051 Class Voice or Concert Choir	1
MUSC 1081 Concert Band	6
MUSC 4572 Secondary Instrumental Methods	2
MUSC 4212 Instrumental Conducting	2

Minor in Music

Required Music Courses (19 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
MUSC 1051	Concert Choir	3
	<i>or</i>	
MUSC 1081	Concert Band	3
MUSC 1113	Music Theory I	3
MUSC 1111	Aural Skills Lab I (concurrent with MUSC 1113)	1
MUSC 1123	Music Theory II	3
MUSC 1121	Aural Skills Lab II (concurrent with MUSC 1123)	1
MUSC 1203	Music History and Literature	3
MUSC 2880	Recital Attendance (<i>must complete two times</i>)	0
	Applied Instrument (<i>class or private lessons</i>)	4
	<i>or</i>	
	Applied Voice (<i>class or private lessons</i>)	4
	Secondary Applied Instrument or Voice (<i>class or private lessons</i>)	1

COURSE LISTINGS in MUSIC

- 1021 CLASS VOICE
Class instruction in voice, designed for beginning voice student; includes group and individual instruction. (May be repeated for total of 2 hours). 1 hour
- 1031 CLASS PIANO
Class instruction in piano, designed for beginning piano student; includes group and individual instruction. (May be repeated for total of 2 hours). 1 hour
- 1041 APPLIED STUDIO INSTRUCTION
Instruction in piano, voice, woodwind, brass, percussion, guitar, strings or composition. (May be repeated for total of 4 hours). 1-3 hours
- 1051 CONCERT CHOIR
Performance experience in various choral styles. Open to students from all majors; no audition required. (May be repeated for total of 8 hours). 1 hour
- 1061 CLASS GUITAR
Designed for the beginning guitar student; group and individual instruction. 1 hour.
- 1081 CONCERT BAND
Open to students from all majors; no audition required. (May be repeated for total of 8 hours). 1 hour
- 1102 MUSIC FUNDAMENTALS
Study of staff, clef signs, notation, scales, and musical terminology; analysis of simple rhythm, melody, and chordal structure; introduction to the keyboard and the singing of simple melodies. Open to all students. 2 hours.

- 1111 AURAL SKILLS I
Aural Skills I lab is taken concurrently with Music Theory I. Aural Skills will emphasize rhythmic reading; sight-singing; melodic, harmonic, and rhythmic dictation, and notation skills. 1 hour
- 1113 MUSIC THEORY I
A course combining aspects of harmonic theory, sight singing, dictation, and keyboard approached through the study and analysis of music of the Baroque and Early Classical Periods. Co-requisite: MUSC 1111 3 hours.
- 1121 AURAL SKILLS II
Aural Skills II lab is taken concurrently with Music Theory II. Aural Skills will emphasize rhythmic reading; sight-signing; melodic, harmonic and rhythmic dictation and notation skills. 1 hour
- 1123 MUSIC THEORY II
Continuation of the study of harmonic theories, sight singing, dictation, and keyboard approached through the study and analysis of music of the Classical and Early Romantic Periods. 4 hours. Co-requisite: 1121. Prerequisite: MUSC 1113. 3 hours
- 1161 ORCHESTRAL STRINGS
Elementary fundamentals and techniques in playing of stringed instruments. 1 hour.
- 1171 ELEMENTARY WOODWIND TECHNIQUES
Elementary fundamentals and techniques in playing of flute, oboe, bassoon, clarinet, and saxophone. 1 hour.
- 1181 ELEMENTARY BRASS AND PERCUSSION TECHNIQUES
Elementary fundamentals and techniques in playing of trumpet, trombone, French horn, tuba, and percussion instruments. 1 hour.
- 1203 THE ENJOYMENT OF MUSIC
Development of musical listening, recreating, and aesthetic skills through introduction to music literature; stresses active student participation. 3 hours.
- 2002 ACCOMPANYING
Practical applications in piano accompanying with singer and instrumentalist; analysis of musical examples from representative music. Includes studio accompanying assignments and lecture time. 2 hours.
- 2031 CLASS PIANO
Class instruction in piano. (May be repeated for total of 2 hours). Prerequisite: MUSC 1031 or equivalent. 1 hour
- 2041 APPLIED STUDIO INSTRUCTION
Instruction in piano, voice, woodwind, brass, percussion, guitar or composition. (May be repeated for total of 4 hours). 1-3 hours
- 2101 APPLIED ACCOMPANYING
Specific assignments in piano accompanying in variety of settings, including recitals, ensembles, and private studio lessons. Practical experience in piano accompanying will include supervised classroom time for coaching and review. 1 hour
- 2103 MUSIC THEORY III
Continuation of harmonic theory, sight singing, dictation, and keyboard with emphasis on chromatic movement through the late Romantic Period. Prerequisite: MUSC 1123. 3 hours
- 2113 MUSIC THEORY IV
Continuation of harmonic theory, sight singing, dictation, and keyboard with emphasis on counterpoint and music of 20th century. Prerequisite: MUSC 2103. 3 hours

- 2222 MUSIC FOR ELEMENTARY TEACHERS
Methods and materials applicable to teaching of public school music grades 1-6. Designed for candidates for the elementary certificate. 2 hours.
- 2880 RECITAL ATTENDANCE
Students must complete 5 times if music majors and 2 times if music minors.
- 2900 WORKSHOP
Guided study in music under supervision of a faculty member; topics and methods of instruction may vary. (May be repeated for total of 6 hours with change in title and topic). 1-4 hours
- 2990 TUTORIAL
Independent study in music under faculty supervision. (May be repeated for total of 9 hours with change in title and content). 1-4 hours
- 3041 APPLIED STUDIO INSTRUCTION
Instruction in piano, voice, woodwind, brass, percussion, guitar, strings or composition. (May be repeated for total of 4 hours). 1-3 hours
- 3102 FORMS AND ANALYSIS
Study and analysis of musical forms and compositional techniques approached through each structural level. Prerequisite: MUSC 2103. 2 hours
- 3122 MUSIC BUSINESS
Will introduce students to aspects of the music industry; marketing, administration, careers, publicity, financial management, resources, publishing, and recording. 2 hours
- 3201 MUSIC TECHNOLOGY
Contemporary skills in music and performing require familiarity with sound reinforcement equipment, music recording techniques, computers, various music software, and the ability to combine these skills in performance or the classroom. 1 hour
- 3212 SURVEY OF WORLD MUSIC
This course offers a survey of non-western music; music of Africa, Asia, the Pacific Islands, South America, as well as folk music from the Americas. The course provides study of indigenous instruments, the influence of music of other cultures, music practices, and listening skills. 2 hours
- 3303 MUSIC HISTORY TO 1750
Chronological study of history of western music from beginnings to 1750; includes aural and analytical recognition of instrumental and vocal literature. Prerequisites: MUSC 1114 *and* MUSC 1203, *or* permission of instructor. 3 hours.
- 3313 MUSIC HISTORY, 1750-PRESENT
Chronological study of history of western music from 1750 to present; includes aural and analytical recognition of instrumental and vocal literature. Prerequisites: MUSC 1114 *and* MUSC 1203, *or* permission of instructor. 3 hours
- 3322 THE HISTORY OF POPULAR MUSIC IN AMERICA
An introduction to cultural and historic influences leading to developments in popular music in America, from early American folk music to pop, rock, and hip-hop music. The course introduces major contributors, developments and performers. 2 hours
- 3513 VOICE DICTION AND PEDAGOGY
Study of specific problems posed by both beginning and more advanced voice students; includes essential materials, methods, and literature, and supervised practical experience in teaching voice students. Phonetic diction skills applied to vocal literature in the Latin, Italian, German, French, and English languages. 3 hours

- 3611 OPERA SCENES
Coaching, staging, and performing of various scenes and arias from opera, operetta, and musical theatre. 1 hour (may be repeated). Prerequisite: permission of instructor.
- 3800 PRACTICUM IN STUDIO TEACHING
Gives students the opportunity to develop studio teaching skills by working with students privately and in groups in real teaching situations monitored by a professor.
- 4041 APPLIED STUDIO INSTRUCTION
Instruction in piano, voice, woodwind, brass, percussion, guitar, strings or composition. (May be repeated for total of 4 hours). 1-3 hours
- 4082 SENIOR RECITAL PROJECT
Instruction in piano, voice, guitar, woodwind, brass, percussion or composition, ending with recital. 2 hours.
- 4102 PRINCIPLES OF CONDUCTING
Problems of baton technique, score reading and interpretation, rehearsal technique, and musical style as they concern the conductor. Prerequisite: MUSC 3102. 2 hours
- 4112 CHORAL CONDUCTING
Continuation of 4102 with emphasis on advanced choral conducting techniques. 2 hours
- 4212 INSTRUMENTAL CONDUCTING
A continuation of 4102 with emphasis on advanced instrumental conducting techniques. 2 hours
- 4552 ELEMENTARY MUSIC METHODS
Study of methods, materials, and procedures used in teaching music in elementary grades, including selected song materials, approved texts, and Orff, Kodaly and Curwen systems of teaching. 2 hours
- 4562 SECONDARY VOCAL METHODS
Study of methods, materials, and procedures used in teaching music in secondary schools, including selection of choral literature for various choral ensembles, curriculum guidelines, and vocal techniques for choral ensemble. 2 hours
- 4572 SECONDARY INSTRUMENTAL METHODS
Study of methods, materials, and procedures used in teaching instrumental music in secondary schools, including introduction of marching techniques, general treatment of instrumental music, music appreciation, music theory, materials for special programs, and general use in instrumental classes. 2 hours
- 4880 SPECIAL TOPICS
Special topics in the area of music. (May be repeated for total of 6 hours). 1-4 hours
- 4900 MUSIC WORKSHOP
Treatment of related topics and problems in music. (May be repeated for total of 9 hours with change in title and content). 1-6 hours
- 4901 SMALL ENSEMBLE
Performance experience in one of several ensembles, including Chamber Choir, Opera Scenes, Musical Theatre, USAO Band, USAO Choir, USAO Show Band, or other vocal or instrumental ensembles. 1 hour (may be repeated).
- 4990 TUTORIAL
Independent study in music under faculty supervision. (May be repeated for total of 9 hours with change in title and content). 1-4 hours

PHILOSOPHY AND RELIGION

Although USAO does not offer degree programs in philosophy or religion, it does offer enrichment courses in these areas.

COURSE LISTINGS in PHILOSOPHY and RELIGION

- 1103 LOGIC
Methods and principles used to distinguish correct from incorrect reasoning, including logical functions of language, the nature of logical argument, and methods of deduction and induction; emphasis on practical application. 3 hours.
- 1113 LOGIC
Continuation of PHIL 1103 to include symbolic logic. 3 hours.
- 1223 PHILOSOPHICAL HORIZONS
Introductory course offering broad view of role and range of philosophy in varying approaches to perennial human problems, an awareness of philosophy as existential passion and activity, and introduction to the art of philosophizing. 3 hours.
- 1233 SIGN, SYMBOL, AND MYTH
Functions of sign, symbol, and myth in the life of humans as each may be observed to order and to organize human existence both individually and corporately. The course does not deal with specific mythologies except as such may serve to exemplify. 3 hours.
- 2103 COMPARATIVE RELIGION
Survey of major religions of world civilizations, as well as ideologies which compete for human religious commitment; includes Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism, and others. 3 hours.
- 2123 SURVEY OF OLD TESTAMENT LITERATURE
Individuals, history, sociology, and literary styles of Old Testament writings. 3 hours.
- 2133 SURVEY OF NEW TESTAMENT LITERATURE
Individuals, history, sociology, and literary styles of New Testament writings. 3 hours.
- 2273 ETHICS
Major positions in Western and Eastern ethical thought from Homer to the present in attempt to discover the basic principles of moral decisions. 3 hours.
- 2383 AESTHETICS
Systematic inquiry into major philosophical problems involving definition and meaning of art, aesthetic value, aesthetic judgment, and creative process. 3 hours.
- 3103 PHILOSOPHY OF KNOWLEDGE
Differing conceptions of sources, nature, validity, and significance of human knowledge throughout history of Eastern and Western philosophy. Prerequisite: 9 hours of philosophy/religion courses *or* permission of instructor. 3 hours
- 3113 PHILOSOPHY OF BEING
Major approaches in Western and Eastern philosophy to questions of the nature of ultimate reality; concerns perennial human quest for understanding of the origin, structure, and meaning of humans and the universe. Prerequisite: 9 hours of philosophy/religion courses *or* permission of instructor. 3 hours
- 3323 HUMAN RELIGIOUS CONSCIOUSNESS
Investigation of the cross-cultural phenomenon of religion as a human event common to all societies. Prerequisite: 9 hours of philosophy/religion courses *or* permission of instructor. 3 hours

- 3900 SEMINAR IN BIBLICAL LITERATURE
In-depth study of selected writings from Old and New Testaments. 1-6 hours (may be repeated).
- 4590 HONORS RESEARCH
Arranged independent research culminating in original thesis paper and defense of position assumed.
Prerequisite: 9 hours of philosophy/religion courses *or* permission of instructor. 1-3 hours
- 4900 WORKSHOP
Related topics and problems in philosophic and religious thought. (May be repeated for total of 6 hours with change in title and content). 1-3 hours
- 4990 TUTORIAL
Independent study in philosophic and religious thought under faculty supervision. (May be repeated for total of 6 hours with change in title and content). 1-3 hours

Division of Business and Social Sciences

BUSINESS ADMINISTRATION

USAO's bachelor of science degree in Business Administration combines the practical procedure of the discipline with the people-oriented aspect of the liberal arts. Business students here find an emphasis on such areas as effective evaluation of factual information, working efficiently with others, the promotion of moral and ethical values within the business community, and sound and creative decision making.

Students majoring in Business Administration must earn a minimum grade of "C" in each major area course or have a minimum 2.5 gpa in their major area.

Bachelor of Science in Business Administration (48 hours total)

Required Business Core (33 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
ACCT 2103	Principles of Accounting I	3
ACCT 2203	Principles of Accounting II	3
BADM 1503	Introduction to Business	3
BADM 3103	Business Law I	3
BADM 3223	Business Communication	3
BADM 3243	Principles of Marketing	3
BADM 3483	Principles of Finance	3
ECON 2113	Principle of Economics I	3
ECON 2123	Principle of Economics II	3
MGMT 3253	Principles of Management	3
MATH 2203	Elementary Statistics	3

Plus 15 hours of Business electives to be selected with approval of advisor:
Courses from accounting, general business, and/or management

Minor in Business Administration

18 hours, plus 3 hours of upper-division electives to be selected with the Business advisor.

ACCT 2103	Financial Accounting	3
BADM 3223	Business Communications	3
MGMT 3253	Principles of Management	3
ECON 2113	Macroeconomics OR	3
ECON 2123	Microeconomics	

BADM 3103 Business Law I OR

3

BADM 3113 Business Law II

NOTE: Requires a grade of "C" or better in each course.

COURSE LISTINGS in ACCOUNTING (ACCT)

- 2103 PRINCIPLES OF ACCOUNTING I
Study of fundamental concepts of accounting, including accounting principles, compilation and analysis of basic financial statements, and analysis and accounting techniques related to individual financial statement items. 3 hours.
- 2203 PRINCIPLES OF ACCOUNTING II
Continuation of study of fundamental concepts of accounting, with introduction to corporate and partnership accounting; emphasis on managerial accounting and the analytical and decision-making aspects of accounting. Prerequisites: ACCT 2103. 3 hours
- 2880 SPECIAL TOPICS
Special topics in accounting. 1-4 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP
Guided study in accounting under faculty supervision; topics and methods of instruction may vary. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).
- 2990 TUTORIAL
Independent study in accounting under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).
- 3323 GOVERNMENTAL ACCOUNTING
Characteristics of governmental and nonprofit organizations at various levels. Budgetary accounts, revenue collections, fund concepts, financial reports, types of funds, and new concepts in reporting. Prerequisites: ACCT 2103 and ACCT 2203. 3 hours
- 3453 INCOME TAX ACCOUNTING I
Individual income taxations, returns, rates, exceptions, excludible and includible income, basis, capital gains and losses, deductions for adjusted gross income, itemized deductions, standard deductions and other areas of individual taxation. Prerequisites: ACCT 4103 and ACCT 4113. 3 hours
- 4103 INTERMEDIATE ACCOUNTING I
Financial statements; problems involved in the measurement of business and periodic progress; contemporary accounting problems. 3 hours. Prerequisite: ACCT 2203.
- 4113 INTERMEDIATE ACCOUNTING II
Continuation of ACCT 4103. 3 hours. Prerequisite: ACCT 4103.
- 4223 COST ACCOUNTING
Basic principles of process and job lot cost accounting. 3 hours. Prerequisite: ACCT 2203.
- 4343 ADVANCED ACCOUNTING I
Partnerships and joint ventures; installment sales; consignments; consolidated financial statements. 3 hours. Prerequisite: ACCT 4113.
- 4353 ADVANCED ACCOUNTING II
Price-level changes; statements of affairs; receiverships, estates, and trusts; government accounting. 3 hours. Prerequisite: ACCT 4113.

- 4363 **ADVANCED ACCOUNTING THEORY**
 Concepts and procedures of financial accounting stated in releases of American Institute of Certified Public Accountants, American Accounting Association, and Securities and Exchange Commission. 3 hours.
 Prerequisites: ACCT 4343 and ACCT 4353.
- 4443 **AUDITING**
 Standards and procedures, professional ethics, legal responsibilities, and audit programs and reports. 3 hours.
 Prerequisite: ACCT 4113.
- 4453 **INCOME TAX ACCOUNTING II**
 Study of advanced taxation problems; special emphasis on partnership and corporation returns, inventories; theory of taxation; installment sales; declarations; assessments; refunds. Prerequisites: ACCT 4103 or ACCT 4113. 3 hours
- 4880 **SPECIAL TOPICS**
 Special topics in accounting. 1-4 hours (may be repeated for total of 6 hours).
- 4900 **WORKSHOP**
 Guided study in accounting under faculty supervision; topics and methods of instruction may vary. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).
- 4990 **TUTORIAL**
 Independent study in accounting under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).

COURSE LISTINGS in GENERAL BUSINESS (BADM)

- 1013 **BUSINESS MATHEMATICS**
 Practical application of principles of mathematics to various phases of business, common and decimal fractions, cash and trade discounts, simple and compound interest, bank discount, and cost of credit. Elective credit only. 3 hours
- 1503 **INTRODUCTION TO BUSINESS**
 Identification of role of business in modern society, including analysis of specialized fields within business organizations and overall picture of business operations; first course for business majors and also provides understanding of modern American business for non-business majors. 3 hours
- 2103 **COMPUTER TECHNOLOGY SYSTEMS**
 Learning the use of various software programs, including word processing, spreadsheet and desktop publishing. Prerequisite: keyboarding skills. 3 hours
- 2880 **SPECIAL TOPICS**
 Special topics in business administration. 1-4 hours (may be repeated for total of 6 hours).
- 2900 **WORKSHOP**
 Guided study in business administration under faculty supervision; varied topics and methods of instruction. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).
- 2990 **TUTORIAL**
 Independent study in business administration under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).
- 3013 **ADVANCED COMPUTER TECHNOLOGY SYSTEMS**
 Continuation of BADM 2103. Prerequisite: BADM 2103 or equivalent. 3 hours

- 3103 BUSINESS LAW I
Contracts, negotiable instruments, agencies, suretyship, insurance, sales, partnerships, corporations, property. 3 hours
- 3113 BUSINESS LAW II
Continuation of BADM 3103. 3 hours
- 3223 BUSINESS COMMUNICATION
Psychology of communication, functional writing and speaking, emphasis on management policies and practices which lead to effective communication. Prerequisites: IDS 1113 (Writing I) and IDS 1213 (Writing II). 3 hours
- 3243 PRINCIPLES OF MARKETING
Current practices and structure of the market; analysis of marketing functions, institutions, pricing, demand creation, costs and marketing legislation. Prerequisites: ACCT 2103, ACCT 2203, ECON 2113, and ECON 2123. 3 hours
- 3253 PRINCIPLES OF INSURANCE
Types of policies available and protection offered. 3 hours
- 3363 ADMINISTRATIVE RESOURCE DEVELOPMENT
Organization and control of office environment, management of mid-level office and leadership involved in working with people, ergonomics, and equipping an office. 3 hours
- 3383 REAL ESTATE PRINCIPLES
Fundamentals of real estate: contracts, deeds, leases, abstracts, options, liens, management, appraisal, and taxes. 3 hours
- 3483 PRINCIPLES OF FINANCE
Identification, analysis, and solution of problems in finance; nature and investment merits of corporate bonds; preferred stocks and common stocks. 3 hours
- 4333 SEMINAR
A course offering senior business majors an opportunity to engage in research or advanced study of problems of mutual interest to members of class. 3 hours
- 4453 BUSINESS ETHICS
This course provides a general overview of contemporary and historical theories of ethics. Understanding that social responsibility as opposed to legal responsibility involves a voluntary response from an organization that is above and beyond what is specified by law. Conflicting obligations, feelings, and opinions that people often face in personal and professional situations will be explored using a case study format. Prerequisite: junior or senior standing. 3 hours
- 4880 SPECIAL TOPICS
Special topics in business administration. 1-4 hours (may be repeated for total of 6 hours).
- 4900 WORKSHOP
Treatment of related topics and problems in business administration. 1-6 hours (may be repeated for total of 9 hours with change in title and content).
- 4990 TUTORIAL
Independent study in business administration under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).

COURSE LISTINGS in MANAGEMENT (MGMT)

- 2002 RECORDS MANAGEMENT
Collecting, controlling, storing and retrieving records; records management; how to establish records management system. 2 hours
- 2900 WORKSHOP
Guided study in management under faculty supervision; various topics and methods of instruction. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).
- 2990 TUTORIAL
Independent study in management under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).
- 3203 LEADERSHIP IN FILM
Contemporary film has as one of its basic component, the diffusion of social and cultural morals and values. Often with the entertainment that is provided by film, there are messages that teach us about key ideas of our society. This class will utilize six contemporary films to identify and create an arena for discussion of this thing we call "leadership". 3 hours
- 3213 GROUP DYNAMICS AND TEAMWORK
This course is designed to provide the student with a working knowledge of the complex nature of group dynamics and methods for increasing the effectiveness of groups and teams. 3 hours
- 3233 MANAGEMENT COMMUNICATION
Methods of research in report writing; nonverbal communication; techniques of listening; using visual aids for improved communication; oral reporting; applying general semantics to improve management communication. Prerequisite: BADM 3223. 3 hours
- 3253 PRINCIPLES OF MANAGEMENT
Policies, forms of organization, and techniques as applied in successful business organizations and management. 3 hours
- 3373 HUMAN RESOURCE MANAGEMENT
Fundamental functions of human resource management; relationship between personnel management and organizations; emerging role of personnel administration in development of strategic policy for organizations. Prerequisite: MGMT 3253. 3 hours
- 3383 ORGANIZATIONAL BEHAVIOR
Organizations and human behavior controversy in organizational theory and the study of human behavior; motivation, perception, nature-nurturing, learning and culture; selected styles of management rooted in behavioral sciences. Prerequisites: MGMT 3253 and MGMT 3373. 3 hours
- 3393 SMALL BUSINESS ORGANIZATION AND MANAGEMENT
Essentials of organization and management, production and marketing, purchasing and collections, financial management and management systems, accounting and taxation, and insurance and legal problems. 3 hours
- 4353 MANAGERIAL STRATEGY
Implementing and formulating basic business strategy; analytic approach to strategic decisions using practical examples of problems firms face or will face given current environmental trends. Prerequisites: all business core courses *and* senior standing. 3 hours
- 4403 INTERNATIONAL MANAGEMENT
As the world's business climate changes many companies are finding value in involvement in international trade. Technological, as well as government evolution has increased the attractiveness of many markets. This

move into foreign investment is not without risk. This course is designed to introduce students to the various factors that companies must consider before making such a move. 3 hours

4880 SPECIAL TOPICS
Special topics in management. 1-4 hours (may be repeated for total of 6 hours).

4900 WORKSHOP
Guided study in management under faculty supervision; various topics and methods of instruction. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).

4990 TUTORIAL
Independent study in management under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).

Division of Business and Social Sciences

SOCIAL SCIENCE

The social sciences at USAO are organized in interdisciplinary fashion to encompass a number of diverse areas to include several fields traditionally considered part of the humanities: American Indian Studies, Geography, History, Political Science, Psychology, and Sociology. Study in these areas links the past with the present, investigates individual and social behavior, and explores human value systems, past and present.

In addition to the Bachelor of Arts or Bachelor of Science degree in these fields, a teaching certificate in social studies also is offered. For this certificate, students must complete the degree requirements for the chosen major, as well as the course requirements for teacher certification.

AMERICAN INDIAN STUDIES

The American Indian studies program provides knowledge of the traditions and history of the first Americans and an understanding of the unique relationship of the government of the United States to the tribes and individual American Indians. Its curriculum has shifted to accommodate changing contemporary requirements of students. Greater emphasis has been placed on acquiring quantitative skills and on study in financial management and intergovernmental relations.

The goal of the American Indian studies program is to develop a diverse student body to include American Indians from the many tribes in Oklahoma and the nation. In addition to traditional on-campus offerings, the program also offers extension in-service and mid-career training.

As an academic program, American Indian studies is designed to advance USAO's interdisciplinary, liberal arts mission and further enrich the IDS experience. Students may also pursue a course of study which combines liberal arts with professional education. Thus, students are advised to select a second major especially suited for acquiring marketable skills for entry into a chosen career upon graduation. Several degree combinations are possible with the guidance of appropriate faculty advisors.

Bachelor of Arts in American Indian Studies

Required American Indian Studies Core (39 hours)

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
INST 1123	American Indian Cross-Cultural Communication*	3
INST 2123	Traditional & Contemporary Indian Literature	3
INST 4533	Seminar in American Indian Studies*	3
<i>Plus Required American Indian Studies Electives (choose 21 hours):</i>		
INST 1333	Oklahoma Indian Tradition and History	3
INST 2003	Contemporary American Indian Issues	3
INST 2133	American Indian Education	3
INST 2880	Special Topics*	1-4

INST 2900	Workshop*	1-4
INST 2990	Tutorial*	1-4
INST 3233	Tribal Government and the Law	3
INST 3313	American Indian History	3
INST 3443	American Indian Economics	3
INST 4383	American Indian Arts	3
INST 4533	Seminar in American Indian Studies*	3
INST 4880	Special Topics*	1-4
INST 4900	Workshop*	1-4
INST 4990	Tutorial*	1-4

**May be repeated for total of 6 hours*

Minor in American Indian Studies (30 hours total)

18 hours of American Indian Studies

INST 1123	American Indian Cross-Cultural Communication <i>(may be repeated for total of 6 hours)</i>	3
INST 2123	Traditional and Contemporary Indian Literature	3

Plus 12 hours of American Indian Studies to be selected with approval of advisor

COURSE LISTINGS in AMERICAN INDIAN STUDIES

- 1123 AMERICAN INDIAN CROSS-CULTURAL COMMUNICATION
Techniques of communicating across tribal and cultural lines of understanding from courses in American Indian tradition, emphasizing oral and written communication skills. 3 hours (may be repeated for total of 6 hours).
- 1333 OKLAHOMA INDIAN TRADITION AND HISTORY
Survey of traditional and historical materials concerning the many diverse tribes which migrated or were forcibly removed to Indian Territory and their history as tribal peoples in the State of Oklahoma. 3 hours.
- 2003 CONTEMPORARY AMERICAN INDIAN ISSUES
Current issues facing American Indian tribes and individuals, emphasizing tribal cultural perspectives and the use of contemporary logical skills in their analysis. 3 hours.
- 2123 TRADITIONAL AND CONTEMPORARY INDIAN LITERATURE
General survey of various types of traditional and contemporary American Indian prose and poetry, particularly legends, myths, oratory, poetry, short stories, novels, and memoirs. 3 hours.
- 2133 AMERICAN INDIAN EDUCATION
Systematic analysis of traditional and contemporary educational methods practiced among American Indian tribes of North America, with emphasis upon Oklahoma tribal practices. 3 hours.
- 2880 SPECIAL TOPICS
Special topics in American Indian Studies. 1-4 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP
Guided study in Indian studies under faculty supervision; various topics and methods of instruction. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).
- 2990 TUTORIAL
Independent study in American Indian Studies under faculty supervision. 1-4 hours (may be repeated for total of 6 hours with change in title and content).

- 3233 TRIBAL GOVERNMENT AND THE LAW
General survey of American Indian tribal government with special emphasis on its legal basis. 3 hours.
- 3313 AMERICAN INDIAN HISTORY
General survey of interaction among tribes within the Americas, responses to European encroachment, between the tribes and the United States, and contemporary interests. 3 hours.
- 3443 AMERICAN INDIAN ECONOMICS
A study of traditional and current economic concerns affecting both American Indian tribes and individuals. 3 hours.
- 4383 AMERICAN INDIAN ARTS
A study of the meaning of American Indian arts, including painting and other graphic arts, dance and music. 3 hours.
- 4533 SEMINAR IN AMERICAN INDIAN STUDIES
Required for all American Indian Studies majors: research methods and writing, supervised independent study, and preparation of a research report or paper. (May be repeated for total of 6 hours with change of title and content). 3 hours
- 4880 SPECIAL TOPICS
Special topics in American Indian Studies. 1-4 hours (may be repeated for total of 6 hours).
- 4900 WORKSHOP
Treatment of related topics and issues in American Indian Studies. 1-3 hours (may be repeated for total of 6 hours with change in title and content).
- 4990 TUTORIAL
Independent study in American Indian Studies under faculty supervision. 1-4 hours (may be repeated for total of 6 hours with change in title and content).

ECONOMICS

The Economics program at USAO is designed to give students a broad range of exposure to economic theory and applications. Because economics seeks to understand how societies arrange complex systems of production and distribution within larger political, cultural and social institutions, it is necessarily interdisciplinary in nature. The Economics program thus draws from the disciplines of history, political science, sociology, mathematics and other liberal arts disciplines.

The major offers two curriculum options. Students may choose a Bachelor of Arts degree with a Social Science emphasis, or a Bachelor of Arts degree with a Business emphasis. The Social Science emphasis prepares students well for graduate studies in Economics and other social sciences, as well as law school and employment in business, government and teaching. The Business emphasis, which combines the social science nature of Economics with practical business applications, prepares students well for graduate business programs as well as a business careers.

Bachelor of Arts in Economics (36 hours total)

Required Core (18 hours)

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
ECON 2113	Principles of Macroeconomics	3
ECON 2123	Principles of Microeconomics	3
ECON 3133	Intermediate Macroeconomics	3
ECON 3113	Intermediate Microeconomics	3
ECON 3653	History of Economic Thought	3
MATH 2203	Elementary Statistics	3

Social Science Emphasis

Required Economics core (18 hours) +

Economics Electives chosen from the following (15 hours):

ECON 3313	Money and Banking	3
ECON 3443	Comparative Economic Systems	3
ECON 3773	International Economics	3
ECON 3783	Public Finance	3
ECON 4223	U.S. Economic History	3
ECON 4333	Regional Economics	3
ECON 3553	Economics of Race, Class and Gender	3
ECON 3223	Labor Economics	3
ECON 4880	Special Topics	1-3
ECON 4990	Economics Tutorial	1-3

Social Science Electives chosen from the following (9 hours):

BADM 3483	Principles of Finance	3
BADM 4453	Business Ethics	3
HIST 3223	Russian History	3
HIST 4403	History of England & France 1515-1815	3
HIST 4503	Ideology & Mass Culture in the Modern World	3
HIST 3663	Colonial and Revolutionary America	3
HIST 3773	The United States, 1789-1877	3
HIST 3883	The United States, 1877-1945	3
HIST 3993	Contemporary United States	3
INST 3443	American Indian Economics	3
MATH 1743	Calculus and Analytic Geometry I	3
MATH 2223	Calculus and Analytic Geometry II	3
MATH 2243	Calculus and Analytic Geometry III	3
MATH 3233	Linear Algebra	3
MATH 3243	Calculus and Analytic Geometry IV	3
PSCI 3103	State and Local Government	3
PSCI 3213	Interest Groups and Political Parties	3
PSCI 3234	Introduction to Political Theory	3
PSCI 3643	International Relations	3
PSCI 3753	Public Administration	3
PSCI 3803	Public Policy	3
PSCI 4213	American Foreign Policy	3
SOC 3543	Social Stratification	3
SOC 3863	Population	3
SOC 4773	Social Theory	3
SOC 4783	Methods of Social Research	3

Business Emphasis

Required Economics Core (18 hours) +

Economics Electives chosen from the following (12 hours):

ECON 3313	Money and Banking	3
ECON 3443	Comparative Economic Systems	3
ECON 3773	International Economics	3
ECON 3783	Public Finance	3
ECON 4223	U.S. Economic History	3

ECON 4333	Regional Economics	3
ECON 3553	Economics of Race, Class and Gender	3
ECON 3223	Labor Economics	3
ECON 4880	Special Topics	1-3
ECON 4990	Economics Tutorial	1-3

Business Electives chosen from the following (12 hours):

ACCT 2103	Principles of Accounting I
ACCT 2203	Principles of Accounting II
BADM 3103	Business Law I
BADM 3223	Business Communication
BADM 3243	Principles of Marketing
BADM 3483	Principles of Finance
BADM 4453	Business Ethics
MGMT 3253	Principles of Management
MGMT 3393	Small Business Organization and Management

Minor in Economics

18 hours to be selected with the approval of the discipline chair.

COURSE LISTINGS in ECONOMICS

- 1003 ECONOMICS IN LIFE
This course teaches the utilization of present and future income. Money management strategy, banking services, credit management, consumer decisions, insurance and estate planning are introduced. 3 hours
- 2113 PRINCIPLES OF MACROECONOMICS
Introduction to theory of income and employment, money and banking, fiscal policy, and economic growth. 3 hours
- 2123 PRINCIPLES OF MICROECONOMICS
Introduction to theory of price, price and output determination in different market situations, and public policy toward business. 3 hours
- 2880 SPECIAL TOPICS
Special topics in economics. 1-4 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP
Guided study in economics under faculty supervision; various topics and methods of instruction. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).
- 2990 TUTORIAL
Independent study in economics under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).
- 3113 INTERMEDIATE MICROECONOMICS THEORY
Principles of demand, supply, production, and costs; price and output determination in different market situations. Prerequisite: ECON 2123. 3 hours
- 3133 INTERMEDIATE MACROECONOMIC THEORY
Measurement and analysis of determination of national income and employment; general price level; stabilization and growth. Prerequisite: ECON 2113. 3 hours
- 3223 LABOR ECONOMICS
Labor Economics is an applied Microeconomic theory course that studies how labor markets are organized, the outcomes of labor markets, and how participants make decisions within that market. This course applies not

only that narrow micro approach, but also presents labor issues as part of a larger institutional arrangements, historical development of labor markets, labor law, and the social consequences of work and income distribution. 3 hours

- 3313 MONEY AND BANKING
Essentials of commercial and central banking; monetary theory and policy. Prerequisites: ECON 2113 and ECON 2123. 3 hours
- 3443 COMPARATIVE ECONOMIC SYSTEMS
Comparative study of different economic systems proposed or used to deal with economic organization of society. 3 hours
- 3553 ECONOMICS OF RACE, CLASS AND GENDER
Economics is choice theory: how people make decisions and how those decisions impact the economy as a whole as well as the individual. The Economics of Race, Class and Gender addresses the reality that different people will have different opportunities to make choices, different abilities to make choices, and different outcomes from those choices when their race, class and/or gender is taken into consideration. The purpose of this course is twofold: first, to understand how economics as an academic discipline incorporates social groups into theory; and secondly, to understand how group membership impacts economic outcomes by analyzing a specific issue such as poverty. 3 hours
- 3653 HISTORY OF ECONOMIC THOUGHT
Economic theory since Smith, including theories and doctrines of Smith, Marx, Veblen, Keynes, and others. 3 hours
- 3773 INTERNATIONAL ECONOMICS AND FINANCE
Basis of trade, foreign exchange, foreign investments, and world economic growth. Prerequisites: ECON 2113 and ECON 2123. 3 hours
- 3783 PUBLIC FINANCE
Fiscal theory and policy; incidence of taxation. Prerequisites: ECON 2113 and ECON 2123. 3 hours
- 3893 GOVERNMENT AND BUSINESS
Factors determining industrial organization and economic behavior; operation of antitrust laws; public regulation of business. Prerequisites: ECON 2113 and ECON 2123. 3 hours
- 4223 U.S. ECONOMIC HISTORY
This course discusses critical events in U.S. economic history from colonial times through the Great Depression. In addition, methods of economic history are analyzed. The cumulative nature of history is emphasized, as well as how political and social change impacts the functioning and performance of the American economy. 3 hours
- 4333 REGIONAL ECONOMICS
This course discusses the factors that affect the size and character of regional economies. Regional Economic theory that evaluates the character and health of regional economies is discussed, and the research methods used to evaluate specific economies are practiced by analyzing the history, health, and development options of the area's local economy. 3 hours
- 4880 SPECIAL TOPICS
Special topics in economics. 1-4 hours (may be repeated for total of 6 hours).
- 4893 SENIOR SEMINAR IN ECONOMICS ANALYSIS
Selected topics in economics depending upon instructor and interest of students. 3 hours (may also be taken as independent study). Prerequisites: Senior standing and permission of instructor.

- 4900 WORKSHOP
Related topics and problems in economics. 1-6 hours (may be repeated for total of 9 hours with change in title and content).
- 4990 TUTORIAL
Independent study in economics under faculty supervision. 1-4 hours (may be repeated for a total of 9 hours with change in title and content).

HISTORY

Historians interpret human experiences, achievements, and shortcomings. An understanding of the past is essential for the truly liberal education. History encompasses the growth of political organizations; the development of economic, social, and religious institutions; and the course of literary, cultural, and intellectual movements. Specialization in history illuminates the origins of our present world and prepares the student with research, writing, and analytical skills. A degree in history opens avenues to careers in business, government, and teaching, as well as to graduate and professional schools.

Besides the baccalaureate in history, history courses are an integral part of the program leading to a teaching certificate in social studies.

Bachelor of Arts in History (36 hours total)

Required History Core (12 hours)

	<i>Course</i>	<i>Title</i>	<i>Hours Require</i>
HIST 1213	Ancient Civilizations		3
HIST 1223	Medieval & Early Modern Civilizations		3
HIST 1233	Modern Civilizations		3
HIST 4233	Seminar*		3

Plus History Electives (choose 21 hours):

HIST 1103	Oklahoma History		3
HIST 2880	Special Topics*		1-3
HIST 2900	Workshop*		1-3
HIST 2990	Tutorial*		1-3
HIST 3223	Russian History		3
HIST 3663	Colonial & Revolutionary America to 1789		3
HIST 3773	The United States, 1789-1877		3
HIST 3883	The United States, 1877-1945		3
HIST 3993	Contemporary United States, 1945 to Present		3
HIST 4333	Classical Greece		3
HIST 4343	The Hellenistic World & Early Christianity		3
HIST 4353	The Roman Republic		3
HIST 4403	History of England & France, 1515-1815		3
HIST 4503	Ideology & Mass Culture in the Modern World		3
HIST 4880	Special Topics*		1-3
HIST 4900	Workshop*		1-3
HIST 4990	Tutorial*		1-3

**May be repeated for total of 6 hours*

Foreign Language Requirement (8 hours): Two sequential elementary courses, such as FREN 1104-1114 or SPAN 1104-1114, or by passing a proficiency exam.

Recommended for Graduate School: Four sequential courses in a foreign language.

Teacher Certification in Social Studies

This program qualifies individuals for an Oklahoma teaching license and teaching social studies in grades 6-12. For a program checklist for teacher certification in social studies, students should consult the social studies education advisor.

Required Professional Education Core (34 hours)

Required Social Studies Core (42 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
HIST 1103	Oklahoma History	3
HIST 1113	Ancient & Medieval Civilizations	3
HIST 1123	Reformation & Modern Civilizations	3
HIST 3223	Russian History	3
HIST 3663	Colonial & Revolutionary America to 1789	3
HIST 4403	History of England & France, 1515-1815	3
HIST 4503	Ideology & Mass Culture in the Modern World	3
SOCI 1123	General Sociology	3
PSCI 2343	Government of the United States	3
ECON 2113	Principles of Economics I	3
ECON 2123	Principles of Economics II	3
GEOG 1103	Principles of Human Geography	3
	<i>or</i>	
GEOG 2203	Nature of Geographic Problems	3
	<i>and</i>	
	Electives in social studies	6

Minor in History

18 hours of history courses to be selected with approval of advisor

COURSE LISTINGS in HISTORY

- 1103 OKLAHOMA HISTORY
General survey of historical, political, and cultural development of Oklahoma. 3 hours.
- 1213 ANCIENT CIVILIZATIONS
General survey of both western and non-western, early civilizations. 3 hours
- 1223 MEDIEVAL & EARLY MODERN CIVILIZATIONS
Examines the cultural, religious, and political history of the medieval world and early modern world. 3 hours
- 1233 MODERN CIVILIZATIONS
Examines the development of modern nations in Western Europe, Asia, Africa, and the Americas. 3 hours
- 2880 SPECIAL TOPICS
Special topics in history. 1-3 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP
Guided study in history under faculty supervision; various topics and methods of instruction. 1-3 hours (may be repeated for total of 6 hours with change in title and topic).
- 2990 TUTORIAL
Independent study in history under faculty supervision. 1-3 hours (may be repeated for total of 6 hours with change in title and content).

- 3223 **RUSSIAN HISTORY**
The course is a political, cultural, and economic history of Russia from the medieval period to the fall of the Soviet Union. 3 hours
- 3663 **COLONIAL AND REVOLUTIONARY AMERICA TO 1789**
European backgrounds and colonization; social, religious, and intellectual institutions; social evolution and conflict; revolutionary motives and tactics; constitutional formulation and ratification. 3 hours. Prerequisite: IDS 2133 or equivalent.
- 3773 **THE UNITED STATES, 1789-1877**
Constitutional and party issues of the Federal period; American frontiers; Jacksonian politics; social, economic, religious, and reform concerns of the antebellum era; sectionalism and the Civil War; Reconstruction and post-war racial adjustments. 3 hours. Prerequisite: IDS 2133 or equivalent.
- 3883 **THE UNITED STATES, 1877-1945**
Industrialization and its impact; organization of labor and farmers; reform movements and political parties; overseas expansion and World War I; cultural and political dissent; the 1920s; the Great Depression; and World War II. 3 hours. Prerequisite: IDS 2143 or equivalent.
- 3993 **CONTEMPORARY UNITED STATES, 1945 TO PRESENT**
Origins and course of the Cold War; domestic life and loyalty campaigns of the 1950s; civil rights, Black power, and women's issues; the Indochina war and debate; American counterculture; Watergate; economics, politics, and culture of the '70s and '80s. 3 hours. Prerequisite: IDS 2143 or equivalent.
- 4233 **SEMINAR**
Required of all history majors: methods of historical research and writing; selected writings of representative historians; preparation of research papers on assigned topics. 3 hours (may be repeated for total of 6 hours).
- 4333 **CLASSICAL GREECE**
Examines the cultural and political development and ultimate decline of the city-states of Classical Greece with particular attention placed on the city-states of Athens and Sparta. 3 hours
- 4343 **THE HELLENISTIC WORLD & EARLY CHRISTIANITY**
Examines the religious, cultural, philosophical and political environment of the Mediterranean World from the death of Alexander the Great in 323 BC to the Fall of the Roman Empire. 3 hours
- 4353 **THE ROMAN REPUBLIC**
Examines Roman history and culture through the end of the Roman Republic. The course explores experiences of the Romans by focusing on government, values; religious, social and political concerns; philosophical achievements; and creative expressions.
- 4403 **HISTORY OF ENGLAND & FRANCE, 1515-1815**
Course examines the cultural, economic, and political development of England and France from approximately 1515 to 1815. 3 hours
- 4503 **IDEOLOGY & MASS CULTURE IN THE MODERN WORLD**
Course examines the development of mass culture and key political ideologies in the modern world from the French Revolution to the present. 3 hours
- 4763 **TEACHING SOCIAL STUDIES IN THE SECONDARY SCHOOL**
Problems of teaching social studies; curriculum-making; evaluation of textbooks, library, and other social studies material; methods of classroom procedure. 3 hours (education credit only). Prerequisite: admission to Teacher Education.
- 4880 **SPECIAL TOPICS**
Special topics in history. 1-3 hours (may be repeated for total of 6 hours).

- 4900 WORKSHOP
Related topics and problems in history. 1-3 hours (may be repeated for total of 6 hours with change in title and content).
- 4990 TUTORIAL
Independent study in history under faculty supervision. 1-3 hours (may be repeated for total of 6 hours with change in title and content).

POLITICAL SCIENCE

Political Science is an academic and research discipline that deals with the theory and practice of politics and the description and analysis of political systems and political behavior. There are several fields within the political science discipline, all having equal relevance: public administration, American government and institutions, comparative government and international relations, and political theory. The political science program provides a foundation for the student interested in further graduate work, as well as a career in government service, law, or criminal justice. A pre-professional program for students interested in a law career also is offered.

Bachelor of Arts in Political Science (30 hours total)

Of the 30 hours required for the political science major, 6 may be taken in related disciplines *with permission from political science faculty*.

Required Political Science Core (6 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
PSCI 2133	Comparative Government	3
PSCI 2343	Government of the United States	3

Plus Required Political Science Electives (choose 24 hours):

PSCI 1133	Introduction to the Criminal Justice System	3
PSCI 2143	Introduction to Law and the Legal System	3
PSCI 2880	Special Topics*	1-3
PSCI 2990	Workshop*	1-3
PSCI 2990	Tutorial*	1-3
PSCI 3103	State and Local Government	3
PSCI 3213	Interest Groups and Political Parties	3
PSCI 3233	Introduction to Political Theory	3
PSCI 3433	Contemporary Political Thought	3
PSCI 3643	International Relations	3
PSCI 3753	Public Administration	3
PSCI 3803	Public Policy	3
PSCI 4213	American Foreign Policy	4
PSCI 4423	United States Constitutional Law	3
PSCI 4533	Seminar*	3
PSCI 4880	Special Topics*	1-3
PSCI 4900	Workshop*	1-3
PSCI 4990	Tutorial*	1-3

**may be repeated for total of 6 hrs.*

The Pre-Law Program

There is no single course of study at any institution of higher learning that might properly be designated as *pre-law*. Law schools generally look for a well-balanced liberal arts background and the ability to think rationally and logically. Since law necessarily relates to government, and a knowledge of accounting and elementary business practices is

generally necessary in a law career, the following program is offered to USAO students as *one possible approach* to law school preparation. Other approaches may be planned with the pre-law advisor.

Required Pre-Law Core (30 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
PSCI 2133	Comparative Government	3
PSCI 2343	Government of the United States	3

Plus Required political science electives (24 hours)
(With permission from the political science instructor, 6 hours may be taken in related disciplines.)

Recommended: 12 hours in business, English, psychology, economics, communication, sociology, and history.

Minor in Political Science

18 hours to be selected with approval of political science advisor

COURSE LISTINGS in POLITICAL SCIENCE

- 1133 INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM
 Survey of the various components of the criminal justice system with special emphasis on the role of law enforcement. 3 hours
- 2133 COMPARATIVE GOVERNMENT
 Required of all political science majors: introduction to government as an institution presented in the form of a comparative analysis of the various techniques, purposes, and ends of government. 3 hours.
- 2143 INTRODUCTION TO LAW AND THE LEGAL SYSTEM
 Study of legal principles and case law in the context of the United States legal system. 3 hours.
- 2343 GOVERNMENT OF THE UNITED STATES
 Survey of the Constitution of the United States, civil rights, instruments of popular control, organization, powers and procedures of national government. 3 hours.
- 2880 SPECIAL TOPICS
 Special topics in political science. 1-3 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP
 Guided study in political science under faculty supervision; various topics and methods of instruction. 1-3 hours (may be repeated for total of 6 hours with change in title and topic).
- 2990 TUTORIAL
 Independent study in political science under faculty supervision. 1-3 hours (may be repeated for total of 6 hours with change in title and content).
- 3103 STATE AND LOCAL GOVERNMENT
 Organization, structure, functions, and administration of state and local governments. 3 hours
- 3213 INTEREST GROUPS AND POLITICAL PARTIES
 Examination of the organization and functions of interest groups and political parties in the American political system. 3 hours

- 3234 INTRODUCTION TO POLITICAL THEORY
Analytical and historical study of the classes of political philosophy from *The Republic* of Plato through Social Contract of Rousseau. 3 hours
- 3433 CONTEMPORARY POLITICAL THOUGHT
Survey of conflicting theories of 19th and 20th centuries and their effect on the modern world. 3 hours
- 3553 POLITICAL PROPAGANDA
A survey of the history of political propaganda, which analyzes the use of manufactured images in the age of mass media. 3 hours
- 3643 INTERNATIONAL RELATIONS
Systematic relations between states, the growth and description of national power balance, and emergence of institutions aiming at a peaceful settlement of disputes. 3 hours
- 3653 THE PRESIDENCY AND CONGRESS
A study of the history and development, structures, processes, and interactions of these two basic institutions of American government. 3 hours
- 3753 PUBLIC ADMINISTRATION
A study of the means by which policies are put into effect. Problems of bureaucratic organization and of personnel management are emphasized, with special references to federal government. 3 hours
- 3803 PUBLIC POLICY
Contemporary issues in public policy: substantive issues, such as education and macroeconomic policy, as well as various methods of policy analysis. 3 hours
- 4113 CIVIL RIGHTS AND LIBERTIES
A study of the history and development of civil rights and liberties in the United States with international comparisons. The emphasis is on U.S. Supreme Court cases. 3 hours
- 4213 AMERICAN FOREIGN POLICY
Problems involved in pursuing American national interests on world level and means of formulating policy; critical examination of principal American decisions in the field since World War II. 3 hours
- 4423 UNITED STATES CONSTITUTIONAL LAW
Analysis of the evolution of Constitution in light of amendments, judicial interpretation, and legislative elaboration. Prerequisite: PSCI 2343. 3 hours
- 4533 SEMINAR
Methods of political science research, writing, and preparation of research papers on assigned topics. 3 hours (may be repeated for total of 6 hours).
- 4880 SPECIAL TOPICS
Special topics in political science. 1-3 hours (may be repeated for total of 6 hours).
- 4900 WORKSHOP
Related topics and problems in political science. 1-3 hours (may be repeated for total of 6 hours with change in title and content).
- 4990 TUTORIAL
Independent study in political science under faculty supervision. 1-3 hours (may be repeated for total of 6 hours with change in title and content).

PSYCHOLOGY

Course offerings in psychology are designed to meet the needs of students who plan to earn a bachelor of science degree with a major or minor in psychology. They include courses covering many of the areas of specific interest to psychologists, such as personality and human development, as well as more general subjects such as research methods and the history of psychology. The curriculum is suited to those who wish to pursue an advanced degree as well as those who wish to work in social services, business, or any other field for which psychology is a relevant discipline.

Bachelor of Science in Psychology (36 hours total)

Required Psychology Core (15 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
PSYC 1643	Elementary Psychology	3
PSYC 3003	Research Methods in Psychology	3
PSYC 4003	History of Psychology	3
MATH 2203	Elementary Statistics	3
PSYC 2513	Infant, Child, and Adolescent Development	3
	OR	
PSYC 2523	Adult Development and Aging	3

Plus Required Psychology Electives (21 hours) to be selected with approval of advisor. Only courses with a grade of C or higher will count toward the Psychology major.

Minor in Psychology

18 hours selected with approval of student's minor advisor.

COURSE LISTINGS in PSYCHOLOGY

- 1643 ELEMENTARY PSYCHOLOGY
An introduction to psychology; a survey of the fundamentals of human behavior, designed to acquaint the student with the scope of psychological phenomena and the methods of the psychologist. 3 hours
- 1723 PERSONAL ADJUSTMENT
A study of the factors conducive to favorable adjustment, with an emphasis on the nature of personal difficulties and means of coping with them. 3 hours
- 1803 HUMAN SEXUALITY
A course designed to provide students with a broad range of knowledge about sexuality, with emphasis on up-to-date information needed for everyday living. 3 hours
- 1903 PSYCHOLOGY OF GENDER
An examination of the psychological factors in the development of identity in women and men, including sex differences and gender roles. 3 hours
- 2123 SOCIAL PSYCHOLOGY
Study of social forces influencing human behavior, with emphasis on attitudes and attitude change, social perception, and group behavior. Prerequisite: PSYC 1643. 3 hours
- 2263 PSYCHOLOGY OF PERSONALITY
Study of the development of the personality with special consideration given to personality determinants and approaches to personality. Prerequisite: PSYC 1643. 3 hours

- 2513 INFANT, CHILD, & ADOLESCENT DEVELOPMENT
This course is designed to study human growth and development from conception through adolescence. Emphasis is placed on physical, cognitive, social, and emotional domains of human development. Prerequisite: PSYC 1643. 3 hours
- 2523 ADULT DEVELOPMENT & AGING
This course is designed to study the longest phase of the life cycle--adulthood. The course is guided by a biopsychosocial approach to understanding human behavior and subjective experience. Prerequisite: PSYC 1643. 3 hours
- 2880 SPECIAL TOPICS IN PSYCHOLOGY
Specialized topics in psychology not covered in sufficient depth in existing courses. 3 hours (may be repeated for total of 6 hours with change in title and content). Prerequisites: PSYC 1643 *or* permission of instructor.
- 2990 TUTORIAL
Independent study in psychology (under faculty supervision) either in empirical research or individual instruction *in lieu of* an existing course. 1-3 hours (may be repeated for total of 6 hours with change in title and content). Prerequisites: PSYC 1643 *and* permission of instructor.
- 3003 RESEARCH METHODS IN PSYCHOLOGY
Introduction to techniques and research designs in psychological research, with analysis of their appropriate use and interpretation. Prerequisites: MATH 2203 and PSYC 1643 *plus* 3 additional hours in psychology. 3 hours
- 3213 ABNORMAL PSYCHOLOGY
Consideration of the types of psychological disorders and their causes, prevention, and treatment. Prerequisite: PSYC 1643. 3 hours
- 3513 LEARNING & MOTIVATION
This course examines the empirical and theoretical foundations of our present understanding of human learning and motivation. Prerequisite: PSYC 1643. 3 hours
- 3523 COGNITIVE PSYCHOLOGY
This course will provide the student with a working knowledge of the field of cognitive psychology. The content of the course includes the study of human cognition, including but not limited to, such topics as memory, attention, problem solving, and consciousness. Prerequisite: PSYC 1643. 3 hours
- 3900 PRACTICUM
An opportunity for observation and supervised participation in a community social service agency or other appropriate setting. 1-2 hours (may be repeated for total of 6 hours with permission of advisor). Prerequisites: PSYC 1643 *plus* 9 additional hours in psychology.
- 4003 HISTORY OF PSYCHOLOGY
Review of problems, theories and methods throughout history of psychology. Prerequisites: PSYC 1643 *plus* 9 additional hours in psychology. 3 hours
- 4223 INTRODUCTION TO COUNSELING
Introduction to major counseling theories and techniques, including discussion of case histories. Prerequisites: PSYC 1643 *and* PSYC 3213. 3 hours
- 4413 PHYSIOLOGICAL PSYCHOLOGY
Study of the biological bases of behavior. Specific topics include, but are not limited to, anatomy and function of the nervous system, sensory processes, hormones and sexual behavior, memory and motivation, and drugs and behavior. Prerequisite: PSYC 1643. 3 hours

- 4423 EXPERIMENTAL PSYCHOLOGY
This course provides students with the opportunity to apply the concepts and skills developed in PSYC 3003. Prerequisite: PSYC 1643 & PSYC 3003. 3 hours
- 4433 ADVANCED RESEARCH METHODS
This course provides students with the opportunity to apply the concepts and skills developed in PSYC 3003. Prerequisite: PSYC 1643 & PSYC 3003. 3 hours
- 4533 SEMINAR
Group research project for advanced psychology students on subject of mutual interest to members of the class. 3 hours (may be repeated for total of 6 hours). Prerequisites: PSYC 1643, PSYC 3003, *and* permission of instructor.
- 4543 PSYCHOLOGICAL MEASUREMENTS
Review of measurement techniques used in psychological research and testing, including reliability and validity, and introduction to standardized tests of achievement, aptitude, and personality. Prerequisites: PSYC 1643 *plus* 9 additional hours in psychology. 3 hours
- 4880 SPECIAL TOPICS IN PSYCHOLOGY
Specialized topics in psychology not covered in sufficient depth in existing course. 1-3 hours (may be repeated for total of 6 hours with change in title and content). Prerequisite: PSYC 1643 *or* permission of instructor.
- 4990 TUTORIAL
Independent study in psychology (under faculty supervision) either empirical research or individual instruction *in lieu of* an existing course. 1-3 hours (may be repeated for total of 6 hours with change in title and content). Prerequisites: PSYC 1643 *and* permission of instructor.

SOCIOLOGY

Sociology is the scientific study of human society and patterns of social behavior. It is concerned with social structures and processes, including groups, organizations, societies, institutions, social-cultural change, socialization, social interaction, and social relationships. Sociology provides a foundation for further professional training in applied areas of social work, law, criminal justice, and gerontology, or graduate study in sociology toward careers in teaching and research. The sociology major with a Bachelor of Arts is well prepared, in conjunction with the richness of liberal arts education, for a variety of career opportunities in business, industry, government, and social agencies.

Bachelor of Arts in Sociology (30 hours total)

Required Sociology Core (12 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
SOCI 1123	General Sociology	3
SOCI 4773	Social Theory	3
SOCI 4783	Methods of Social Research	3
MATH 2203	Elementary Statistics	3

Plus Required Sociology Electives (choose 18 hours):

SOCI 1133	Introduction to the Criminal Justice System	3
SOCI 1223	Introduction to Social Work	3
SOCI 2213	Social Problems	3
SOCI 2423	Collective Behavior	3
SOCI 2633	Sociology of Health and Medicine	3
SOCI 2880	Special Topics	1-3
SOCI 2900	Workshop	1-3
SOCI 2990	Tutorial	1-3
SOCI 3203	Anthropology	3

SOCI 3213	Introduction to Social Welfare Theory	3
SOCI 3423	The Sociology of the Family	3
SOCI 3543	Social Stratification	3
SOCI 3633	Introduction to Law Enforcement Systems	3
SOCI 3753	Criminology	3
SOCI 3773	Introduction to Social Gerontology	3
SOCI 3863	Population	3
SOCI 3903	Internship in Sociology	3
SOCI 4103	Race and Ethnic Relations	3
SOCI 4313	Urban Sociology	3
SOCI 4513	Community Development	3
SOCI 4613	Delinquency and the Juvenile Justice Sys	3
SOCI 4623	Corrections System	3
SOCI 4643	Criminal Justice Administration	3
SOCI 4773	Social Theory	3
SOCI 4783	Methods of Social Research	3
SOCI 4880	Special Topics	1-3
SOCI 4900	Sociology Workshop	1-3
SOCI 4990	Tutorial	1-3

Minor in Sociology

18 hours in sociology, including SOCI 1123.

Strongly recommended: SOCI 4773 and SOCI 4783

Minor in Criminal Justice

21 hours, including SOCI 1133, SOCI 3633, SOCI 3753 and a 3-hour social research course not counted toward a major (SOCI 4783 and PSYC 3003 recommended). Remaining 9 hours must be chosen with advisor approval (INST 3233, INST 2003, PSCI 2143, PSCI 3753, PSCI 3803, PSCI 4421, SOCI 2213, SOCI 3633, SOCI 4613, SOCI 4623, SOCI 4643 and variable topics courses, 4880)

COURSE LISTINGS in SOCIOLOGY

- 1123 GENERAL SOCIOLOGY
A general survey of the field with emphasis on socialization, social institutions, social processes, culture, social changes and the numbers, distribution, and organization of people. 3 hours
- 1133 INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM
Survey of the various components of the criminal justice system with special emphasis on the role of law enforcement. 3 hours
- 1223 INTRODUCTION TO SOCIAL WORK
This course will serve to introduce students to the rudiments of the social service agency. The course will direct students to examine the historical development, components, functions, and clientele of this important agency, and the obstacles, which it faces in the political economy. 3 hours
- 2213 SOCIAL PROBLEMS
A study of contemporary social problems in American society, with particular reference to the genesis of antisocial attitudes in the individual, family, and community. 3 hours
- 2423 COLLECTIVE BEHAVIOR
A study of social, political, and industrial group behavior patterns considered as a reflection of social attitudes. Crowds, fads, fashion, mobs, public opinion, propaganda, and social movements are among topics studied. 3 hours

- 2633 **SOCIOLOGY OF HEALTH AND MEDICINE**
Sociological and psychological factors in human health and disease; the behavior and the social relations of patients, physicians, nurses, and public health leaders; ecological and demographic factors in health and medicine; health problems relating to the family, personality, and the life cycle. 3 hours
- 2880 **SPECIAL TOPICS**
Special topics in sociology. 1-3 hours (may be repeated for total of 6 hours).
- 2900 **WORKSHOP**
Guided study in sociology under faculty supervision; various topics and methods of instruction. 1-3 hours (may be repeated for total of 6 hours with change in title and topic).
- 3203 **ANTHROPOLOGY**
A logistic approach that introduces students to the subfields of anthropological studies, the course focuses on the interaction of the biological, historical, and social studies for an understanding of the dynamics of human cultures and societies. 3 hours
- 3213 **INTRODUCTION TO SOCIAL WELFARE THEORY**
Theory, structure, and techniques of private, municipal, state, and federal social work agencies. 3 hours
- 3423 **THE SOCIOLOGY OF THE FAMILY**
Study of structure and functions of the family as an institution in various historical and contemporary societies. 3 hours
- 3543 **SOCIAL STRATIFICATION**
Study of the distribution of power, prestige, and position within society. 3 hours
- 3633 **INTRODUCTION TO LAW ENFORCEMENT SYSTEMS**
An introduction to the structure and functions of law enforcement agencies at local, national and international levels, The course will explore the interrelationships of these agencies and how these connections facilitate or impede crime control, prevention and the administration of justice. The special character of law enforcers as protectors of citizens and the law is underscored. 3 hours
- 3753 **CRIMINOLOGY**
Inquiry into the origin and societal consequences of crime and its prevention and treatment. 3 hours
- 3773 **INTRODUCTION TO SOCIAL GERONTOLOGY**
Overview of social aspects of aging, including examination of social, social psychological, and cultural factors that affect the aging process, the experience of aging, and the concerns of the aged as a growing population in a changing society. Presents major concepts, findings, theories, and issues in the field of aging as a multidisciplinary endeavor. 3 hours
- 3863 **POPULATION**
Problems resulting from population composition and change and the concepts used in the study of population and ecology. 3 hours
- 3903 **INTERNSHIP IN SOCIOLOGY**
A limited field-training experience at an agency or institution allowing the student to observe and assist the designated supervisor in various work duties. Possible sites include legal system facilities, service-providing agencies, and government organizations. 3 hours (may be repeated for total of 6 hours in same or different site *but only 3 hours* applies toward requirements of the major). Prerequisites: sociology major, junior standing, consent of faculty director and field supervisor.

- 4103 RACE AND ETHNIC RELATIONS
Social and cultural aspects of minority group relations with major emphasis on those within the United States. Prerequisite: SOCI 1123. 3 hours
- 4313 URBAN SOCIOLOGY
Study of urbanization in industrial societies, with emphasis on growth, development, and organization of modern American city. Examines social structures and processes of modern urban ways of life and its implications for city dwellers with the socio-cultural milieu. 3 hours
- 4513 COMMUNITY DEVELOPMENT
This course is centered on building participant knowledge and appreciation of the community development process. It is the study of the processes, methods, programs and movements that mobilize whole populations with common concerns to advance common interests. 3 hours
- 4613 DELINQUENCY AND THE JUVENILE JUSTICE SYSTEM
This provides a detailed examination of the processes involved in the causation, forms, extent, prevention and control of juvenile delinquency. Students will critically examine the procedures utilized by the various juvenile justice agencies from initial contact with law enforcement agents to the selection of a disposal alternative. 3 hours
- 4623 CORRECTIONS SYSTEM
An examination of the corrections/penal system and its effectiveness in crime control, punishment, rehabilitation or prevention. The course is intended to provide students an understanding of the activities, organization on limitations of corrections systems as a sub-system in the American criminal justice system. 3 hours
- 4643 CRIMINAL JUSTICE ADMINISTRATION
Criminal Justice Administration is designed to provide students an opportunity to study the organizational characteristics of the court, corrections and law enforcement as specialized agencies of the criminal justice system. The focus will be on examining administrative policies, processes. Channels, and objectives of these institutions within the constraints of the wider society in which they function. 3 hours
- 4773 SOCIAL THEORY
Review and analysis of sociological theories from Comte to the present. 3 hours
- 4783 METHODS OF SOCIAL RESEARCH
Introduction to scientific methods as they pertain to sociology and related fields, including scientific logic, experimental design, problem development and formulation of hypotheses, concept measurement, data collection and analysis, interpretation and reporting of findings. Project assignments provide training in application of selected research elements and in scientific report writing. 3 hours
- 4880 SPECIAL TOPICS
Special topics in sociology. 1-3 hours (may be repeated for total of 6 hours).
- 4900 SOCIOLOGY WORKSHOP
Related topics and problems in sociology. 1-3 hours (may be repeated for total of 6 hours with change in title and content).
- 4990 TUTORIAL
Independent study in sociology under faculty supervision. 1-3 hours (may be repeated for total of 6 hours with change in title and content).

GEOGRAPHY

Although USAO does not offer a degree program in geography, courses in this area are offered for interdisciplinary enrichment purposes and as requirements for professional certification.

COURSE LISTINGS in GEOGRAPHY

- 1103 **PRINCIPLES OF HUMAN GEOGRAPHY**
Study of interactions between social humans and their natural environment, with emphasis on human perception of and impact upon the environment and the corresponding impact of the environment on human culture. 3 hours
- 2203 **THE NATURE OF GEOGRAPHIC PROBLEMS**
Interdisciplinary approach to geographic concerns: urbanization, population, resources, perception of the environment, and others. 3 hours
- 3203 **THE SPACESHIP EARTH**
Bio-geography as an approach to conservation, ecology, and survival. 3 hours
- 3303 **POLITICAL GEOGRAPHY OF THE MODERN WORLD**
Examines the political, economic, and cultural development of modern societies throughout all major geographic regions of the world (North and South America, Europe, Asia, and Africa). 3 hours
- 4233 **SEMINAR IN GEOGRAPHY**
Student selection of topics and themes for research and discussion; design and emphasis determined by needs, interests, and background of students involved. Prerequisite: GEOG 1103 or equivalent, *or* approval of instructor. 3 hours.
- 4900 **WORKSHOP**
Related topics and problems in geography. 1-3 hours (may be repeated for total of 6 hours with change in title and content).
- 4990 **TUTORIAL**
Independent study in geography under faculty supervision. 1-3 hours (may be repeated for total of 6 hours with change in title and content).

Division of Education and Speech-Language Pathology

The Division of Education and Speech-Language Pathology functioning under the direction of the Teacher Education Committee has the responsibility for the general administration and coordination of the Teacher Education program. The primary objective of the program is to assist prospective teachers in developing the competencies required for obtaining Oklahoma teacher certification and becoming effective classroom teachers. Courses are designed to meet the certification requirements and standards of the Oklahoma Commission for Teacher Preparation, the Oklahoma State Department of Education, and the National Council for Accreditation of Teacher Education.

The Division of Education offers coursework that allows students to obtain an Oklahoma teaching certificate in early childhood education, elementary education, or education of the deaf. The speech pathology program prepares students for graduate programs in Communication Sciences and Disorders. A master's degree is required for a standard certificate.

Teacher certification programs are also offered through other divisions in the areas of art, physical education, language arts, math, music, science, and social studies. Students seeking a teaching certificate in one of these areas should consult with the education advisor in the respective discipline.

All certification programs include a foreign language competency requirement and a portfolio.

All requirements for teacher certification programs are subject to change if new requirements are established by the Oklahoma State Regents for Higher Education, Oklahoma State Board of Education, or the Oklahoma Commission for Teacher Preparation.

Graduation Without Certification

An elementary or early childhood education major admitted to the Teacher Education Program may apply to receive a degree in Elementary or Early Childhood Education, not eligible for recommendation for certification:

1. when a student realizes that teaching is no longer his/her chosen profession, but he/she wishes to complete a degree in Education without certification rather than change majors; OR
2. when career goals require a degree in Education without teacher certification.

The decision requires discussions with your advisor and the Director of Teacher Education

PROFESSIONAL EDUCATION

Professional education courses are required for all teacher certification programs and include a Professional Trimester (student teaching). Students seeking certification in art, physical education, music, or education of the deaf must enroll in both EDUC 4305 and EDUC 4405. Early childhood and elementary certification require EDUC 4310; secondary areas require EDUC 4410.

COURSE LISTINGS in PROFESSIONAL EDUCATION

- 1002 COLLEGE READING AND STUDY SKILLS
To help the student improve basic reading rate, comprehension, techniques, concentration, vocabulary, flexibility, and purpose. 2 hours
- 2002 ORIENTATION TO TEACHING
Orientation to education, including a survey of the historical development of education and current educational trends. 2 hours
- 2011 DIRECTED FIELD EXPERIENCES I
Directed observation and limited participation in instructional environments (minimum: 20 clock hours) with emphasis on developing generic teaching skills and understanding roles of the teacher in instructional environment. Prerequisite: EDUC 2002 or successful completion of 30 hours of college credit. 1 hour
- 2022 EDUCATION OF THE EXCEPTIONAL CHILD
Survey course concerning all types of exceptional children and instruction on identifying children with learning disabilities, mental retardation, and sensory impairment. Emphasis on methods and techniques of identification, teaching, and resource assistance available to teachers. 2 hours
- 2103 HUMAN DEVELOPMENT & LEARNING (*Not required for Early Childhood Education*)
Study of human growth and development from birth to late adulthood, with emphasis on progression of human development and its application to instructional processes. 3 hours
- 3102 EDUCATIONAL PSYCHOLOGY
Study of application of psychology to the instructional process, with emphasis on various learning theories and the learning process from birth to adulthood. Prerequisite: admission to Teacher Education. 2 hours
- 3203 SCHOOL AND SOCIETY
Foundations underlying the development of American education with emphasis on cultural pluralism as it relates to American education; special attention to community and parental relations. Prerequisite: admission to Teacher Education. 3 hours

- 3211 DIRECTED FIELD EXPERIENCES II
Directed observation and active participation in instructional environments (minimum: 25 clock hours). Emphasis on development of generic teaching skills and directed experiences with children and youth. Prerequisites: EDUC 2002, EDUC 2011, *and* admission to Teacher Education. Co-requisite: enrollment in EDUC 3203. 1 hours
- 3343 EDUCATIONAL MEDIA AND TECHNOLOGY
Introductory survey course dealing with educational media designed to develop understanding and familiarity with media hardware and software used in public schools. Special emphasis on media production, operation, selection, use, and evaluation techniques of wide range of educational media, particularly microcomputers. Prerequisite: Admission to Teacher Education. 3 hours
- 3443 CHILD DEVELOPMENT (*Early Childhood Majors Only*)
Study of children from conception through adolescence, including physical, emotional, cognitive, and social development. Additional emphasis will be placed on physical and emotional health. Required observation and participation in the USAO Child Development Center. Prerequisite: admission to Teacher Education. 3 hours
- 4305 PROFESSIONAL TRIMESTER/STUDENT TEACHING IN THE ELEMENTARY SCHOOL
Directed observation and teaching under supervision and guidance in elementary school. Prerequisites: admission to Teacher Education, successful completion of English Proficiency requirement, *and* approval to student teach. 5 hours
- 4310 PROFESSIONAL TRIMESTER/STUDENT TEACHING IN THE ELEMENTARY SCHOOL
Directed observation and teaching under supervision and guidance of experienced teachers in elementary school. Prerequisites: admission to Teacher Education, successful completion of English Proficiency requirement, *and* approval to student teach. 10 hours
- 4405 PROFESSIONAL TRIMESTER/STUDENT TEACHING IN THE SECONDARY SCHOOL
Directed observation and teaching under supervision and guidance in secondary school. Prerequisites: admission to Teacher Education, successful completion of English Proficiency requirement, *and* approval to student teach. 5 hours
- 4410 PROFESSIONAL TRIMESTER/STUDENT TEACHING IN THE SECONDARY SCHOOL
Directed observation and teaching under supervision and guidance in secondary school. Prerequisites: admission to Teacher Education, successful completion of English Proficiency requirement, *and* approval to student teach. 10 hours
- 4442 CLASSROOM MANAGEMENT AND EVALUATION THEORY
Comprehensive study of the theoretical principles and techniques of classroom management and evaluation. Prerequisites: admission to Teacher Education and completion of 90 hours. 2 hours
- 4542 APPLIED PROFESSIONAL STUDIES
Application of principles and techniques of classroom management and evaluation. Emphasis on effective decision-making in classroom environments. Attention also given to career issues such as job search techniques and professionalism.
Co-requisites: EDUC4305 and 4405, or EDUC 4310 or EDUC 4410
Pre-requisites: admission to Teacher Education, EDUC 4442, and Approval to Student Teach. 2 hours
- SLPA 4633 SPEECH-LANGUAGE PATHOLOGY IN THE SCHOOL (*Speech Pathology Majors Only*)
A course designed to prepare pre-service speech-language pathologists for independent organization and management of speech/language programs both in public schools and other clinical settings. 3 hours

EARLY CHILDHOOD EDUCATION

This program prepares individuals to obtain an Oklahoma teaching certificate in early childhood education and become effective teachers in this area. Individuals certified in early childhood education are qualified to teach pre-kindergarten, kindergarten, first, second, and third grade levels (PK-3).

Bachelor of Science in Early Childhood Education

Required Professional Education Core (28 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
EDUC 2002	Orientation to Teaching	2
EDUC 2011	Directed Field Experiences I	1
EDUC 2022	Education of the Exceptional Child	2
EDUC 3102	Educational Psychology	2
EDUC 3211	Directed Field Experiences II	1
EDUC 3343	Educational Media and Technology	3
EDUC 3443	Child Development	3
EDUC 4310*	Student Teaching in Elementary School	10
EDUC 4442	Classroom Management & Evaluation Theory	2
EDUC 4542*	Applied Professional Studies	2

**Courses must be taken concurrently.*

Required Early Childhood Education Core (44 hours):

EDUC 1123	Health, Safety, and Nutrition	3
MATH 2113	Number Systems and Problem Solving	3
EDUC 2323	Reading I: Foundations of Literacy	3
NSCI 2423	Science in the Elementary School	3
EDUC 3003	Language Arts in Elementary Schools	3
MATH 3113	Foundations of Geometry and Measurement	3
EDUC 3222	Reading II: Strategies and Materials for Literary Instruction	2
ENGL 3302	Young People's Literature	2
EDUC 3303	Early Childhood Education: Cognitive Skills/Arts and Movement	3
EDUC 3312	Primary Math Methods	2
EDUC 4233*	Early Childhood Education: Curriculum and Program Planning	3
EDUC 4313	Child Guidance	3
EDUC 4323	Reading III: Assessment and Instruction of Literacy	3
EDUC 4412*	Early Childhood Education: Practicum	2
NSCI 2113	Geology/Oceanography	3
Math Elective		3

**Courses must be taken concurrently.*

ELEMENTARY EDUCATION

This program prepares individuals to obtain an Oklahoma teaching certificate in elementary education and become effective teachers in the elementary grades. Individuals certified in this area are qualified to teach in grades 1-8; however, most 7th- and 8th-grade situations could require a Middle School Certification Endorsement in core areas.

Bachelor of Science in Elementary Education

Required Professional Education Core (31 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
EDUC 2002	Orientation to Teaching	2
EDUC 2011	Directed Field Experiences I	1
EDUC 2022	Education of the Exceptional Child	2
EDUC 2103	Human Development and Learning	3
EDUC 3102	Educational Psychology	2
EDUC 3203	School and Society	3
EDUC 3211	Directed Field Experiences II	1
EDUC 3343	Educational Media and Technology	3
EDUC 4310*	Student Teaching in the Elementary School	10
EDUC 4442	Classroom Management & Evaluation Theory	2
EDUC 4542*	Applied Professional Studies	2

**Courses must be taken concurrently.*

Required Elementary Education Core (41 hours):

EDUC 3003	Language Arts in the Elementary School	3
EDUC 2323	Foundations of Literacy	3
EDUC 3222	Strategies & Materials for Literacy Instruction	2
EDUC 3313	Elementary Math Methods	3
EDUC 4003	Social Studies in the Elementary School	3
EDUC 4323	Assessment & Instruction of Literacy	3
MATH 2113	Number Systems and Problem Solving	3
MATH 3113	Foundation of Geometry and Measurement	3
ENGL 3302	Young People's Literature	2
NSCI 2423	Science in the Elementary School	3
ART 3262	Public School Art	2
PHED 3333	Physical Education in the Elementary School	3
MUSC 2222	Music for Elementary Teachers	2
NSCI 2113	Geology/Oceanography	3
Math Elective		3

COURSE LISTINGS in EARLY CHILDHOOD and ELEMENTARY EDUCATION

1123 HEALTH, SAFETY, AND NUTRITION

A study of the approaches that recognize that direct relationships exist between health status, safety, and nutrition. Emphasis is intended for students working in an educational setting and for adults and parents who desire additional information about current concepts in the fields of health, safety, and nutrition and their relationship to the young child. 3 hours

- 2323 **READING I: FOUNDATIONS OF LITERACY**
Study of a wide number of approaches and materials for teaching reading and literacy. Special emphasis will be on using procedures and materials most suitable for emergent, beginning, and conventional readers. 3 hours
- 2880 **SPECIAL TOPICS**
Special topics in education. 1-4 hours (may be repeated for total of 6 hours).
- 2900 **WORKSHOP**
Guided study in education under faculty supervision; various topics and methods of instruction. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).
- 3003 **LANGUAGE ARTS IN THE ELEMENTARY SCHOOLS**
Content of and effective strategies for teaching the language arts curriculum so that teachers can help students develop communicative competence. Prerequisite: admission to Teacher Education. 3 hours
- 3222 **READING II: STRATEGIES AND MATERIALS FOR LITERACY INSTRUCTION**
Study of instructional literacy strategies for beginning, elementary, and upper-grade readers. Attention to effective teaching strategies and evaluation of reading materials, narrative and informational texts, and content-area texts. Prerequisites: EDUC 2323 *and* admission to Teacher Education. 2 hours
- 3303 **EARLY CHILDHOOD EDUCATION: COGNITIVE SKILLS, ARTS, & MOVEMENT**
Study of cognitive development of children in the areas of social studies, science, mathematics, language, and creative arts, and movement. Prerequisite: Admission to Teacher Education. 3 hours
- 3312 **PRIMARY MATH METHODS**
Designed to familiarize prospective elementary teachers with the content, scope, and sequence of mathematics for the primary grades (PreK-3). The course deals with the instructional methods and materials for teaching primary school mathematics. Prerequisite: Admission to Teacher Education. 2 hours
- 3313 **ELEMENTARY MATH METHODS**
Designed to familiarize prospective elementary teachers with the content, scope, and sequence of mathematics for the elementary grades (PreK-8). The course deals with the instructional methods and materials for teaching elementary school mathematics. Prerequisite: Admission to Teacher Education. 3 hours
- 4003 **SOCIAL STUDIES IN THE ELEMENTARY SCHOOL**
Adaptation of the subject matter, methods, and materials in social studies subjects to the needs and maturity levels of elementary school children. Prerequisite: Admission to Teacher Education. 3 hours
- 4233 **EARLY CHILDHOOD EDUCATION: CURRICULUM AND PROGRAM PLANNING**
Must be taken in conjunction with EDUC 4412; familiarizes students with scope of major academic areas, organization, and planning that is part of the curriculum for early childhood education. Prerequisites: EDUC 3303, EDUC 3443, EDUC 4313, *and* admission to Teacher Education. 3 hours
- 4313 **CHILD GUIDANCE**
Study of the developmental needs and behavior of young children with emphasis on principles of guidance and methods of working with children and parents. Required: observation and participation in Child Development Center. Prerequisites: EDUC 3443 *and* admission to Teacher Education. 3 hours
- 4323 **READING III: ASSESSMENT AND INSTRUCTION OF LITERACY**
Study of strategies to link theory to practice in assessing and extending literacy development. Attention to assessment techniques, designing and implementing instructional plans, developing literacy programs, and working with assigned student for practicum experience. Prerequisites: EDUC 3003, EDUC 2323, EDUC 3222, *and* admission to Teacher Education. 3 hours

- 4412 EARLY CHILDHOOD EDUCATION: PRACTICUM
Participation in the USAO Child Development Center. Experiences related to guidance, planning, implementing, and evaluating activities. Prerequisites: EDUC 3303, EDUC 3443, EDUC 4313, *and* admission to Teacher Education. Co-requisite: EDUC 4233. 2 hours
- 4880 SPECIAL TOPICS
Special topics in the area of education. 1-4 hours (may be repeated for a total of 6 hours). Prerequisite: Admission to Teacher Education.
- 4900 WORKSHOP
Treatment of related topics and problems in education. 1-6 hours (may be repeated for total of 9 hours with change each enrollment in title and content).
- 4990 TUTORIAL
Independent study in education under faculty supervision. 1-4 hours (may be repeated for a total of 9 hours with change in title and content). Prerequisite: Admission to Teacher Education.

EDUCATION OF THE DEAF

This program prepares individuals to teach deaf and hard-of-hearing children. Graduates are eligible for certification by both the Oklahoma State Department of Education and the Council on Education of the Deaf to teach deaf students in grades PK-12.

Bachelor of Science in Education of the Deaf

Required Professional Education Core (26 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
EDUC 2002	Orientation to Teaching	2
EDUC 2022	Education of the Exceptional Child	2
EDUC 2103	Human Development and Learning	3
EDUC 3102	Educational Psychology	2
EDUC 3343	Educational Media and Technology	3
EDUC 4305*	Student Teaching in Elementary School	5
EDUC 4405*	Student Teaching in Secondary School	5
EDUC 4442	Classroom Management & Evaluation Theory	2
EDUC 4542*	Applied Professional Studies	2

**Courses must be taken currently*

Required Core for Education of the Deaf (40 hours):

DFED 1102	Foundations I	2
DFED 1202	Foundations II	2
DFED 1213	American Sign Language I	3
DFED 2042	Practicum I	2
DFED 2113	American Sign Language II	3
DFED 2123	Language Development I	3
DFED 2133	Aural/Oral Communication I	3
DFED 2213	American Sign Language III	3
DFED 2232	Aural/Oral Communication II	2
DFED 3042	Practicum II	2
DFED 3112	American Sign Language IV	2
DFED 3123	Language Development II	3
DFED 3223	Language Development III	3
DFED 3254	Curriculum and Instruction I	4
DFED 4153	Curriculum and Instruction II	3

Specialization Component: At least 20 hours from either elementary or secondary education.

Other required courses in addition to the general education requirements include: 2 hours of language arts electives, 9 hours of math electives, and 6 hours of science electives.

COURSE LISTINGS in EDUCATION of the DEAF

- 1102 FOUNDATIONS OF EDUCATION OF THE DEAF I
Overview of philosophical, historical, and cultural aspects of deafness and deaf education. 2 hours
- 1202 FOUNDATIONS OF EDUCATION OF THE DEAF II
Continuation of DFED 1102. Prerequisite: DFED 1102. 2 hours
- 1213 AMERICAN SIGN LANGUAGE I
Study of the basic grammar and vocabulary of American Sign Language (ASL); geared toward the beginning sign language student with little or no exposure to sign language. 3 hours
- 2042 PRACTICUM I
Scheduled and supervised observation in a classroom of deaf and/or hard-of-hearing students (75 clock-hours minimum). 2 hours
- 2113 AMERICAN SIGN LANGUAGE II
Continuation of DFED 1213: study of the physical components of ASL, including facial expressions, directional cues, and spatial location associated with ASL grammar. Completion of this course with a "C" or above satisfies the requirement of "exhibiting competency in a foreign language at the novice high level" for an Oklahoma teaching certificate. Prerequisite: DFED 1213 or equivalent. 3 hours
- 2123 LANGUAGE DEVELOPMENT I
Study of English language (linguistic), acquisition and use of language (psycholinguistics), and implications for the education of deaf and hard-of-hearing infants, children, and youth. 3 hours
- 2133 AURAL/ORAL COMMUNICATION I
Study of components, processes, and principles of aural-oral communication, including methods of assessing and developing aural-oral abilities in deaf and hard-of-hearing in infants, children, and youth. 3 hours
- 2213 AMERICAN SIGN LANGUAGE III
Advanced course in ASL: study of cultural aspects of communication in ASL with emphasis on conversational ASL. Prerequisite: DFED 1213, DFED 2113, *or* equivalent. 3 hours
- 2232 AURAL/ORAL COMMUNICATION II
Continuation of DFED 2133. Prerequisite: DFED 2133. 3 hours
- 2880 SPECIAL TOPICS
Special topics in education of the deaf. 1-4 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP
Related topics and problems in education of the deaf. 1-3 hours.
- 2990 TUTORIAL
Independent study in education of the deaf under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).
- 3042 PRACTICUM II
Scheduled and supervised observation and participation in a classroom for deaf and/or hard-of-hearing students (75 clock-hours minimum). 2 hours

- 3112 AMERICAN SIGN LANGUAGE IV
Capstone course in ASL with emphasis on expressive and receptive skills demonstrative through various projects; students should have advanced skills in ASL grammar, cultural behaviors, and conversational skills. Prerequisites: DFED 1213, DFED 2113, DEFD 2213, *or* equivalents. 2 hours
- 3123 LANGUAGE DEVELOPMENT II
Study of factors that influence acquisition of receptive and expressive language abilities in pre-primary and school-age deaf children and of principles, methods, and techniques that may facilitate language acquisition process. Prerequisite: DFED 2123. 3 hours
- 3223 LANGUAGE DEVELOPMENT III
Continuation of DFED 3123, with emphasis on development of secondary-level literacy skills. Prerequisites: DFED 2123 and DFED 3123. 3 hours
- 3254 CURRICULUM DEVELOPMENT AND INSTRUCTION I - METHODS FOR THE DEAF
Study and application of principles and methods of planning and implementing appropriate and effective educational programs for deaf and hard-of-hearing students. Prerequisites: DFED 3123, DFED 3223, or permission of instructor *and* admission to Teacher Education. 4 hours
- 4153 CURRICULUM DEVELOPMENT AND INSTRUCTION II- METHODS FOR THE DEAF
Continuation of DFED 3254. Prerequisites: DFED 3123, DFED 3223, DFED 3254, or permission of instructor *and* admission to Teacher Education. 3 hours
- 4880 SPECIAL TOPICS
Special topics in education of the deaf. 1-4 hours (may be repeated for total of 6 hours).
- 4900 WORKSHOP
Related topics and problems in education of the deaf. 1-3 hours.
- 4990 TUTORIAL
Independent study in education of the deaf under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).

SPEECH-LANGUAGE PATHOLOGY

Completion of course work and a practicum in speech-language pathology meets the requirements for admission to graduate school. Students who enter this program are required to maintain a 3.0 grade point average or higher.

For a standard teaching certificate, a student *must* obtain a master's degree in speech-language pathology from an approved program.

Bachelor of Science in Speech-Language Pathology

Required Professional Education Core (11 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
EDUC 2002	Orientation to Teaching	2
EDUC 2011	Directed Field Experiences I	1
EDUC 2022	Education of the Exceptional Child	2
EDUC 2103	Human Development and Learning	3
SLPA 4633	Speech-Language Pathology in the School	3

+Required Related Electives (20 hours): Electives should be related to speech-language pathology, approved by advisor; students should consult advisor for list of suggested electives.

Required Courses in Speech-Language Pathology (44 hours):

SLPA 1123	Introduction to Speech-Language Pathology	3
SLPA 1143	Phonetics	3
SLPA 1153	Normal Speech & Language Development	3
SLPA 2011	Field Observation	1
SLPA 2103	Anatomy & Physiology of the Speech/Hearing Mechanisms	3
SLPA 2113	Audiology	3
SLPA 2123	Articulation Disorders	3
SLPA 2342	Language Disorders I	2
SLPA 2652	Diagnostic Methods in Speech-Language Pathology	2
SLPA 3113	Clinical Procedures in Speech-Language Pathology	3
SLPA 3123	Language Disorders II	3
SLPA 3642	Clinical Practicum in Speech-Language Pathology I	2
SLPA 3653	Speech Reading/Auditory Training/Aural Rehabilitation	3
SLPA 4102	Clinical Practicum in Speech-Language Pathology II	2
SLPA 4602	Stuttering	2
SLPA 4613	Organic Disorders	3
SLPA 4623	Voice Disorders	3

COURSE LISTINGS in SPEECH-LANGUAGE PATHOLOGY

- 1123 INTRODUCTION TO SPEECH-LANGUAGE PATHOLOGY
Survey of speech-language pathology as interdisciplinary behavioral science, including information relating to diagnosis and remediation of communicative disorders. 3 hours
- 1143 PHONETICS
Study of the phonemes of the American-English language; practical use of the International Phonetic Alphabet will be emphasized. 3 hours
- 1153 NORMAL SPEECH AND LANGUAGE DEVELOPMENT
Study of the acquisition and development of speech and language as social behavior, including a review of past and present linguistic theories. 3 hours
- 2011 FIELD OBSERVATION
Directed observations of speech and language evaluations and therapy with emphasis on development of teaching strategies and roles of a speech/language pathologist. 1 hour
- 2103 ANATOMY AND PHYSIOLOGY OF THE SPEECH AND HEARING MECHANISMS
Study of the structure and function of the vocal mechanism, the ear, and nervous system as they relate to production of speech. 3 hours
- 2113 AUDIOLOGY
Structure and function of the hearing mechanism, nature of sound and its relationship to hearing, etiologies of hearing disorders, audiometric assessment procedures, differential diagnosis of hearing disorders, and types of amplification. 3 hours
- 2123 ARTICULATION DISORDERS
Articulatory disorders as they relate to acquisition, appraisal, differential diagnosis, and remediation. 3 hours

- 2342 LANGUAGE DISORDERS I
Receptive/expressive language disorders and delays in children, including those associated with mental retardation, learning disability, autism, and hearing impairment. 2 hours
- 2652 DIAGNOSTIC METHODS IN SPEECH-LANGUAGE PATHOLOGY
Principles and methods used in formal and informal evaluation and diagnosis of communication disorders in individuals from birth through adulthood. 2 hours
- 2880 SPECIAL TOPICS
Special topics in speech-language pathology. 1-4 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP
Related topics and problems in speech-language pathology. 1-3 hours
- 2990 TUTORIAL
Independent study in speech-language pathology under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).
- 3113 CLINICAL PROCEDURES IN SPEECH-LANGUAGE PATHOLOGY
Methods, materials, and techniques utilized in remediation of communication disorders in children and adults and their practical application in individual and group therapy situations. 3 hours
- 3123 LANGUAGE DISORDERS II
Acquired aphasia in adults resulting from CVA or other trauma, current issues and trends in the field, and diagnostic and remedial procedures. 3 hours
- 3642 CLINICAL PRACTICUM IN SPEECH-LANGUAGE PATHOLOGY I
Clinical practicum in individual and group therapy and diagnostic evaluations at on-campus and off-campus sites (minimum of 25 supervised and documented clock-hours). Prerequisites: 20 hours of SLPA courses, including SLPA 2011, SLPA 2652, and SLPA 3113, and minimum overall GPA of 3.0. 2 hours
- 3653 SPEECH READING/AUDITORY TRAINING/AURAL REHABILITATION
Speech, reading, and auditory training techniques used for the habilitation and rehabilitation of the hearing-impaired. 3 hours
- 4102 CLINICAL PRACTICUM IN SPEECH-LANGUAGE PATHOLOGY II
A continuation of SLPA 3642 (minimum of 60 supervised and documented clock-hours is required). Prerequisite: SLPA 3642. 2 hours
- 4602 STUTTERING
Overview of stuttering, historical perspectives, theories on etiology, current research and treatment approaches. 2 hours
- 4613 ORGANIC DISORDERS
Nature and treatment of organically based speech disorders, including cerebral palsy and progressive neurological disorders and their associated dysarthria and apraxias. Prerequisite: SLPA 2103. 3 hours
- 4623 VOICE DISORDERS
Nature of voice disorders, diagnostic implications, and remediation approaches. Prerequisite: SLPA 2103. 3 hours
- 4633 SPEECH-LANGUAGE PATHOLOGY IN THE SCHOOL (*Speech Pathology Majors Only*)
A course designed to prepare pre-service speech-language pathologists for independent organization and management of speech/language programs both in public schools and other clinical settings. 3 hours

- 4880 SPECIAL TOPICS
Special topics in speech-language pathology. 1-4 hours (may be repeated for total of 6 hours).
- 4900 WORKSHOP
Related topics and problems in speech-language pathology. 1-3 hours
- 4990 TUTORIAL
Independent study in speech-language pathology under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).

Division of Science and Physical Education

SCIENCES

We now live in the 21st century in which graduates need to be more literate with regard to mathematical and scientific principles, and computer technology. USAO strives, therefore, for graduates who have a strong ethical sense and an understanding of how mathematics and science interface with the other components of the liberal arts. Majors include biology, chemistry, computer science, mathematics, natural science, and physics. Students wishing to obtain a teaching certificate must complete the degree requirements for a chosen major, as well as the course requirements for teacher certification. The department also provides pre-professional preparation in dentistry, medicine, nursing, pharmacy, veterinary medicine, and various paramedical fields.

BIOLOGY

USAO's biology curriculum provides the student with both an introduction to and a competency in the study of living organisms and encourages the student to develop the skills of independent and critical thought. It also seeks to provide a flexible program to meet the needs of students wishing to enter any of the numerous careers open to them as biology majors. A student may pursue the Bachelor of Science degree with a major in biology. A minor in biology is also available.

Bachelor of Science in Biology

Total hours required: 78-80.

Biology Courses (43-44 hours)

<i>Courses</i>	<i>Title</i>	<i>Hours Required (22)</i>	
BIOL 1011	General Botany Lab	1	
BIOL 1013	General Botany	3	
BIOL 1111	General Zoology	1	
BIOL 1113	General Zoology	3	
BIOL 1222	Biological & Medical Terminology	2	
	BIOL 3331 General Genetics Lab		1
BIOL 3333	General Genetics	3	
BIOL 3511	Cellular & Molecular Biology Lab	1	
BIOL 3523	Cellular & Molecular Biology	3	
BIOL 3811	Basic Microbiology Lab	1	
BIOL 3813	Basic Microbiology	3	
<i>Elective Course</i>	<i>Title</i>	<i>Hours Required (21-22)</i>	
BIOL 2201	Comparative Vertebrate Anatomy Lab	1	

BIOL 2203	Comparative Vertebrate Anatomy	3
BIOL 2251	Human Anatomy Lab	1
BIOL 2253	Human Anatomy	3
BIOL 2880	Special Topics	1-4
BIOL 2900	Workshop	1-4
BIOL 2990	Tutorial	1-4
BIOL 3104	Principles of Evolution	4
BIOL 3011	Taxonomy of Vascular Plants Lab	1
BIOL 3013	Taxonomy of Vascular Plants	3
BIOL 3121	Human Physiology Lab	1
BIOL 3123	Human Physiology	3
BIOL 3201	Vertebrate Embryology Lab	1
BIOL 3203	Vertebrate Embryology	3
CHEM 3211	Biochemistry Lab	1
CHEM 3323	Biochemistry	3
BIOL 3401	Principles of Ecology	1
BIOL 3403	Principles of Ecology	3
BIOL 3901	Immunology Lab	1
BIOL 3913	Immunology	3
BIOL 4403	Virology	3
BIOL 4401	Virology Lab	1
BIOL 4800	Biological Projects	1-4
BIOL 4900	Workshop	1-4
BIOL 4990	Tutorial	1-4

Chemistry Courses (16-17 hours)

<i>Courses</i>	<i>Title</i>	<i>Hours Required (13)</i>
CHEM 1111	Chemistry I Lab	1
CHEM 1113	Chemistry I	3
CHEM 1121	Chemistry II Lab	1
CHEM 1123	Chemistry II	3
CHEM 3302	Organic Chemistry I Lab	2
CHEM 3303	Organic Chemistry I	3

<i>Elective Courses</i>	<i>Title</i>	<i>Hours Required (4-5)</i>
CHEM 3312	Organic Chemistry II Lab	2
CHEM 3313	Organic Chemistry II	3
CHEM 3011	Analytical Chemistry Lab	1
CHEM 3013	Analytical Chemistry	3

Physics Courses (10 hours)

<i>Courses</i>	<i>Title</i>	<i>Hours Required (10)</i>
PHYS 1301	General Physics I Lab	1
PHYS 1401	General Physics II Lab	1
PHYS 2114	General Physics I	4
PHYS 2124	General Physics II	4

Mathematics Courses (9 hours)

<i>Courses</i>	<i>Title</i>	<i>Hours Required (9)</i>
MATH 1513	College Algebra	3
MATH 1613	Trigonometry	3
MATH 2203	Elementary Statistics	3
OR		
MATH 1743	Calculus & Analytic Geometry I	3

Exit Requirements:

1. Must schedule and satisfactorily complete the exit exam which may include both a written and an oral section. (see item "d" under general requirements for graduation.)

1. If transfer students require additional upper-level hours for graduation, they must select them from the following: IDS 3223, IDS 3313, IDS 3323, IDS 4333, IDS 4522, and NSCI 2700 or NSCI 2701.

Must complete an exit portfolio in conjunction with NSCI 2700 and/or NSCI 2701 each fall and spring trimester.

Minor in Biology

24 hours, including BIOL 1011, BIOL 1013, BIOL 1111, BIOL 1113, *plus* additional hours of biology to be selected with approval of biology advisor.

COURSE LISTINGS in BIOLOGY

- 1011 GENERAL BOTANY LAB
This course will cover the anatomy of plants, reproduction and molecular botany techniques. Co-requisite BIOL 1013. 1 hour
- 1013 GENERAL BOTANY
Survey of plant kingdom, including algae, fungi, and higher plants with emphasis on structure, life processes, and reproduction of higher plants. 3 hours
- 1111 GENERAL ZOOLOGY LAB
Basic principles of zoology with emphasis on structure and classification in a laboratory setting. Co-requisite BIOL 1113. 1 hour
- 1113 GENERAL ZOOLOGY
Major biological principles and concepts illustrated in structure and function of animals; emphasis is on vertebrate self-regulatory mechanisms and adaptive significance. Three lectures and one 3-hour laboratory per week. 3 hours
- 1222 BIOLOGICAL AND MEDICAL TERMINOLOGY
Basic biological and medical terms; Greek and Latin origins of commonly used prefixes, roots, and suffixes; and current uses and interpretations of these terms. Two 1-hour lectures and exams per week. 2 hours
- 2201 COMPARATIVE VERTEBRATE ANATOMY LAB
Laboratory study and dissection of selected vertebrates. Co-requisite: BIOL 2203. 1 hour
- 2203 COMPARATIVE VERTEBRATE ANATOMY
Study of anatomy and evolutionary development of vertebrate organ systems. Three lectures and one 3-hour laboratory per week. Prerequisite: BIOL 1113. 3 hours
- 2251 HUMAN ANATOMY LAB
Laboratory study of tissues and organ systems. Co-requisite: 2253. 1 hour
- 2253 HUMAN ANATOMY
Development and gross morphology of the human body and its systems. Three lectures and one 3-hour laboratory per week. 3 hours
- 2880 SPECIAL TOPICS
Special topics in biology. 1-4 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP

Guided study in biology under faculty supervision. Topics and methods of instruction may vary. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).

- 2990 TUTORIAL
Independent study in biology under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).
- 3011 TAXONOMY OF VASCULAR PLANTS LAB
Field trips are required.
- 3013 TAXONOMY OF VASCULAR PLANTS
Classification and identification of flowering plants with emphasis on Oklahoma flora; consideration given to ecological and economic importance of selected plant groups. 3 hours
- 3104 PRINCIPLES OF EVOLUTION
Processes of evolution with emphasis on differentiation, speciation, natural selection within populations, the nature of species, and evolution above the species level. Four lectures per week. Prerequisites: BIOL 1013 *and* BIOL 1113. 4 hours
- 3121 HUMAN PHYSIOLOGY LAB
Laboratory study of human physiological systems. Co-requisite: BIOL 3123. 1 hour
- 3123 HUMAN PHYSIOLOGY
Functions of the organ systems of the human body (e.g., circulation, digestion, respiration, excretion, reproduction, nervous, muscular, endocrine) and basic relationships between these systems (e.g., metabolism and homeostasis). Three lectures and one 3-hour laboratory per week. Prerequisites: BIOL 1113 *or* BIOL 2253, *plus* CHEM 1111 and CHEM 1113. 3 hours
- 3201 VERTEBRATE EMBRYOLOGY LAB
Laboratory studies of protochordate, frog, chick, and mammal development. Co-requisite: 3203. 1 hour
- 3203 VERTEBRATE EMBRYOLOGY
Development of the vertebrate body from gamete formation through early organ formation; development of frog, chicken, and pig studied in laboratory. Three lectures and one 3-hour laboratory per week. Prerequisites: BIOL 1113 *and* an anatomy course. 3 hours
- 3331 GENERAL GENETICS LAB
This laboratory will investigate principles of genetics using DNA and other organisms such as bacteria, fruit flies
and corn. Co-requisite BIOL3333. 1 hour
- 3333 GENERAL GENETICS
Principles of inheritance at the gene, chromosome, and population levels; nature of genetic material and its involvement in determination of structure and function. Three lectures and one 3-hour laboratory per week. Prerequisites: BIOL 1013, BIOL 1113, one year of general chemistry (biochemistry is also recommended), MATH 1513 *and* MATH 2203. 3 hours
- 3401 PRINCIPLES OF ECOLOGY LAB
Laboratory and field studies of organisms, populations and ecosystems. Co-requisite: BIOL 3403. 1 hour
- 3403 PRINCIPLES OF ECOLOGY
Relationships of plants, animals, and microorganisms to each other and to their physical environments. Study of succession in different community types. Various sampling techniques discussed and used in laboratory and field work. Three lectures and one 3-hour laboratory per week; field trips required. Prerequisites: BIOL 1013,

- BIOL 1113, *either* BIOL 2004 *or* BIOL 3013, MATH 1513, MATH 2203, *and* 1 year of general chemistry. 3 hours
- 3511 CELLULAR & MOLECULAR BIOLOGY LAB
This course will cover cell molecular techniques such as DNA and protein electrophoresis, chromatography, polymerase chain reaction of student's DNA, sequencing, cloning in bacteria and cell culture. Laboratory-1 3 hour lab. Co-requisite with BIOL 3523.
- 3523 CELLULAR & MOLECULAR BIOLOGY
This course provides a comprehensive overview of the organization and activities of cells, with emphasis on the ultra-structure and function of cellular organelles. Topics to be covered include general cell structure, signal transduction, protein processing, cytoskeletal structures, gene regulation and cell cycle control. Pre-requisites: BIOL 1013 and 1011, BIOL 1113 and 1111, CHEM 3303 and CHEM 3313 or permission of instructor. 3 hours
- 3811 BASIC MICROBIOLOGY LAB
This course will cover the basic techniques for the examination, cultivation and identification of microorganisms. Laboratory-2 1 hour lab. Co-requisite with BIOL 3813.
- 3813 BASIC MICROBIOLOGY
This course is an introduction to microorganisms including the morphology, physiology, genetics, taxonomy, and cultivation of bacteria, viruses, fungi, and protozoans with an emphasis on medically relevant bacteria. Pre-requisites: BIOL 1013 and 1011, BIOL 1113 and 1111, CHEM 1113 and CHEM 1111 or permission of instructor. 3 hours
- 3901 IMMUNOLOGY LAB
This course will cover classical and current immunology techniques such as radial immunodiffusion, Ouchterlony, ELISA, immunoelectrophoresis, and Western Blot analysis. Co-requisite: BIOL 3913. 1 hour
- 3913 IMMUNOLOGY
This course is an extensive overview of the human immune system with topics to include the development of the innate and acquired immunity, complement fixation and disorders of the immune system. Pre-requisites: BIOL 3813 and BIOL 3811, and BIOL 3523 and BIOL 3511. 3 hours
- 4401 VIROLOGY LAB
This course will provide the student with an overview of basic virological methods such as cell culture, plaque assays and virus detection with various techniques. Laboratory-1 3 hour lab. Co-requisite with BIOL 4403.
- 4403 VIROLOGY
This course provides a comprehensive overview of the structure, function, and classification of viruses, and their impact on modern society and the biological world. This course will investigate viruses from nucleic acid replication to capsid assembly to infection of additional cells. Pre-requisites: BIOL 3523 and BIOL 3511 or permission of instructor. 3 hours
- 4800 BIOLOGICAL PROJECTS
Research and seminar projects; may be taken unlimited number of times. 1-3 hours (credit to be arranged by instructor). Prerequisites: 8 hours of biology *and* permission of instructor.
- 4900 WORKSHOP
Related topics and problems in biology. 1-6 hours (may be repeated for total of 9 hours with change in title and content). Prerequisites: 8 hours of biology *and* permission of instructor.
- 4990 TUTORIAL
Independent study in biology under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content). Prerequisites: 8 hours of biology *and* permission of instructor.

CHEMISTRY

Chemistry deals with the study of matter and its interactions. The chemistry major at USAO receives theoretical instruction and laboratory experiences in each of the major disciplines of chemistry. The laboratory experience covers standard bench chemistry and instrumental methods using the computerized instrumentation found in the industrial laboratory.

Students are prepared for careers in a broad range of chemical enterprises or for further study in graduate school.

Bachelor of Science in Chemistry

Required Chemistry Core (41 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
CHEM 1111	General Chemistry Lab I	1
CHEM 1113	General Chemistry I	3
CHEM 1121	General Chemistry Lab II	1
CHEM 1123	General Chemistry II	3
CHEM 3011	Analytical Laboratory	1
CHEM 3013	Analytical Chemistry	3
CHEM 3021	Instrumental Laboratory	1
CHEM 3023	Instrumental Chemistry	3
CHEM 3302	Organic Chemistry I Laboratory	2
CHEM 3303	Organic Chemistry I	3
CHEM 3312	Organic Chemistry II Laboratory	2
CHEM 3313	Organic Chemistry II	3
CHEM 3321	Biochemistry Laboratory	1
CHEM 3323	Biochemistry	3
CHEM 4411	Physical Chemistry I lab	1
CHEM 4413	Physical Chemistry I	3
CHEM 4421	Physical Chemistry II Lab	1
CHEM 4423	Advanced Inorganic Chemistry	3
CHEM 4433	Physical Chemistry II	3

Supporting Courses (22 hours)

PHYS 1301	General Physics Lab I	1
PHYS 1401	General Physics Lab II	1
PHYS 2114	General Physics I	4
PHYS 2124	General Physics II	4
<i>and</i>		
MATH 1743	Calculus & Analytic Geometry I	3
MATH 2203	Elementary Statistics	3
MATH 2223	Calculus & Analytic Geometry II	3
MATH 2243	Calculus & Analytic Geometry III	3
MATH 3243	Calculus & Analytic Geometry IV	3

Recommended Science Electives:

CSCI 2143	Programming in "C/C++I"	3
CHEM 4450	Research in Chemistry	1-3

Exit requirement:

- The chemistry degree requires an exit portfolio completed in conjunction with enrollment in colloquium (NSCI 2700 or NSCI 2701) each fall and spring trimester.
- Completion of exit exam (see item "d" under general graduation requirements, pg. 18)

Minor in Chemistry

20 hours to be selected with the approval of a chemistry advisor

COURSE LISTINGS in CHEMISTRY

- 1111 GENERAL CHEMISTRY LABORATORY I
A study of the general principles of chemistry. Co-requisite: CHEM 1113. 1 hour
- 1113 GENERAL CHEMISTRY I
Study of general principles of chemistry, including atomic structure, bonding, states of matter, equilibrium, kinetics, thermo chemistry, acids and bases, Lewis Structures and oxidation / reduction. Prerequisite: No math deficiency. Co-requisite: CHEM 1111. 3 hours
- 1121 GENERAL CHEMISTRY LABORATORY II
Continuation of CHEM 1111. Prerequisites: CHEM 1111 *and* CHEM 1113. Co-requisite: CHEM 1123. 1 hour
- 1123 GENERAL CHEMISTRY II
Study of the general principles of chemistry, including kinetics, equilibrium, acids and bases, complex ions, spontaneity of reaction, electrochemistry, nuclear reactions and organic chemistry. Prerequisites: CHEM111, CHEM1113, and MATH 1513. Co-requisite: CHEM 1121. 3 hours
- 2880 SPECIAL TOPICS
Special topics in chemistry. 1-4 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP
Guided study in chemistry under faculty supervision; various topics and methods. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).
- 2990 TUTORIAL
Independent study in chemistry under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with - change in title and content).
- 3011 ANALYTICAL LABORATORY
Laboratory experiments in quantitative analysis, including gravimetric and volumetric techniques. Volumetric analysis includes precipitation, acid-base, complexometric, and redox titrations. Preparation of samples and statistical treatment of results are included. 1 hour
- 3013 ANALYTICAL CHEMISTRY
Study of modern theories of solutions, separation techniques and methods of analysis. Prerequisite: CHEM 1123. Co-requisite: CHEM 3011. 3 hours
- 3021 INSTRUMENTAL LABORATORY
Laboratory experiments using instrumentation, including UV-visible spectroscopy, AA spectroscopy, IR spectroscopy, gas chromatography, high performance liquid chromatography, and ion-selective electrodes. Analysis of NMR and mass spectra are also included. 1 hour
- 3023 INSTRUMENTAL ANALYSIS
Introduction to instrumental methods of analysis, with emphasis on spectrophotometric methods and gas and high-performance liquid chromatography. Prerequisite: CHEM 3013. Co-requisite: CHEM 3021. 3 hours
- 3301 SEMINAR
Topic to be selected according to student and instructor interests. Prerequisite: permission of instructor. 1 hour
- 3302 ORGANIC CHEMISTRY I LABORATORY
The first part of the course is to teach basic organic laboratory principles, techniques of compound isolation/purification, and other operations. The remaining part of the course is to provide the students with some basic organic synthetic skills. Co-requisite: CHEM 3303. 2 hours

- 3303 ORGANIC CHEMISTRY I
Study of principles of organic chemistry. Co-requisite: CHEM 3302. 3 hours
- 3312 ORGANIC CHEMISTRY II LABORATORY
The first part of the course emphasized organic compound syntheses and analyses using modern spectroscopic techniques: UV, IR, MS, ^1H - and ^{13}C -NMR. The last part of the course provides the students the opportunity to carry out experiments on qualitative organic analysis. Co-requisite: CHEM 3313. 2 hours
- 3313 ORGANIC CHEMISTRY II
Continuation of CHEM 3303. Prerequisite: CHEM 3303. Co-requisite: CHEM 3312. 3 hours
- 3321 BIOCHEMISTRY LABORATORY
Laboratory experiments involving qualitative and quantitative identification of biomolecules including sugars, proteins, electrolytes, nucleic acids, fatty acids and enzymes using spectrophotometric, GC, and HPLC techniques. 1 hour
- 3323 BIOCHEMISTRY
Introduction to broad field of biochemistry, includes a study of proteins, nucleic acids, carbohydrates, lipids, enzymes, and intermediary metabolism. Prerequisite: CHEM 3313. 3 hours
- 4411 PHYSICAL CHEMISTRY LABORATORY I
Theory of errors and selected experiments in physical phenomena. Co-requisite: CHEM 4413. 1 hour
- 4413 PHYSICAL CHEMISTRY I
Study of thermodynamics, equilibria, quantum theory, spectroscopy, kinetics, and solution processes. Prerequisites: PHYS 2124 *and* MATH 3243. Co-requisite: CHEM 4411. 3 hours
- 4421 PHYSICAL CHEMISTRY LABORATORY II
Measurement of fundamental constants and selected experiments in physical phenomena. Prerequisite: CHEM 4411. 1 hour
- 4423 ADVANCED INORGANIC CHEMISTRY
Study of topics of inorganic chemistry, molecular structure, acids and bases, coordination chemistry. Prerequisite: CHEM 4413. 3 hours
- 4433 PHYSICAL CHEMISTRY II
Continuation of CHEM 4413. Prerequisite: CHEM 4413. Co-requisites: CHEM 4421 *and* MATH 3243. 3 hours
- 4450 RESEARCH
Research in various topics and problems in chemistry; chosen in consultation with advisor. 1-3 hours
- 4880 SPECIAL TOPICS
Special topics in chemistry. 1-4 hours (may be repeated for total of 6 hours).
- 4900 WORKSHOP
Related topics and problems in chemistry. 1-6 hours (may be repeated for total of 9 hours with change in title and content).
- 4990 TUTORIAL
Independent study in chemistry under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).

COMPUTER SCIENCE

USAO offers an outstanding bachelor's degree program in computer science. USAO's unique Interdisciplinary Studies (IDS) program combined with technical courses in computer science, mathematics, and business produces graduates with a competitive advantage. IDS courses provide computer scientists with an integrated understanding of other disciplines

which have been recognized as important in the transfer of technology to other fields.

Students may select from one of two program tracks. The scientific track combines coursework in computer science with advanced mathematics, such as calculus, linear algebra, statistics, and numerical analysis for students interested in careers in scientific applications or in pursuing graduate work in computer science. The Management and Information Systems track combines courses in computer science with courses in accounting, economics, business administration, management, and marketing for students interested in seeking immediate business careers.

Regardless of which track is selected, students must complete a minimum of 40 hours of computer science coursework. Common to both tracks is a programming language core based upon two trimesters of C. The remainder of the computer science coursework is taken from computer organization, data base design, programming languages, operating systems, graphical user interface, object-oriented programming, and other special topics.

Most of USAO's computer science coursework is taught in a dedicated computer lab which has the latest, state-of-the-art facilities. These high-speed Windows-based microcomputers are networked together using Windows NT and Windows 2000 servers, each with a 100 megabit connection to the internet. These facilities provide an environment in which students will earn computing on systems that they will encounter when they leave USAO.

The computer science program recommends that computer science majors have their own Windows-based Pentium IV personal computer when they begin the program.

Bachelor of Science in Computer Science/ Scientific Track

Required Course Core (43 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
CSCI 2143	Programming in "C/C++" I	3
CSCI 2243	Programming in "C/C++" II	3
CSCI 2343	Programming in COBOL	3
CSCI 3043	Discrete Mathematics	3
CSCI 3143	Data Structure	3
CSCI 3443	Graphical User Interface/OOP	3
CSCI 3453	Computer Organization	3
CSCI 4153	Algorithm Analysis	3
CSCI 4163	Software Engineering	3
CSCI 4713	Operating Systems	3
CSCI 4911	Senior Colloquium	1

plus Required CSCI Electives* (choose 12 hours):

CSCI 4053	Data Base Design	3
CSCI 4143	Programming Languages	3
CSCI 4753	Computer Networks	3
CSCI 4880	Special Topics	1-4

**These electives are subject to change.*

Required Supporting Courses (18 hours):

MATH 1743	Calculus & Analytical Geometry I	3
MATH 2223	Calculus & Analytical Geometry II	3
MATH 2243	Calculus & Analytical Geometry III	3
MATH 3233	Linear Algebra	3
MATH 3243	Calculus & Analytical Geometry IV	3
MATH 4303	Probability/Statistics	3
MATH 4413	Numerical Analysis	3

**Bachelor of Science in Computer Science/
Management and Information Systems Track**

Required Course Core (40 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
CSCI 2143	Programming in "C/C++" I	3
CSCI 2243	Programming in "C/C++" II	3
CSCI 2343	Programming in COBOL	3
CSCI 2353	File Organization	3
CSCI 3143	Data Structure	3
CSCI 3443	Graphical User Interface/OOP	3
CSCI 3453	Computer Organization	3
CSCI 4053	Data Base Design	3
CSCI 4143	Programming Languages*	3
CSCI 4163	Software Engineering	3
CSCI 4243	Algorithm Analysis*	3
CSCI 4713	Operating Systems	3
CSCI 4753	Computer Networks*	3
CSCI 4880	Special Topics*	1-4
CSCI 4911	Senior Colloquium	1

** Choose three of these for 9 hours*

Supporting Courses (27 hours):

MATH 1513	College Algebra	3
MATH 2203	Elementary Statistics	3
<i>and</i>		
ACCT 2103	Principles of Accounting I	3
ACCT 2203	Principles of Accounting II	3
BADM 3223	Business Communication	3
BADM 3243	Principles of Marketing**	3
ECON 2113	Principles of Macroeconomics	3
ECON 2123	Principles of Microeconomics	3
MGMT 3253	Business Organization/Management	3
MGMT 3373	Human Resource Management**	3

*** Choose one of these for 3 hours*

COURSE LISTINGS in COMPUTER SCIENCE

- 1143 INTRODUCTION TO COMPUTER SCIENCE
General computer concepts including computer capabilities, data representation and programming techniques (BASIC language). 3 hours
- 2143 PROGRAMMING IN "C/C++" I
"C" I is an introduction to programming techniques and covers basic programming with functions. Character processing, data types, arrays and storage classes are included with an introduction to pointers. This is a foundation course for computer science majors and an introduction for general programming techniques. 3 hours
- 2243 PROGRAMMING IN "C/C++" II
"C" II is a continuation of "C" I and covers pointers in greater detail. Both linear and multidimensional arrays are introduced and then correlated to pointer access. Strings will be presented and pointer association with these

- and recursive techniques. File access will be complemented with software tools and an introduction to C++ and Object Oriented Programming. Prerequisite: CSCI 2143. 3 hours
- 2343 PROGRAMMING IN COBOL
General problem solving techniques and design of the COBOL language. Formulation and solution of representative business problems (such as payroll and inventory) using business-oriented language (COBOL). Prerequisites: IDS 2003 *or* CSCI 1143, *and* Math 0123. 3 hours
- 2353 FILE ORGANIZATION
File processing concepts, alternative file organization including sequential, indexed, and relative. Programming solution of practical business applications using alternate file organization methods. Prerequisite: CSCI 2343. 3 hours
- 2443 SYSTEM ANALYSIS & DESIGN
Principles, techniques, and procedures for analyzing, designing, and implementing systems for information management and application of business programs and database systems for implementation of representative systems. Prerequisite: CSCI 2353. 3 hours
- 2880 SPECIAL TOPICS
Special topics in computer science. 1-4 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP
Guided study in computer science under faculty supervision; various topics and methods of instruction. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).
- 2990 TUTORIAL
Independent study in computer science under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).
- 3043 DISCRETE MATHEMATICS
Mathematics for foundations of computer science. Topics include sets, functions, relations, symbolic logic, algebraic structures, graphs, and counting techniques. Prerequisite: MATH 1745 *or* permission of instructor. 3 hours
- 3143 DATA STRUCTURES
Study of data structures, including arrays, stacks, queues, linked lists, trees, sorting and files. Various algorithms studied and implemented on existing systems. Prerequisite: CSCI 2243. 3 hours
- 3443 GRAPHICAL USER INTERFACE/OBJECT ORIENTED PROGRAMMING
Graphical User Interface is an introduction to human-computer interaction and graphical user interfaces with object oriented programming. Topics include drawing in 2-D primitives, the 2-D graphic pipeline, human-computer interaction, window systems, and some extensions of 3-D graphics. Current graphics programming tools will be used with Objective-Oriented programming techniques. Prerequisite: CSCI 2243. 3 hours
- 3453 COMPUTER ORGANIZATION
Introduction to organizing and structuring hardware components of computers and the mechanics of information transfer and control. Prerequisite: CSCI 2543 *or* CSCI 2643. 3 hours
- 3880 SPECIAL TOPICS
Special topics in computer science. 1-4 hours (may be repeated for a total of 6 hours).
- 4053 DATA BASE DESIGN
Fundamental concepts of database design and management, including relational, network, and hierarchical database systems. Prerequisites: CSCI 2353 *and* CSCI 3143. 3 hours

- 4143 PROGRAMMING LANGUAGES
Introduction to structure and facilities of procedure-oriented programming languages. Several languages will be presented to demonstrate capabilities. Prerequisites: CSCI 2143, CSCI 2343, and CSCI 3143. 3 hours
- 4153 ALGORITHM ANALYSIS
Fundamental algorithms, including sorting, searching, string processing, graph algorithms, mathematical algorithms, and NP-complete problems. Prerequisite: CSCI 3143. 3 hours
- 4163 SOFTWARE ENGINEERING
Development of software as an engineering product which requires planning, analysis, design, implementation, and testing. Prerequisite: CSCI 2243 and junior- or senior-level standing. 3 hours
- 4453 COMPUTER ARCHITECTURE
Basic concepts of computer systems design and communication between components along with examples of architectures of different generations of computer systems. Prerequisite: CSCI 3453. 3 hours
- 4713 OPERATING SYSTEMS
Investigation of fundamental concepts of operating systems, including program management, input/output control systems, systems deadlock, and file management. Different operating systems compared. Prerequisite: CSCI 3143. 3 hours
- 4880 SPECIAL TOPICS
Special advanced topics in computer science in areas of formal language and JAVA, compiler theory, artificial intelligence, parallel processing, and network theory. 1-4 hours. Prerequisite: permission of instructor.
- 4900 WORKSHOP
Related topics and problems in computer science. 1-4 hours (may be repeated for total of 9 hours with change in title and content). Prerequisite: permission of instructor.
- 4990 TUTORIAL
Independent study in computer science under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).
- 4911 SENIOR COLLOQUIUM
A forum where faculty and students present new developments in computer science. Also, review of fundamental computer science concepts. Prerequisite: senior-level standing. 1 hour

MATHEMATICS

The USAO mathematics program is designed to meet the needs and interests of the general student, provide the mathematics background required by students in the physical and behavioral sciences, and develop the maturity and competence required by the student preparing for a teaching and/or research career in mathematics.

Bachelor of Science in Mathematics

Required Math Core (41 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
MATH 1513	College Algebra	3
MATH 1613	Trigonometry	3
MATH 1743	Calculus & Analytic Geometry I	3
MATH 2223	Calculus & Analytic Geometry II	3
MATH 2243	Calculus & Analytic Geometry III	3

MATH 3233	Linear Algebra *	3
MATH 3263	Calculus & Analytic Geometry IV	3
MATH 3253	Foundations of Mathematics	3
MATH 3313	Advanced Euclidean Geometry *	3
MATH 3323	Modern Algebra I	3
MATH 3333	Modern Algebra II *	3
MATH 3353	Differential Equations *	3
MATH 3363	Advanced Calculus I *	3
MATH 3373	Advanced Calculus II *	3
MATH 4303	Probability & Statistics I *	3
MATH 4403	Probability & Statistics II *	3
MATH 4413	Numerical Analysis *	3
MATH 4423	Complex Variable Theory *	3
<i>and</i>		
PHYS 2114	General Physics I	4
<i>* Choose 4 of these courses for a total of 12 hours</i>		

**Bachelor of Science in Mathematics/
Teacher Certification**

This program qualifies individuals to obtain an Oklahoma teaching certificate and teach mathematics in grades 5-12. For a program checklist for teacher certification, students should consult the mathematics education advisor.

Required Professional Education Core (34 hours)

Required Math Core (48 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
MATH 1513	College Algebra	3
MATH 1613	Trigonometry	3
MATH 1743	Calculus & Analytic Geometry I	3
MATH 2223	Calculus & Analytic Geometry II	3
MATH 2243	Calculus & Analytic Geometry III	3
MATH 3233	Linear Algebra	3
MATH 3263	Calculus & Analytic Geometry IV	3
MATH 3253	Foundations of Mathematics	3
MATH 3313	Advanced Euclidean Geometry	3
MATH 3323	Modern Algebra I	3
MATH 4303	Probability & Statistics I	3
MATH 4403	Probability & Statistics II	3
MATH 4463	Teaching Mathematics in Secondary School	3
<i>and</i>		
PHYS 1301	General Physics Laboratory I	1
PHYS 2114	General Physics I	4

Minor in Mathematics

18 hours in mathematics from the following (*with approval of math advisor*):

MATH 1743	Calculus & Analytic Geometry I	3
MATH 2223	Calculus & Analytic Geometry II	3
MATH 2243	Calculus & Analytic Geometry III	3
MATH 3233	Linear Algebra	3
MATH 3263	Calculus & Analytic Geometry IV	3
MATH 3253	Foundations of Mathematics	3
MATH 3313	Advanced Euclidean Geometry	3
MATH 3323	Modern Algebra I	3
MATH 3353	Differential Equations	3
MATH 4303	Probability and Statistics I	3
MATH 4403	Probability and Statistics II	3

COURSE LISTINGS in MATHEMATICS

0103 BASIC MATH SKILLS

Whole number, integer, and real number operations, fractions, decimals, ratio and proportion, percents. Tuition fee for a 3-hour course; no credit.

0123 BASIC ALGEBRA SKILLS

The real numbers, absolute value, polynomials, factoring, rational expressions, rational exponents, radicals, complex numbers, linear equations and applications, quadratic equations and applications, inequalities. Tuition fee for a 3-hour course; no credit. Prerequisite MATH 0103 or equivalent.

1513 COLLEGE ALGEBRA

Functions and graphs, quadratic equations including systems of quadratic equations; binomial theorem; progressions; logarithms; and exponential functions; determinants; inequalities. Prerequisite: MATH 0123 *or* an ACT mathematics score of 19 or higher. 3 hours

1613 TRIGONOMETRY

Study of trigonometric functions; identities; equations; and applications. Prerequisite or co-requisite: MATH 1513. 3 hours

1743 CALCULUS & ANALYTIC GEOMETRY I

Topics covered include equations of straight lines; conic sections; functions and their graphs; rates of change; limits and continuity of elementary functions; derivatives; applications of derivatives including extreme value problems and curve sketching. Prerequisites: MATH 1513 *and* MATH 1613 *or* the equivalent. 3 hours

2113 NUMBER SYSTEMS AND PROBLEM SOLVING

Inductive and deductive reasoning, relations and functions, number theory, the systems of whole numbers, integers, rational numbers and real numbers, mental math & estimation, proportional reasoning and percents. Prerequisites IDS 1223 or equivalent *and* MATH 0123 *or* an ACT mathematics score of 19 or higher. 3 hours

2203 ELEMENTARY STATISTICS

An introduction to statistical principles and probability, with applications in business, social and behavioral sciences. Prerequisite: MATH 0123 *or* an ACT mathematics score of 19 or higher. 3 hours

2213 FINITE MATH

Elements of set theory. Matrix and determinant, linear programming, decision theory, finance math, and probability theory. Prerequisite: MATH 0123 *or* an ACT mathematics score of 19 or higher. 3 hours

2223 CALCULUS & ANALYTIC GEOMETRY II

Topics covered include antiderivatives; definite integrals, indefinite integrals; applications of integrals; differential and integral calculus of transcendental functions. Prerequisite: MATH 1743. 3 hours

2243 CALCULUS & ANALYTIC GEOMETRY III

Topics covered include integration techniques; improper integral; sequences, infinite series, power series, calculus of polar curves, vector analysis. Prerequisite: MATH 2223. 3 hours

2880 SPECIAL TOPICS

Special topics in mathematics. 1-4 hours (may be repeated for total of 6 hours).

2900 WORKSHOP

Guided study in mathematics under faculty supervision; various topics and methods of instruction. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).

2990 TUTORIAL

Independent study in mathematics under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).

- 3113 FOUNDATIONS OF GEOMETRY AND MEASUREMENT
Spatial reasoning, constructions, congruence and similarity, concepts of measurement, motion geometry and tessellations, and graphical representations of data. Prerequisite: MATH 2113 *and* admission to Teacher Education. 3 hours
- 3233 LINEAR ALGEBRA
Systems of linear equations, vector spaces, linear transformations and matrices, dot products and cross products, eigenvalues, and eigenvectors. Prerequisite: MATH 1743 *or* equivalent. 3 hours
- 3253 FOUNDATIONS OF MATHEMATICS
Study of logic structure in mathematics, mathematical language and proof, set theory, relations and functions, and number system. Prerequisite: MATH 2223. 3hours
- 3263 CALCULUS & ANALYTIC GEOMETRY IV
Topics covered include vector calculus, multivariable functions and their derivatives; extreme values; Lagrange multipliers; multiple integrals; integration in vector fields. Prerequisite: MATH 2243. 3 hours
- 3313 ADVANCED EUCLIDEAN GEOMETRY
Logical structure and proofs in several geometries including affine, Euclidean and some finite geometries. Prerequisite *or* co-requisite: MATH 3253. 3 hours
- 3323 MODERN ALGEBRA I
Introduction to algebraic properties of groups, rings, fields and other abstract algebras. Prerequisite: MATH 3253. 3 hours
- 3333 MODERN ALGEBRA II
Continuation of MATH 3323. Prerequisite: MATH 3323. 3 hours
- 3353 DIFFERENTIAL EQUATIONS
Study of some ordinary differential equations, their applications, and methods of obtaining solutions. Prerequisite: MATH 3243. 3 hours
- 3363 ADVANCED CALCULUS I
Rigorous treatment of topics, including advanced topics in calculus of one variable, calculus of several variables, sequences and series, vector calculus, line and surface integrals. Green's and Stoke's theorems. Prerequisite: MATH 3243. 3 hours
- 3373 ADVANCED CALCULUS II
Continuation of MATH 3363. Prerequisite: MATH 3363. 3 hours
- 4303 PROBABILITY AND STATISTICS I
Probability and statistical theory including such topics as conditional probability; distributions; moment generating functions; estimation and confidence intervals. Prerequisite: MATH 2223. 3 hours
- 4403 PROBABILITY AND STATISTICS II
Continuation of MATH 4303. Study includes such topics as curve fitting; testing hypotheses; decision making; estimation; small sample distributions; nonparametric methods; regression; correlation and analysis of variance. Prerequisites: MATH 3243 *and* MATH 4303. 3 hours
- 4413 NUMERICAL ANALYSIS
Selected topics in this field including approximation theory; iterative methods for solving equations; interpolation; numerical differentiation and integration; and difference equations. Emphasis on methods of high speed computing. Prerequisites: CSCI 2243 *and* MATH 3243. 3 hours

- 4423 COMPLEX VARIABLE THEORY
Complex numbers, elementary functions and analytic functions, conformal mappings, complex integrals, power series, and integration by the method of residues. Prerequisite: MATH 3243. 3 hours
- 4450 SEMINAR
Selected topics in mathematics. Topic of study will vary; seminar may be repeated for additional credit with each change in content to total of 6 hours. 1-3 hours.
- 4463 TEACHING MATHEMATICS IN THE SECONDARY SCHOOL
Survey of methods and materials used in teaching mathematics in secondary school. Prerequisite: admission to Teacher Education in mathematics. Education credit only. 3 hours
- 4880 SPECIAL TOPICS
Special topics in mathematics. 1-4 hours (may be repeated for total of 6 hours).
- 4900 WORKSHOP
Related topics and problems in mathematics. 1-6 hours (may be repeated for total of 9 hours with change in title and content).
- 4990 TUTORIAL
Independent study in mathematics under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).

NATURAL SCIENCE

This degree is appropriate for those pursuing pre-health science programs, programs in science teaching certification, and health and science support services. Pre-health science majors should consult pre-health science requirements, as well as natural science degree requirements. Potential teachers also should consult certification requirements.

Bachelor of Science in Natural Science

Required Natural Science Core (61 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
BIOL 1011	General Botany Lab	1
BIOL 1013	General Botany	3
BIOL 1111	General Zoology Lab	1
BIOL 1113	General Zoology	3
BIOL 2251	Human Anatomy Lab	1
BIOL 2253	Human Anatomy	3
BIOL 3121	Human Physiology Lab	1
BIOL 3123	Human Physiology	3
BIOL 3331	General Genetics Lab	1
BIOL 3333	General Genetics	3
BIOL 3811	Basic Microbiology Lab	1
BIOL 3813	Basic Microbiology	3
CHEM 1111	General Chemistry I Laboratory	1
CHEM 1113	General Chemistry I	3
CHEM 1121	General Chemistry II Laboratory	1
CHEM 1123	General Chemistry II	3
CHEM 3303	Organic Chemistry I	3
CHEM 3302	Organic Chemistry Lab I	2
PHYS 1301	General Physics I Laboratory	1
PHYS 2114	General Physics I	4
PHYS 1401	General Physics II Laboratory	1
PHYS 2124	General Physics II	4

NSCI 2113	Geology/Oceanography	3
NSCI 2123	Meteorology/Astronomy	3
MATH 1513	College Algebra	3
MATH 1613	Trigonometry	3
MATH 2203	Elementary Statistics	3

Required Natural Science Electives (4 hours): *division approval required*
 Biology electives 4 hours 4

**Bachelor of Science in Natural Science/
 Teacher Certification**

This program qualifies individuals to obtain an Oklahoma teaching certificate and teach biology, physics, chemistry, earth science, physical science and general science in grades 6-12. For a program checklist for teacher certification in science, students should consult the science education advisor.

Professional Education Core (34 hours)
 Required Natural Science Core (58 hours)
 Required Natural Science Electives (4 hours)

COURSE LISTINGS in NATURAL SCIENCE

- 0123 GENERAL SCIENCE
 A general course in the biological and physical sciences that satisfies the requirement for meeting curricular deficiencies in this subject area. Required for students not meeting the science curricular requirement before taking other science courses including IDS 2013 and IDS 2023. No credit.
- 2113 GEOLOGY/OCEANOGRAPHY
 Basic topics and principles in geology and oceanography. 3 hours
- 2123 METEOROLOGY/ASTRONOMY
 Basic topics and principles in meteorology and astronomy. 3 hours
- 2423 SCIENCE IN THE ELEMENTARY SCHOOL
 Content, processes, and attitudes of science commonly included or related to today's curriculum in primary and intermediate school grades. Laboratory experiences in life, earth, and physical science included. Does not meet degree requirements for science majors. Prerequisite: admission to Teacher Education. 3 hours
- 2700 COLLOQUIUM IN THE SCIENCES
 Course provides a forum for student and faculty presentations, viewing of videotapes, organizing field trips, discussion of science and technology-related subjects and developing a broad understanding of the ideas and methods of science. The Colloquium will serve as the organizational and administrative vehicle for the completion of the science portfolio. All majors in biology, chemistry, medical technology, natural science and physics are required to participate each fall and spring trimester. Students in science-related fields are encouraged to participate. Attendance is open to all students.
- 2701 COLLOQUIUM IN THE SCIENCES
 Same as NSCI 2700, but with 1 hour credit granted.
- 2880 SPECIAL TOPICS
 Special topics in science. 1-3 hours (may be repeated for total of 6 hours).
- 2990 TUTORIAL
 Independent study in science under faculty supervision. 1-3 hours (may be repeated for total of 6 hours with change in title and topic).

- 4463 TEACHING SCIENCE IN SECONDARY SCHOOL
Methods of teaching science in secondary school. Prerequisite: admission to Teacher Education *and* permission of instructor. 3 hours
- 4522 SENIOR SCIENCE SEMINAR
A capstone experience in science to demonstrate academic development in the major field and science in general. Knowledge and the ability to communicate this orally and in written form will be demonstrated. All senior science majors will participate by turning in a completed portfolio, completing other exit requirements including senior oral and written examinations, and making a formal presentation to the science colloquium. 2 hours
- 4880 SPECIAL TOPICS
Special topics in science. 1-3 hours (may be repeated for total of 6 hours).
- 4990 TUTORIAL
Independent study in science under faculty supervision. 1-3 hours (may be repeated for total of 6 hours with a change in title and topic).

PHYSICS

The program in physics is designed to meet the needs of those students who wish to major in physics, as well as those who wish to major in science or who wish to enter pre-professional programs in health.

Bachelor of Science in Physics

Required Physics Core (30 Hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
PHYS 1301	General Physics Laboratory I	1
PHYS 1401	General Physics Laboratory II	1
PHYS 2114	General Physics I	4
PHYS 2124	General Physics II	4
PHYS 3104	Intermediate Laboratory	4
PHYS 3113	Physical Mechanics	3
PHYS 3213	Electricity and Magnetism -Field Theory	3
PHYS 4104	Advanced Laboratory	4
PHYS 4113	Waves and Physical Optics	3
PHYS 4313	Modern Physics	3

Supporting Courses (27 Hours):

MATH 1743	Calculus I	3
MATH 2203	Elementary Statistics	3
MATH 2223	Calculus II	3
MATH 3233	Linear Algebra	3
MATH 3243	Calculus III	3
<i>and</i>		
CHEM 1111	General Chemistry Laboratory I	1
CHEM 1121	General Chemistry Laboratory II	1
CHEM 1113	General Chemistry I	3
CHEM 1123	General Chemistry II	3
<i>and</i>		
CSCI 2143	Programming in "C/C++" I	3

Recommended Mathematics and Science Electives:

CHEM 4411	Physical Chemistry Laboratory I	1
CHEM 4413	Physical Chemistry I	3

CHEM 4421	Physical Chemistry Laboratory II	1
CHEM 4433	Physical Chemistry II	3
	<i>and</i>	
MATH 3353	Differential Equations	3
MATH 4413	Numerical Analysis	3

Minor in Physics

18 hours to be selected with approval of physics advisor.

COURSE LISTINGS in PHYSICS

- 1301 GENERAL PHYSICS LABORATORY I
Simple experiments concerning basic laws of physics. 1 hour
- 1401 GENERAL PHYSICS LABORATORY II
Simple experiments concerning basic laws of physics with emphasis on electrical measurements. 1 hour
- 2114 GENERAL PHYSICS I
Mechanics, heat, and wave motion. Prerequisites: MATH 1513 and MATH 1613. 4 hours
- 2124 GENERAL PHYSICS II
Continuation of PHYS 2114. Electricity and magnetism, physical optics, and modern physics. Prerequisite: PHYS 2114. 4 hours
- 2214 GENERAL PHYSICS FOR ENGINEERS I
Includes topics from mechanics, heat and wave motion. Co-requisite: MATH 1745. 4 hours
- 2224 GENERAL PHYSICS FOR ENGINEERS II
Continuation of PHYS 2214. Includes topics from electricity, magnetism and light. Prerequisite: PHYS 2214. Co-requisite: MATH 2223. 4 hours
- 2880 SPECIAL TOPICS
Special topics in physics. 1-4 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP
Guided study in physics under faculty supervision; various topics and methods of instruction. 1-6 hours (may be repeated for total of 6 hours with change in title and topic.)
- 2990 TUTORIAL
Independent study in physics under faculty supervision. 1-3 hours (may be repeated for total of 9 hours with change in title and content).
- 3100 INTERMEDIATE LABORATORY
Junior-level experiments in physics, and analog and digital electronics. 1-2 hours (may be repeated for total of 4 hours). Prerequisite: PHYS 2124 *or* PHYS 2224.
- 3113 PHYSICAL MECHANICS
Statics and dynamics of a particle; potential theory; introduction to orbit theory and rigid body dynamics. Prerequisites: MATH 2223 *and* PHYS 2124 *or* PHYS 2224. 3 hours
- 3213 ELECTRICITY AND MAGNETISM-FIELD THEORY
Laws and principles of electrostatics, moving electric charges and electromagnetism. Prerequisites: MATH 2223 *and* PHYS 2124 *or* PHYS 2224. 3 hours

- 3301 SEMINAR
Prerequisite: approval of instructor. 1 hour
- 4100 ADVANCED LABORATORY
Senior level experiments in physics and digital electronics. 1-2 hours (may be repeated for total of 4 hours).
Prerequisite: PHYS 3100.
- 4113 WAVE MOTION AND PHYSICAL OPTICS
Wave equations, wave propagation, coherence, interference, diffraction, polarization, interaction of light with matter, and radiation. Prerequisites: MATH 3243 *and* PHYS 3213. 3 hours
- 4313 SELECTED TOPICS IN MODERN PHYSICS
Consideration of such topics as atomic and molecular structure, nuclear physics, or solid state physics. (May be repeated for total of 9 hours with change in title and topic). Prerequisites: MATH 3243, PHYS 3113, *and* PHYS 3213. 3 hours`
- 4880 SPECIAL TOPICS
Special topics in physics. 1-4 hours (may be repeated for total of 6 hours with change in title and content).
- 4900 WORKSHOP
Related topics and problems in physics. 1-6 hours (may be repeated for total of 9 hours with change in title and content).
- 4990 TUTORIAL
Independent study in physics under faculty supervision. 1-3 hours (may be repeated for total of 9 hours with change in title and content).

PRE-PROFESSIONAL PROGRAMS

PRE-DENTISTRY

The University of Science and Arts of Oklahoma has a designated pre-dental advisor who receives information concerning the entrance requirements of the dental colleges and who will help students plan their program for each trimester they are in college, regardless of what major they may choose. The pre-dental student should secure approval of the pre-dental advisor each time the student enrolls. Although the various dental colleges do not have uniform entrance requirements, there is a great deal of similarity among them. The pre-dental students can start their program before selecting a dental college. Although the student may choose any program of study for a major, most pre-dental students choose either a biology or chemistry major. These two majors provide the best preparation for the DAT (Dental Admission Test). The minimum coursework should include:

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
IDS 1113, 1213	Writing	6
CHEM 1111, 1113, 1121, 1123	General Chemistry	8
CHEM 3302, 3312, 3303, 3313	Organic Chemistry	10
CHEM 3321	Bio Chemistry Lab	1
CHEM 3323	Bio Chemistry	3
PHYS 1301, 1401, 2114, 2124	General Physics	10
Biology elective with laboratory	Biology	8

PRE-MEDICINE

The University of Science and Arts of Oklahoma has a designated pre-medical advisor who receives information concerning the entrance requirements of medical colleges. The pre-med advisor will help those students whose interests lie in this area to plan their program for each trimester they are in college, regardless of what major they may choose. The pre-medical student should secure the approval of the pre-medical advisor each time the student enrolls. Although the various medical colleges do not have uniform entrance requirements, there is a great deal of similarity among them. The pre-medical students can start their program before selecting a medical college. Although the student may choose any program of study to major, most pre-med students choose either a biology or chemistry major. These two majors provide the best preparation for the MCAT (Medical College Aptitude Test). Minimum coursework should include:

<i>Course(s)</i>	<i>Title</i>	<i>Hours Required</i>
IDS 1113,1213	Writing	6
BIOL 1111	General Zoology Lab	1
BIOL 1113	General Zoology	3
BIOL 1222	Biological & Medical Terminology	2
BIOL 2201	Comp. Vert. Anatomy Lab	1
BIOL 2203	Comp. Vert. Anatomy	3
BIOL 2251	Human Anatomy Lab	1
BIOL 2253	Human Anatomy	3
BIOL 3121	Human Physiology Lab	1
BIOL 3123	Human Physiology	3
BIOL 3331	General Genetics Lab	1
BIOL 3333	General Genetics	3
CHEM 1111, 1121, 1113, 1123	General Chemistry	8
CHEM 3302, 3312, 3303, 3313	Organic Chemistry	10
PHYS 1301, 1401, 2114, 2124	General Physics	10
PSYC 1643	Elementary Psychology	3
SOCI 1123	General Sociology	3
English elective	Selected	3
Humanities or Philosophy elective	Selected	3

PRE-NURSING (R.N.)

Pre-nursing students seeking to receive the Bachelor of Science degree as well as becoming registered nurses will be applying to enter two clinical years at a college of nursing after completing two years of designated academic courses on the USAO campus. After successfully finishing the four years, they will be eligible to write the State Board Examination for licensure as a registered nurse and also have a B.S. degree from the university where they completed their upper-division nursing major. Since admission to the last two years is selective, good achievement in prior academic work and early advisement from the college of nursing you wish to attend are important. Courses generally required for entrance into most nursing programs include:

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
IDS 1013	Rhetoric and Public Speaking	3
IDS 1113	Writing I	3
IDS 1123	Writing II	3
IDS 2003	Introduction to Computer Science	3
IDS 2023	Foundations of Life Science	3
IDS 2133	American Civilization I	3
IDS 2143	American Civilization II	3
MATH 1513	College Algebra	3
MATH 2203	Elementary Statistics	3
CHEM 1111	General Chemistry I Lab	1
CHEM 1113	General Chemistry I	3
BIOL 2251	Human Anatomy Lab	1

BIOL 2253	Human Anatomy	3
BIOL 3121	Human Physiology Lab	1
BIOL 3123	Human Physiology	3
BIOL 3811	Basic Microbiology Lab	1
BIOL 3813	Basic Microbiology	3
PSYC 1643	Elementary Psychology	3

In addition, various programs may require courses from psychology, sociology, anthropology, nutrition, foreign language, artistic expression, western and non-western culture.

PRE-PHARMACY

The pre-pharmacy curriculum is designed to fulfill the requirements of the student who wishes to obtain a degree in pharmacy from the University of Oklahoma or Southwestern Oklahoma State University. The following courses are generally required for entrance into a pharmacy program:

<i>Course(s)</i>	<i>Title</i>	<i>Hours Required</i>
IDS 1113, 1213	Writing	6
IDS 2133, 2143	American Civilization	6
BIOL 1111	General Zoology Lab	1
BIOL 1113	General Zoology	3
BIOL 2251	Human Anatomy Lab	1
BIOL 2253	Human Anatomy	3
BIOL 3121	Human Physiology Lab	1
BIOL 3123	Human Physiology	3
BIOL 3811	Basic Microbiology Lab	1
BIOL 3813	Basic Microbiology	3
CHEM 1111, 1121, 1113, 1123	General Chemistry	8
CHEM 3302, 3312, 3303, 3313	Organic Chemistry	10
CHEM 3321, 3323	Biochemistry	4
PHYS 1301, 1401, 2114, 2124	General Physics	10
MATH 1513	College Algebra	3
MATH 1613	Trigonometry	3
MATH 1743	Calculus & Analytic Geometry I	3
MATH 2203	Elementary Statistics	3
MATH 2223	Calculus & Analytic Geometry II	3
ECON 2113	Economics	3
IDS 3313	Understanding Artistic Forms	3
IDS 3323	Western Civilization and Culture	3
IDS 4333	Non-Western Culture	3

In addition, two college courses in a foreign language are required if the student has not completed two years of a foreign language in high school.

PRE-VETERINARY MEDICINE

Students preparing for veterinary medicine enroll at USAO with the assistance of the pre-veterinary medical advisor. The advisor will not only help plan their schedules each trimester, but will guide them in the application for admission to a college of veterinary medicine. The following pre-veterinary curriculum is designed to fulfill the requirements of the student who wishes to enter a program of veterinary medicine at the Oklahoma State University College of Veterinary Medicine.

<i>Course(s)</i>	<i>Title</i>	<i>Hours Required</i>
IDS 1113, 1213	Writing	6
BIOL 1011	General Botany Lab	1

BIOL 1013	General Botany	3
BIOL 1111	General Zoology Lab	1
BIOL 1113	General Zoology	3
BIOL 3331	General Genetics Lab	1
BIOL 3333	General Genetics	3
BIOL 3811	Basic Microbiology Lab	1
BIOL 3813	Basic Microbiology	3
CHEM 1111, 1121, 1113, 1123	General Chemistry	8
CHEM 3302, 3312, 3303, 3313	Organic Chemistry	10
CHEM 3321, 3323	Biochemistry	4
COMM 2133	Public Speaking and Persuasion	3
COMM 4103	Technical Writing	3
MATH 1513	College Algebra	3
PHYS 1301, 1401, 2114, 2124	General Physics	10
ANSI 3543	Principles of Animal Nutrition*	3

*Available from Oklahoma State University by correspondence.

Pick 2 of the following humanities or social science courses:

IDS 1133	The Individual in Contemporary Society	3
IDS 3313	World Thought & Culture to 500 C.E.	3
IDS 3323	World Thought & Culture 500-1650	3
IDS 4333	World Thought & Culture 1650 to present	3

All veterinary colleges do not have identical entrance requirements. Any student wishing to apply to other colleges of veterinary medicine also may receive help from the veterinary medical advisor.

PRE-HEALTH RELATED STUDY IN OTHER FIELDS

USAO furnishes academic courses for those who will apply to enter clinical or post-graduate work in:

- Optometry (Doctor of Optometry)
- Physical Therapy
- Radiologic Technology (which includes Nuclear Medicine, Radiography, Radioactive Radiation Therapy, Sonography)
- Others

In general, all programs involving clinical work require selective admission before the clinical phase of the education. A good academic record as well as an exact program of courses will be needed. All pre-health related students should first contact the chair of the science department, who will secure an informed advisor for them. Students interested in health-related professions other than those specifically mentioned above may find that a part or all of their pre-professional work can be done at USAO. All such people are invited to contact the chair of the science department for information.

Division of Science and Physical Education

PHYSICAL EDUCATION

The physical education program enriches the life of each student by providing knowledge concerning good health practices, efficient use of body mechanics to meet the demands of a lifetime, and sharpening the skills necessary for participation in lifetime activities. A student can obtain a Bachelor of Science degree in physical education with or without teacher education certification. A coaching emphasis is also available for students who desire to coach interscholastic sports. A minor in physical education may also be obtained.

Bachelor of Science in Physical Education

Required PHED Core (41 hours):

<i>Course</i>	<i>Title</i>	<i>Hours Required</i>
PHED 1011	Concepts of Health & Fitness	1
PHED 1061	Folk, Square, & Social Dance	1
PHED 1111	Beginning Swimming	1
	<i>or</i>	
PHED 1132	Water Safety Instruction	2
PHED 1222	Foundations of PHED	2
PHED 1233	Personal Health	3
PHED 1322	Fundamentals of Team Sports	2
PHED 1422	Fundamentals of Individual Sports	2
PHED 2223	First Aid and Civil Defense	3
PHED 2233	Community & Consumer Health	3
PHED 2313	Prevention & Care of Athletic Injuries	3
PHED 2433	Anatomy & Physiology	3
PHED 3213	Kinesiology	3
PHED 3333	Physical Education in the Elem. School	3
PHED 3342	Sports Officiating	2
PHED 4102	Organization & Administration	2
PHED 4212	Adapted Physical Education	2
PHED 4223	Measurement & Evaluation	3
PHED 4313	Physiology of Exercise	3

**Bachelor of Science in Physical Education/
Teacher Certification**

This program qualifies individuals to obtain an Oklahoma teaching certificate and teach physical education in grades PreK-12. For a program checklist for teacher certification in physical education, students should consult the physical education certification advisor.

Required Professional Education Core (30 hours)

Required Physical Education Core (41 hours)

Minor in Physical Education

Required PHED Minor Core (23-25 hours):

<i>Courses</i>	<i>Title</i>	<i>Hours</i>
PHED 1061	Folk, Square, and Social Dance	1
PHED 1111	Beginning Swimming	1
	<i>or</i>	
PHED 1132	Water Safety Instruction	2
PHED 1222	Foundations of PHED	2
PHED 1322	Fundamentals of Team Sports	2
PHED 1422	Fundamentals of Individual Sports	2
PHED 2223	First Aid and Civil Defense	3
PHED 2233	Community and Consumer Health	3
PHED 3104	Methods of Teaching Physical Education	4
	<i>or</i>	
PHED 3333	Physical Education in the Elementary School	3
PHED 3342	Sports Officiating	2
PHED 4102	Organization and Administration	2
PHED 4212	Adapted Physical Education	2

Coaching Endorsement

PHED 2313	Prevention & Care of Athletic Injuries	3
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COURSE LISTINGS in PHYSICAL EDUCATION

- 1001 VARSITY ATHLETICS
Student athletes competing for a varsity athletic team are permitted to enroll once from any of the offerings listed under “Varsity Athletics” as electives toward graduation; thereafter, it is for no credit. A course selected from the Varsity Athletics offerings waives 1-hour credit from the activity requirements. Student athletes participating in more than one sport are allowed to enroll once for each varsity sport. Student athletes may take one or more activity courses similar to their varsity sports and receive 1 hour for each course. The remaining activity course requirements are to be selected from the list of physical education activities.
- Varsity Athletic Offerings:
Section 1: Varsity Basketball. Membership and participation in activities of the varsity basketball squad. Only 1 hour may be counted toward graduation requirements.
Section 2: Varsity Soccer. Membership and participation in activities of the varsity tennis/soccer teams. Only 1 hour may be counted toward graduation requirements.
Section 3: Varsity Baseball/Softball. Membership and participation in activities of the varsity baseball/softball squads. Only 1 hour may be counted toward graduation requirements.
- 1011 CONCEPTS OF HEALTH AND FITNESS
Basic concepts applicable to the attainment and maintenance of good health and physical fitness, including personal evaluations and fitness activities. 1 hour
- 1021 TEAM SPORTS
Flag football, volleyball: fundamental skills, rules, strategy and team play. 1 hour
- 1031 TEAM SPORTS
Basketball, softball: fundamental skills, rules, strategy and team play. 1 hour
- 1041 TEAM SPORTS
Soccer, basketball: fundamental skills, rules, strategy and team play. 1 hour.
- 1061 FOLK, SQUARE AND SOCIAL DANCE
American folk dances, square and round dances and current social dances. 1 hour.
- 1081 AEROBICS AND PHYSICAL CONDITIONING
Development of physical fitness through aerobic activities and conditioning exercises for strength, muscular endurance, flexibility, agility. 1 hour
- 1091 WEIGHT TRAINING
Use of progressive resistance exercise to develop muscular strength and endurance; exposure to different systems of training and various methods for attaining maximal muscular strength. 1 hour
- 1111 BEGINNING SWIMMING
Red Cross Certification: Skills, techniques, stroke development, and water safety rules for the beginning swimmer. 1 hour
- 1132 WATER SAFETY INSTRUCTION
Red Cross certification for instruction in water safety practices and lifesaving techniques. 2 hours
- 1141 BOWLING
Skill development, rules, strategies and competitive play. 1 hour
- 1151 GOLF
Basic skill development, rules, strategies, club selection and competitive play. 1 hour

- 1161 TENNIS
Basic skill development, rules, strategies and competitive play in both singles and doubles. 1 hour
- 1181 FENCING
Theory and practice of foil fencing, including fundamentals of footwork, defense, attack, strategy, and bouting. 1 hour
- 1191 AEROBIC DANCE
Improvement of cardiovascular fitness through use of rhythm, running, jogging, swinging, and dance steps. 1 hour
- 1222 FOUNDATIONS OF PHYSICAL EDUCATION
History, philosophy, current practices, trends and opportunities in physical education. 2 hours
- 1233 PERSONAL HEALTH
Designed to assist students in developing broad understanding of their obligations to themselves and society in health matters. 3 hours
- 1322 FUNDAMENTALS OF TEAM SPORTS
Basic basketball, soccer, softball, and volleyball. Majors only. 2 hours
- 1422 FUNDAMENTALS OF INDIVIDUAL SPORTS
Basic golf, gymnastics, tennis and badminton. Majors only. 2 hours
- 2101 WATER AEROBICS
Improvement of cardiovascular fitness through utilization of various types of movement in aquatic setting. 1 hour
- 2223 FIRST AID AND CIVIL DEFENSE
Instruction in treatment and prevention of injuries; structure and purpose of Civil Defense. 3 hours
- 2233 COMMUNITY AND CONSUMER HEALTH
Information specific to any aspect of health as it relates to consumer needs; focused on situations and circumstances that affect a person's basic health. 3 hours
- 2313 PREVENTION AND CARE OF ATHLETIC INJURIES
Theory and practical experiences relating to prevention of athletic injuries and the current practices and limitations involved in treating injuries. 3 hours
- 2433 HUMAN ANATOMY AND PHYSIOLOGY
Study of human body and its systems. 3 hours
- 2880 SPECIAL TOPICS
Special topics in physical education. 1-4 hours (may be repeated for total of 6 hours).
- 2900 WORKSHOP
Guided study in physical education under faculty supervision; various topics and methods of instruction. 1-4 hours (may be repeated for total of 6 hours with change in title and topic).
- 2990 TUTORIAL
Independent study in physical education under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).

- 3104 TEACHING METHODS IN PHYSICAL EDUCATION
Theory and practice of methods and techniques used in teaching physical education, class organization, program planning, teaching/ resource units and lesson planning, discipline, accountability; teacher-aid lab experience to be arranged. Prerequisites: PHED 1322, PHED 1422, *and* admission to Teacher Education. 4 hours
- 3202 SOCIO-CULTURAL DIMENSIONS OF PHYSICAL EDUCATION AND SPORT
Survey of the historical, sociological and philosophical issues in physical education and sport. 2 hours
- 3213 KINESIOLOGY
Principles of movement applied to basic mechanical and kinesiological interpretation of normal and abnormal motor functions. Prerequisite: PHED 2433 *or* permission of instructor. 3 hours
- 3333 PHYSICAL EDUCATION IN ELEMENTARY SCHOOL
Physical education techniques and materials for the elementary school teacher. Development of knowledge and skill in teaching movement exploration, fundamental rhythm, sports skills, and games for elementary children. Observation and laboratory practice are included. 3 hours
- 3342 SPORTS OFFICIATING
Rules, principles, court and field mechanics involved in officiating team sports. (May be repeated for total of 4 hours: 2 hours each in football/volleyball and basketball/baseball/softball). 2 hours
- 3352 THEORY OF COACHING INTERSCHOLASTIC SPORTS
Emphasis on coaching major team sports. Instruction includes psychology of coaching; certification of coaches; finance and budgeting; purchase, care, and repair of equipment; methods of scheduling; rules of the sport; and fundamentals of offense and defense. (May be repeated for total of 8 hours: 2 hours each in baseball, basketball, football, and track & field). 2 hours
- 3402 PSYCHOLOGICAL DIMENSIONS OF PHYSICAL EDUCATION AND SPORT
Examination of the psychological components of individual participation in physical education and sport. 2 hours
- 4102 ORGANIZATION AND ADMINISTRATION OF PHYSICAL EDUCATION
Organizational and administrative procedures connected with physical education programs; program objectives; scheduling; construction and maintenance of facilities; personnel problems; program policies; and public relations. 2 hours
- 4212 ADAPTED PHYSICAL EDUCATION
Emphasis on the characteristics and needs of the physically challenged and how to best meet those needs in the elementary and secondary school setting. 2 hours.
- 4223 MEASUREMENT AND EVALUATION IN PHYSICAL EDUCATION
Purpose and organization of tests and measurements with emphasis on tests and physical fitness; skill ability; body mechanics and growth patterns; grading; standard procedures for evaluating test results. Laboratory experiences will be provided. 3 hours
- 4313 PHYSIOLOGY OF EXERCISE
Physiological effects of exercise in relation to anatomical structure and organic function power of the human body. Prerequisite: PHED 2433 *or* permission of instructor. 3 hours
- 4430 SEMINAR
1-6 hours (may be repeated for total of 6 hours).
- 4880 SPECIAL TOPICS
Special topics in physical education. 1-4 hours (may be repeated for total of 6 hours).

- 4900 WORKSHOP
Related topics and problems in physical education. 1-6 hours (may be repeated for total of 9 hours with change in title and content).
- 4990 TUTORIAL
Independent study in physical education under faculty supervision. 1-4 hours (may be repeated for total of 9 hours with change in title and content).

PERSONNEL AT USAO

ADMINISTRATION

- JOHN H. FEAVER, President: 1980, 1988, 2000
B.A., M.A., Ph.D., University of Oklahoma
- J. SANDERS HUGUENIN, Vice President for Academic Affairs, 1997, 2004
B.A., Texas A&M University; College Station; M.A., Ph. D., Boston University
- J. LYNN BOYCE, Chief Information Officer: 1992, 1996, 2002
B.S., University of Science and Arts of Oklahoma; M.B.A., University of Oklahoma
- MICHAEL COPONITI, Vice President for Business & Finance: 1994, 1999, 2006
B.A., University of Science and Arts of Oklahoma; M.B.A., Cameron University
- MICHAEL NEALEIGH, Vice President for University Advancement: 2006
B.A., Howard Payne University; M.Div. Southwest Baptist Theological Seminary; Ph.D., Baylor University
- TERRY WINN, Vice President for Administrative Affairs, 1996
B.A., Northwestern Oklahoma State University; M.A., University of Oklahoma
- JULIE BOHANNON, Director of Alumni Development: 1997, 2006
B.S., University of Tennessee at Martin; M.S., University of Tennessee, Knoxville
- KELLY BROWN, Director of Nash Library: 2002
B.S., University of Oklahoma; M.L.S., Emporia State University
- JOSEPH W. EVANS, Jr., Director of Enrollment & Records & Registrar: 1999, 2007
B.A., M.S., University of Georgia
- VICKI FERGUSON, Director of Teacher Education: 1988, 1993, 1999, 2003
B.A., Agnes Scott College; M.A., University of Texas at Austin; Ph. D., University of Oklahoma
- KELLEE JOHNSON, Admissions Coordinator, 2007
B.S., Southeastern University (Florida)
- BRISCO MCPHERSON, Athletic Director: 1980, 2002
B.A., University of Science and Arts of Oklahoma; M.Ed., Central State University
- NANCY J. MOATS, Director of Financial Aid: 1999
B.S., M.Ed., Phillips University, (Oklahoma)
- BILL SMITH, Assistant to the President: 1973, 1988
B.S., Midwestern State University; M.S., Kansas State University
- TIM STIGER, Director of Physical Plant: 1998
B.A., M.S., M.B.A., J.D., University of Oklahoma
- RANDY TALLEY, Director of Media and Community Relations: 1986
B.S., Oklahoma State University
- ALAN D. TODD, Director of Instructional Technology and Professional Development: 1976
B.S., Oklahoma State University; M.Ed., Ph.D., University of Oklahoma

PROFESSIONAL STAFF

- JENNY BENDURE, Printing Services Manager: 2007
B.A., University of Science & Arts of Oklahoma
- DAN BICE, Educational Interpreter: 1998
- LAURA COPONITI, Assistant Director of Financial Aid: 1992
B.S., University of Science and Arts of Oklahoma
- HARLY DAY, Assistant Director of Student Services: 1986
B.S., M.S., University of Oklahoma
- DAVID DUNCAN, Television Production Specialist: 1999
- JAMES HAMPTON, Men's/Women's Soccer Coach: 1998

B.S., Northeastern Oklahoma State University
 JIM HOPKINS, Director of Data Processing: 2002, 2005
 MELISSA HOWE, Director of Annual Giving & Grant Proposals: 2006
 B.S., M.B.A., Cameron University
 NANCY HUGHES, Student Services Counselor: 2007
 B.S., University of Tulsa; M.S., University of Memphis
 VINSON METCALF, Assistant Men's Basketball Coach: 2001
 B.S., Oklahoma Baptist University; M.S., University of Tulsa
 RON MITCHELL, Chief Security Officer: 1978
 SUMMER MOODY, Student Life Counselor Sparks: 2007
 B.S., Midwestern State University
 BERGUNDY NELSON, Executive Assistant to the President and Secretary to the Board of Regents: 2004
 B.S., Oklahoma State University
 MONICA PARK, Lawson Court Manager: 2006
 B.A., Northwestern State University
 CAREY PHARISS, Assistant Women's Basketball Coach: 2005
 B.S., University of Science & Arts of Oklahoma; M.S., University of Tulsa
 ANNA MARIE PRATT, Institutional Research Assistant: 2004
 B.S., Oklahoma College of Liberal Arts
 TARALEE PRINGLE, Head Softball Coach: 2005
 B.S., M.S., University of Central Oklahoma
 L.J. POWELL, Men's Baseball Coach: 1997
 B.S., M.A., Southwestern Oklahoma State University
 CARLA ROBISON, Academic Resource Coordinator: 2000
 B.S., M.S., Oklahoma State University
 MICHAEL ROSS, Assistant Baseball Coach: 2005
 B.A., University of Science and Arts of Oklahoma
 ADEEL SIDDIQUI, Microcomputer Support Specialist: 2005
 B.S., University of Science & Arts of Oklahoma
 JASON SHERMAN, Library Systems Specialist: 2006
 B.A., University of Science & Arts of Oklahoma
 LORI UNDERWOOD, Director of Student Activities & Leadership Programs: 2006
 B.A., Southwestern Oklahoma State
 ZAC UNDERWOOD, Sports Information Director and Media Relations Assistant: 2005
 B.A., Southwestern Oklahoma State
 ALEXEI VIZARELIS, Assistant Men's and Women's Soccer Coach: 2006
 B.A., University of Science & Arts of Oklahoma

DIVISION CHAIRS

BRENDA BROWN, Chair of the Division of Arts and Humanities: 1992, 1999, 2005, 2006
 B.A., University of North Texas; M.A., University of Texas at Arlington; Ph.D., Texas Christian University
 CHARLES F. DORMAN, Chair of the Division of Science and Physical Education: 1967, 1975, 1998
 B.S., M.S., Ph.D., University of Oklahoma
 VICKI FERGUSON, Chair of the Division of Education & Speech-Language Pathology: 1988, 1993, 1999, 2003
 B.A., Agnes Scott College; M.A., University of Texas at Austin; Ph.D., University of Okla.
 JENNIFER LONG, Chair of Interdisciplinary Studies & Curriculum, 2007
 B.A., University of Tulsa; Ph.D., University of Tennessee, Knoxville
 TINA WINN, Chair of the Division of Business & Social Science: 1997, 2002, 2004
 B.S., Oklahoma Christian College; M.Ed., Northwestern Okla. State Univ.; Ed. D., Okla. State University

FACULTY

- ANNICK BELLEMAIN, Assistant Professor of Languages: 2006
B.A., M.A. Brigham Young University; Ph.D., University of Utah
- KENNETH A. BOHANNON, Associate Professor of Music: 1995, 1996, 2005
B.A., Hendrix College; M.M., University of Tennessee, Knoxville; D.M., Indiana University
- JUDY BRAWNER, Instructor of Education of the Deaf: 1979
B.S., East Central State University; M.S., University of Oklahoma
- STEPHEN BREERWOOD, Assistant Professor of Art: 2007
B.A., Nicholls State University; M.F.A., Florida State University
- SHARON BRICKMAN, Assistant Professor of Education: 2006
B.S., Cameron University; M.A., Austin Peay State University; Ph.D., University of Oklahoma
- KELLY BROWN, Instructor/Director of Library: 2002
B.S., University of Oklahoma; M.L.S., Emporia State University
- BRENDA BROWN, Professor of English: 1992, 1999, 2005
B.A., University of North Texas; M.A., University of Texas at Arlington; Ph.D., Texas Christian University
- STEVE BROWN, Professor of Art: 1988, 1992
B.A., Oklahoma College of Liberal Arts; B.F.A., University of Oklahoma; M.F.A., University of Ohio
- JOHN BRUCE, Associate Professor of Language and Literature: 1998, 2000, 2005
B.A., Humboldt State University; M.A., University of Texas-Pan American; Ph.D., University of Glasgow (Scotland)
- J.C. CASEY, Professor of Communication: 1992, 1999, 2005
B.A., Northeast Louisiana University; M.A., Northwestern State University (Louisiana); Ph.D., University of Maryland
- ROCH CHAN-YU-KING, Professor of Chemistry: 1988, 1993, 2005
B.S., M.S., Université d'Aix-Marseille I, France; Ph.D., Southern Illinois University
- KEVIN CROW, Assistant Professor of History/Education, 2005
B.A., Arkansas Tech University, M.A., Ph.D., University of Kentucky
- KATIE DAVIS, Assistant Professor of Drama: 2006
B.A., Juniata College; M.A., University of Texas at El Paso; M.F.A., University of Mississippi
- CHARLES F. DORMAN, Professor of Physics: 1967, 1975, 1998
B.S., M.S., Ph.D., University of Oklahoma
- CRAIG DEAN ELDER, Assistant Professor of Management; 1997, 2006
B.A., University of Science and Arts of Oklahoma; M.A. Ph.D., University of Oklahoma
- JOHN H. FEAVER, Professor of History: 1980, 1985, 1988, 2000
B.A., M.A., Ph.D., University of Oklahoma
- WENDI FERRELL, Instructor of Business: 2008
B.S., Southwestern Oklahoma State University; M.S., Cameron University
- VICKI FERGUSON, Professor of Education: 1988, 1993, 1999, 2003, 2006
B.A., Agnes Scott College; M.A., University of Texas at Austin; Ph.D., University of Oklahoma
- ERIK GUZIK, Assistant Professor of Economics: 2006
B.A., M.A., Ph.D., University of Massachusetts, Amherst
- DAN HANSON, Professor of Music: 1988, 1995, 2003
B.M., M.M., Texas Tech University; D.M.A., North Texas State University
- JAN L. HANSON, Professor of Music: 1987, 1994, 2002
B.S., Texas Women's University; M.M., Indiana University; D.M.A., North Texas State University
- NANCY HECTOR, Associate Professor of Education: 1998, 2002, 2008
B.S., Oklahoma College of Liberal Arts; M.Ed., Phillips University; Ed. D., Nova University
- THURMAN LEE HESTER, JR., Associate Professor of Indian Studies: 2000, 2005
B.A, M.A., Ph. D., University of Oklahoma
- DAN S. HOBBS, Regents Professor of Education: 1991
B.A., Panhandle State University; M.Ed., Ph.D., University of Oklahoma
- DIANE HOLLAND, Instructor of Speech-Language Pathology and Director of Speech-Pathology Clinic: 1991, 1997
B.A., M.S., Kearney State College
- J. SANDERS HUGUENIN, Associate Professor of History: 1997, 2002, 2004

B.A., Texas A&M University, College Station; M.A., Ph.D., Boston University
 JOHN JOHNSON, Professor of Computer Science: 1988, 1994, 2000
 B.S.M.T., M.S.E.E., Ph.D., University of Missouri, Columbia
 STEPHEN KANDEH, Assistant Professor of Sociology: 2001
 B.A., M.S., University of Sierra Leone; M.A., Ph.D., Ohio State University
 SHAWYI KAO, Professor of Mathematics: 1982, 1987, 1992
 B.S., Fu Jen University, Taipei; M.S., Wright State University; Ph.D., University of Oklahoma
 ALEISHA KARJALA, Assistant Professor of Political Science, 2007
 A.A., Long Beach City College, B.A., University of Oklahoma; Ph.D., University of Oklahoma
 SEAN KELLEY, Associate Professor in Physical Education: 1999, 2001, 2006
 A.A., Schoolcraft College, Michigan; B.S., M.Ed., Wayne State University, Ph.D., Ohio State University
 JACQUELYN KNAPP, Assistant Professor of Art: 1998, 2004
 B.A., University of Science & Arts of Oklahoma; M.F.A., Texas A&M University, Commerce
 ANGUS KENT LAMAR, Professor of Art: 1976, 1980, 1983, 1989
 B.A., Oklahoma College of Liberal Arts; M.F.A., Instituto Allende, San Miguel de Allende, Mexico
 CECIL LEE, Regents Professor of Art: 1991
 B.F.A., M.F.A., Ohio State University
 JENNIFER LONG, Associate Professor of Economics: 1999, 2004, 2005
 B.A., University of Tulsa; Ph.D., University of Tennessee, Knoxville
 JEANNETTE LOUTSCH, Assistant Professor of Biology: 2007
 B.S., College of St. Benedict (MN); Ph.D., Saint Louis University
 SEAN MACDONALD, Assistant Professor of Mathematics: 2006
 B.S., Birmingham-Southern College; M.S., Ph.D., University of Alabama at Birmingham
 CHARLES M. MATHER, Professor of Biology: 1976, 1981, 1986
 B.S., M.S., Stephen F. Austin State University; Ph.D., Texas A&M University, College Station
 JEANNE C. MATHER, Professor of Education: 1990, 1994, 2000, 2007
 A.A., San Diego City Community College; B.S., Texas A&M University, College Station; M.Ed., Ph.D.,
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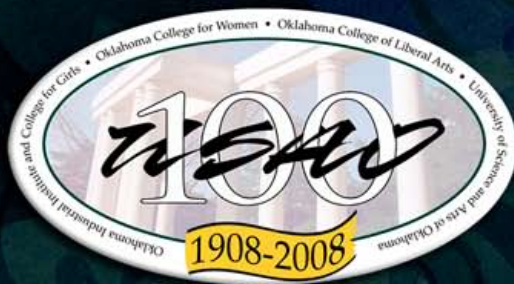
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